

Adaptation Fund Board
Project and Programme Review Committee
Thirty-fifth meeting
Bonn, Germany

Operational Policy of the Regional Funding Window for Locally-led Adaptation

Strategic issues

- a) Expanding access to regional financing for locally-led adaptation (LLA) is critical to strengthening the Adaptation Fund's support for vulnerable communities. The establishment of a regional LLA funding window aligns with the Adaptation Fund's mandate to enhance locally-led adaptation and improve access to financing for locally driven solutions.
- b) Existing funding provisions may limit the effectiveness and scalability of regional LLA initiatives. Single-country LLA projects can currently access up to \$5 million, and are limited in leveraging concerted action and synergies across multiple countries, as well as transboundary adaptation challenges.
- c) Clear and predictable funding allocation is necessary to ensure sustained access to regional LLA financing. Without a dedicated and flexible funding envelope, regional LLA projects may face uncertainty, affecting their ability to scale and implement long-term adaptation actions.
- d) Regional cooperation offers significant added value for achieving adaptation outcomes.
- e) Regional LLA initiatives can drive efficiencies through scaling-up, mainstreaming LLA into national and regional policies, knowledge sharing, and strengthening of institutional and financial frameworks for locally-led climate action.

Purpose

1. This paper asks the Board to consider options for a new window for regional projects for LLA, including options for the size of the project/programme grant, project/programme preparation grants and review criteria, for consideration by the Board at its forty-fourth meeting.

Recommended Decision

2. The PPRC may want to consider and recommend to the Board to approve the operational policy of regional funding window for locally-led adaptation as per document AFB/PPRC.35/9, including:

- a) Maximum size of regional LLA projects and programmes to follow the policy governing the maximum size of regional projects and programmes;
- b) Maximum size of project formulation grants to follow the policy established under Decision B.42/37, paragraphs (c) and (d)(i)-(ii).

Background

3. At its forty- second meeting, the Board decided to approve US\$ 60 million for funding regional project and programme proposals, via decision [B.42/33](#).

Additional delivery modalities for expanding support to LLA in the Adaptation Fund

4. The implementation plan of the 2023-2027 MTS, adopted by the Board through Decision B.40/72, outlines 3 modalities for expanding support to LLA:

- (a) enhancing the existing Enhanced Direct Access window,
- (b) establishing a new Global MIE Aggregator programme for channeling grants for LLA to non-accredited entities,
- (c) opening the option for EDA-type national programmes for MIEs and RIEs.

5. As mandated by the Board's request in paragraph b (iii) of decision [B.40/72](#), the document AFB/PPRC.33/39 'Additional delivery modalities for expanding support to locally led adaptation' was developed and the Board decided:

[...]

Regional locally-led adaptation projects and programmes

- m. To request the secretariat to present options for a new window for regional projects for LLA, including options for the size of the project/programme grant, project/programme preparation grants and review criteria, for consideration by the Board at its forty-fourth meeting;*

[...]

(Decision B.42/36)

6. As mandated by the Board's request in paragraph m. of decision [B.42/36](#), the current document AFB/PPRC.35/9 aims to present options for the new window on regional projects for LLA.

7. As stated in paragraph 43 of document [AFB/PPRC.33/39](#), the regional LLA window "is proposed in addition to the modalities initially suggested in the implementation plan of the Medium-Term Strategy as it would strengthen the delivery of the LLA outcomes as well as enhance the coherence of the Fund's LLA portfolio. These regional projects should involve three (3) or more countries and aim to leverage synergies based on regional similarities, address transboundary issues faced by local actors and/or strengthen regional delivery mechanisms for LLA, particularly those that

may be established by or for particularly vulnerable groups (e.g. women, Indigenous People, etc.)”.

Size of Regional LLA project/programme grant

8. The following section includes options for the size of the regional LLA project/programme grant.

9. **Recommended Option:** The proposed approach in terms of the size of regional LLA projects and programmes is to follow the policy governing regular regional projects and programmes. At this time, this means that each project/programme can be up to US\$ 14 million, excluding project formulation support.

10. An alternative approach to following the approach of Large Innovation regional projects where the maximum size of regional grant is the same as that of single-country grant. At this time, US\$ 5 million has been set as the maximum amount per single project/program.

Rationale for proposed approach:

11. Considerations: US\$ 5 million is a relatively small amount for a regional intervention, and the small amount will serve as a barrier to access. At this time, LLA single country projects are up to US\$ 5 million per project/ programme.

12. The secretariat proposes that the Board set an annual funding allocation for this window. This envelope would be inclusive of PFGs. The Board could review the funding envelope on an annual basis, taking into considerations regional LLA project/programme submission flows. The approach would be the same as that for regional as well as innovation and small grants.

13. For example, if the total amount of requested funding by IEs through the regional LLA window goes beyond the provisioned funding envelope during a fiscal year, the proposals submitted by those entities and recommended for approval would be placed on a waiting list. For the funding envelope to be applied effectively, LLA proposals submitted through this funding window for consideration by the Board would be reviewed as per the standard project/programme review and approval procedures under the Fund. The recommendation for annual provision for Regional LLA for the fiscal year 2026 is presented for consideration in document [AFB/PPRC.35/8](#).

Project Formulation Support for regional LLA grants

14. At its 42nd Meeting, the secretariat presented document [AFB/PPRC.33/40](#) that presented ‘Options for modifications of project formulation grants’.

15. Based on this document, the Board adopted decision [B.42/37](#) (see Annex 3). This decision pertains to the policy regarding the Adaptation Fund's Project Formulation Grants (PFGs), which provide financial support for preparing project proposals. The decision aims to enhance access to PFGs across different project types while ensuring appropriate funding levels based on project size and scope. The decision expands access to PFGs for projects submitted by National, Regional, and Multilateral Implementing Entities while revising funding limits based on project size. Single-country projects can receive up to US\$ 150,000, while regional projects above US\$ 5 million can access up to US\$ 150,000, with an additional US\$ 15,000 per country, capped at US\$ 250,000. Locally-led

adaptation (LLA) projects may receive up to US\$ 100,000 in additional support to enhance local decision-making. PFG requests must be submitted with project concepts or pre-concepts, with 20% of PFGs available at the pre-concept stage, ensuring early-stage support. PFGs are strictly for project preparation and formulation, reinforcing the Fund's commitment to high-quality proposal development.

16. In order to ensure the principle of harmonization across funding windows the secretariat proposes that PFG support for regional LLA programmes are consistent with decision [B.42/37](#), specifically paragraphs (c) – (g). This would be reflected in Option 1 below.

17. **Recommended Option:** Consistent with decision [B.42/37](#), paragraphs (c) and (d)(i)-(ii), the PFG size limit for regional LLA projects of US\$ 5,000,000 and above, and for three countries, the limit would be set at up to US\$ 265,000; and this limit increases by US\$ 15,000 for each additional country involved, up to a maximum of US\$ 350,000. This is specifically due to paragraph (c) of decision [B.42/37](#), which states that additional funding could be provided on a case-by-case basis for locally-led adaptation projects up to a maximum of US\$ 100,000.

18. An alternative would be to set the PFG size limit for regional LLA projects at some other value.

19. The rationale for the proposed approach follows directly from the rationale for limits for regional projects as well as the rationale for additional PFG funding to be provided on a case-by-case basis for LLA projects and programmes, as explained in document [AFB/PPRC.33/40](#) and summarized in paragraph 13 above for LLA projects and programmes.

Review Criteria

20. The LLA proposals should demonstrate alignment with the Principles of LLA. In doing so, each project or programme should strive towards a comprehensive and holistic application of the eight principles. Furthermore, where relevant, the proposals should help promote new and innovative solutions to climate change adaptation, including new approaches, technologies, and mechanisms that are particularly suited to a regional, locally-led context.

21. It is proposed that the criteria for accessing the regional LLA funding should be governed by the policies on the regional projects broadly. This includes, but is not limited to:

- a) The secretariat proposes to make the regional window accessible to Multilateral Implementing Entities (MIEs) and Regional Implementing Entities (RIEs), with the goal of promoting locally led adaptation among non-accredited entities through partnerships with accredited RIEs or MIEs with the Fund.

In addition:

- b) The regional-country LLA window should demonstrate how regional cooperation can enhance the effectiveness of locally led adaptation projects.
- c) The regional LLA projects should focus on fostering collaboration, knowledge sharing, and capacity building to achieve adaptation outcomes that benefit communities across the region.

Additionality of the regional LLA proposal

22. Regional LLA proposals should highlight how regionally organized and implemented, locally-led climate change adaptation projects offer unique and significant value additions compared to isolated projects. Proposal should highlight the significant value additions that implementing locally led adaptation at regional scale can bring for achieving adaptation outcomes, such as: scaling up LLA action, including but not limited to through coordinated interventions to mainstream LLA into the countries' and regional systems, including budgets, and decentralization efforts; fostering organizational and information system structures; enhancing public financial management, encouraging innovation, sharing resources and expertise, strengthening political and economic ties, contributing to global climate goals etc.

23. Regional projects and programmes should include the relevant NIEs in planning, design and implementation of LLA actions.

24. The secretariat proposes to adjust the proposal template for the regional projects/ programme to operationalize the LLA principles. The proposed adjustments to the proposal templates are provided in Annex 1. The proposed adjustments to the review sheet for regional LLA projects are provided in Annex 2.

Annex 1: Proposal Template for Regional LLA (Fully-developed and Concept note)



ADAPTATION FUND

FULLY DEVELOPED PROPOSAL FOR REGIONAL LLA PROJECT/PROGRAMME

PART I: PROJECT/PROGRAMME INFORMATION

Title of Project/Programme:

Countries:

Thematic Focal Area:

Type of Implementing Entity: Choose an item.

Implementing Entity:

Executing Entities:

Amount of Financing Requested: (in U.S Dollars Equivalent)

Letters of Endorsement (LOE) signed for all countries: Yes ☐ No ☐

NOTE: LOEs should be signed by the Designated Authority (DA). The signatory DA must be on file with the Adaptation Fund. To find the DA currently on file check this page: <https://www.adaptation-fund.org/apply-funding/designated-authorities>

Stage of Submission¹:

☐ This proposal has been submitted before including at a different stage (pre-concept, concept, fully-developed proposal)

☐ This is the first submission ever of the proposal at any stage

In case of a resubmission, please indicate the last submission date: Click or tap to enter a date.

Please note that fully-developed proposal documents should not exceed 100 pages for the main document, and 100 pages for the annexes.

¹ At the concept note stage only Section I and II are needed.

Project/Programme Background and Context:

Provide brief information on the problem the proposed project/programme is aiming to solve, including both the regional and the country perspective. Outline the economic social, development and environmental context in which the project would operate in those countries.

Project/Programme Objectives:

List the main objectives of the project/programme.

Project/Programme Components and Financing:

Fill in the table presenting the relationships among project components, outcomes, outputs and countries in which activities would be executed, and the corresponding budgets.

For the case of a programme, individual components are likely to refer to specific sub-sets of stakeholders, regions and/or sectors that can be addressed through a set of well-defined interventions/projects.

Project/Programme Components	Expected Outcomes	Expected Outputs	Countries	Amount (US\$)
1.				
2.				
3.				
4.				
5.				
6. Project/Programme Execution cost				
7. Total Project/Programme Cost				
8. Project/Programme Cycle Management Fee charged by the Implementing Entity (if applicable)				
Amount of Financing Requested				

Projected Calendar:

Indicate the dates of the following milestones for the proposed project/programme

Milestones	Expected Dates
Start of Project/Programme Implementation	
Mid-term Review (if planned)	
Project/Programme Closing	
Terminal Evaluation	

PART II: PROJECT/PROGRAMME JUSTIFICATION

- A. Describe the programme components, particularly focusing on the concrete adaptation activities, how these activities would contribute to climate resilience. Describe also how they would build added value through the regional or multi-regional approach, compared to implementing similar activities in each country individually. Furthermore, show how the combination of individual projects would contribute to the overall increase in resilience.**

As relevant describe how the programme can leverage regional platforms to influence regional and international climate policies. Specify how the project/programme will devolve decision-making to the lowest appropriate level, giving local institutions and communities more direct access to finance and decision-making power over defining, prioritizing, designing, and implementing adaptation actions. Detail the mechanisms for monitoring progress and evaluating success. Outline the granting mechanisms and proposed review processes, emphasizing innovative options for facilitating proposal submissions by local actors.

- B. Describe how the programme would contribute to comprehensive application of all eight of the Principles of LLA together². Furthermore, where relevant, promote new and innovative solutions to climate change adaptation, including new approaches, technologies, and mechanisms that are particularly suited to a regional, locally-led context.**

²Principles for locally led adaptation: <https://www.flickr.com/photos/iied/52100485111/> ; chrome-extension://efaidnbmnnnibpcjpcglclefindmkaj/https://www.iied.org/sites/default/files/pdfs/2021-01/10211IIED.pdf

Describe how the proposal will ensure comprehensive application of the 8 principles for LLA together, rather than recommend actions for each principle in isolation. Describe how proposal will recognize the value of local knowledge and expertise, leverage the strengths of existing local systems, address historical power imbalances to contribute to more effective and equitable climate adaptation and also advance locally led development across sectors. Explain how drawing on the collective expertise capacities of multiple countries, regional initiatives can accelerate the development and deployment of cutting-edge adaptation solutions that are grounded in local realities. If there is/are a principle/principles that are less relevant for the project/programme, please explain why. Please provide justifications if a principle is not being applied in the project/programme.

- C. Describe how the project/programme will source locally-led small grant proposals, and screen them for the potential to support concrete adaptation actions to assist the participating countries in addressing the adverse effects of climate change and build in climate resilience.**

The proposal should provide details on the planned outreach efforts and sourcing of LLA proposals, taking into account structural barriers to access face by local actors at different levels. The proposals should include details on the process for awarding small grants, such as the approach, criteria, and timeline, how the proposal aims to improve the quality of finance by making it more flexible and adjusting the governance and decision-making processes to ensure that local actor have agency in adaptation planning and implementation.

Details on the proposed monitoring and evaluation arrangements of the small grants, results management, and, very importantly, the learning and sharing aspect of the programme. Provision of technical assistance should also be detailed in the design.

- D. Describe how the project/programme provides economic, social and environmental benefits.**

In particular, describe how the project / programme would screen LLA grant proposals for their potential to provide economic, social and environmental benefits, particularly to vulnerable communities, including gender considerations, while avoiding or mitigating negative impacts, in compliance with the Environmental and Social Policy and Gender Policy of the Fund
In particular, specify how the project/programme is addressing structural inequalities faced by women, youth, children, people with disabilities, people who are displaced, Indigenous Peoples and marginalized ethnic groups.

- E. Describe or provide an analysis of the cost-effectiveness of the proposed project/programme and explain how the regional approach would support cost-effectiveness.**

Explain how the regional approach will support cost-effectiveness, highlighting efficiencies gained through regional collaboration. As relevant describe how by pooling knowledge and technical resources, countries can strengthen and enhance the effectiveness of their individual and collective adaptation efforts, leading to more resilient communities and ecosystems.

- F. Describe how the project/programme is consistent with national, sub-national and local sustainable development strategies, including, where appropriate, national, sub-national or local development plans, poverty reduction strategies, national communications, or national adaptation programs of action, or other relevant instruments, where they exist. If applicable, please refer to relevant regional plans and strategies where they exist.**

Please also explain efforts to mainstream climate resilience into other locally led development or social justice efforts to better align with local priorities.

- G. Describe how the project/programme meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc., and complies with the Environmental and Social Policy of the Adaptation Fund.**

Also describe, as needed, how the project/programme will provide support to local actors and build their capacities to comply with the standards.

- H. Describe if there is duplication of project/programme with other funding sources, if any.**

Describe how coordinated funding mechanisms and financial planning at the regional level, can enable countries to achieve greater financial stability and ensure that adaptation investments are directed where they are most needed. Explain how the regional initiative will enhance national capacities to address climate change through access to shared resources, expertise, and funding.

- I. Describe how the learning and knowledge management components designed to capture and disseminate lessons learned, particularly in a regional and locally led context.**

Describe how the programme will engage in active learning and research on LLA processes, outcomes, and impacts with the aim to fill knowledge and evidence gaps and improve collective understanding of good practices for equitable and effective LLA.

The learning and sharing knowledge management mechanism developed should be useful, accessible, sustainable, and, to the extent possible, minimize inefficiencies and duplication. The LLA Aggregator MIEs and RIEs are expected to coordinate closely to help bring about the optimal solution that would best serve the eligible recipient countries' LLA adaptation knowledge needs.

Describe, if relevant, innovative models that help engage local stakeholders and countries make informed decisions and implement adaptation activities. Specify systems to enhance the capacity of countries to respond to climate events and foster a culture of knowledge exchange and best practices across borders. Describe how improving countries' climate monitoring and response capabilities, can lead to more timely and effective interventions.

- J. Describe the consultative process that would take place, and how will it involve all key stakeholders, and vulnerable groups, including gender considerations the consultative process, with particular reference to vulnerable groups, including gender considerations, in compliance with the Environmental and Social Policy of the Adaptation Fund.**

Provide details on how the consultative process considered and addressed gender-based, economic and other inequalities and encouraged vulnerable and marginalized individuals to meaningfully participate in and lead adaptation decisions.

- K. Provide justification for funding requested, focusing on the full cost of adaptation reasoning.**

Neither the programme, nor the individual small grant projects will be required to provide co-financing, in line with the Fund's mandate to finance the full cost of adaptation. However, co-financing would be considered a positive addition to the initiative, including top-ups of the programme.

- L. Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project/programme.**

In particular, describe how the project/programme supports long-term development of local governance processes, and improves the capacity of local institutions (including through simpler access modalities), and how it can ensure that communities can effectively implement adaptation actions, facilitate and manage adaptation initiatives over the long term without being dependent on project-based donor funding.

- M. Provide an overview of the environmental and social impacts and risks identified as being relevant to the project/programme.**

Checklist of environmental and social principles	No further assessment required for compliance	Potential impacts and risks – further assessment and management required for compliance
<i>Compliance with the Law</i>		
<i>Access and Equity</i>		
<i>Marginalized and Vulnerable Groups</i>		
<i>Human Rights</i>		
<i>Gender Equity and Women's Empowerment</i>		
<i>Core Labour Rights</i>		
<i>Indigenous Peoples</i>		
<i>Involuntary Resettlement</i>		
<i>Protection of Natural Habitats</i>		
<i>Conservation of Biological Diversity</i>		
<i>Climate Change</i>		
<i>Pollution Prevention and Resource Efficiency</i>		
<i>Public Health</i>		
<i>Physical and Cultural Heritage</i>		
<i>Lands and Soil Conservation</i>		

PART III: IMPLEMENTATION ARRANGEMENTS

- A. Describe the arrangements for project/programme management at the regional and national level, including coordination arrangements within countries and among them. Describe how the potential to partner with national institutions, and when possible, national implementing entities (NIEs), has been considered, and included in the management arrangements.**

Please describe how the implementation modalities enable giving local institutions and communities more direct access to finance and decision-making power over how adaptation

actions are defined, prioritized, designed and implemented.

As per Document AFB/B.25/6/Rev.2, regional project and programme proposals are allowed a higher and more flexible maximum level for administration costs, to help ensure regional cooperation, and, as such, the maximum level for the implementing entity management fee. For regional projects/programmes, the administrative costs (Implementing Entity Management Fee and Project/ Programme Execution Costs) at or below 10 % of the project/programme for implementing entity (IE) fees and at or below 10 % of the project/programme cost for the execution. In case the IE is serving as EE, which is acceptable AFB/PPRC.24/4 9 only under exceptional circumstances and must be well-justified, the execution cost should be limit to 1.5% of the part of the project/programme executed by the implementing entity. If the actual execution costs of the IE exceed the 1.5% cap a justification should be provided. As with regional projects and programmes, proposals for LLA regional projects/programmes need to provide budgets for these two categories.

B. Describe the measures for financial and project/programme risk management.

Explain how local stakeholders are involved in the design and management of project risk management, highlighting their roles and contributions.

C. Describe the measures for environmental and social risk management, in line with the Environmental and Social Policy of the Adaptation Fund.

The safeguard policies of the Fund will apply to the programmes. The small grant can be considered unidentified subprojects (USP) and, as such, the Fund policies regarding USPs, namely as per the “Guidance document for Implementing Entities on compliance with the Adaptation Fund Environmental and Social Policy” and “Updated Guidance for Implementing Entities on the Use of Unidentified Sub-Projects” (Document AFB/PPRC.30/54) will apply. This includes, for example, that, “for projects/programmes with activities/sub-projects unidentified at the time of submitting a proposal for funding, the IE will develop an Environmental and Social Management System (ESMS) for the project/programme and describe it with details in the proposal. In such cases, the project/programme ESMS will contain a process for identifying environmental and social risks for the unidentified activities/sub-projects and, when needed, the development of commensurate environmental and social management elements that will complement and be integrated in the overall ESMP. The project/programme ESMS will specify any other related procedures, roles, and responsibilities.”

Describe the role of local actors in developing and managing these measures, emphasizing their participation and influence.

D. Describe the monitoring and evaluation arrangements and provide a budgeted M&E plan.

Describe how innovative tools and approaches will be deployed to enable community and local actor involvement in monitoring. Please explain how regional approach is expected to enhance knowledge, tools and approaches for monitoring, reporting and verification (MRV)

E. Include a results framework for the project/programme proposal, including milestones, targets and indicators.

F. Demonstrate how the project/programme aligns with the Results Framework of the Adaptation Fund

Project Objective(s) ³	Project Objective Indicator(s)	Fund Outcome	Fund Outcome Indicator	Grant Amount (USD)
Project Outcome(s)	Project Outcome Indicator(s)	Fund Output	Fund Output Indicator	Grant Amount (USD)

G. Include a detailed budget with budget notes, broken down by country as applicable, a budget on the Implementing Entity management fee use, and an explanation and a breakdown of the execution costs.

H. Include a disbursement schedule with time-bound milestones.

³ The AF utilized OECD/DAC terminology for its results framework. Project proponents may use different terminology but the overall principle should still apply

PART IV: ENDORSEMENT BY GOVERNMENTS AND CERTIFICATION BY THE IMPLEMENTING ENTITY

A. Record of endorsement on behalf of the government⁴

Provide the name and position of the government official and indicate date of endorsement for each country participating in the proposed project/programme. Add more lines as necessary. The endorsement letters should be attached as an annex to the project/programme proposal. Please attach the endorsement letters with this template; add as many participating governments if a regional project/programme:

<i>(Enter Name, Position, Ministry)</i>	Date: <i>(Month, day, year)</i>
<i>(Enter Name, Position, Ministry)</i>	Date: <i>(Month, day, year)</i>
<i>(Enter Name, Position, Ministry)</i>	Date: <i>(Month, day, year)</i>

⁶ Each Party shall designate and communicate to the secretariat the authority that will endorse on behalf of the national government the projects and programmes proposed by the implementing entities.

B. Implementing Entity certification *Provide the name and signature of the Implementing Entity Coordinator and the date of signature. Provide also the project/programme contact person's name, telephone number and email address*

<p>I certify that this proposal has been prepared in accordance with guidelines provided by the Adaptation Fund Board, and prevailing National Development and Adaptation Plans (.....list here.....) and subject to the approval by the Adaptation Fund Board, <u>commit to implementing the project/programme in compliance with the Environmental and Social Policy of the Adaptation Fund</u> and on the understanding that the Implementing Entity will be fully (legally and financially) responsible for the implementation of this project/programme.</p>	
<p><i>Name & Signature</i> Implementing Entity Coordinator</p>	
Date: (Month, Day, Year)	Tel. and email:
Project Contact Person:	
Tel. And Email:	

Annex 2: Review Template



ADAPTATION FUND

ADAPTATION FUND BOARD SECRETARIAT TECHNICAL REVIEW OF PROJECT/PROGRAMME PROPOSAL

PROJECT/PROGRAMME CATEGORY: LLA Regional Fully-developed proposal

Country/Region: _____

Project Title:

Thematic Focal Area:

Implementing Entity:

Executing Entities:

AF Project ID:

IE Project ID:

Requested Financing from Adaptation Fund (US Dollars):

Reviewer and contact person:

Co-reviewer(s):

IE Contact Person:

Technical Summary	
Date:	

Review Criteria	Questions	1 st Technical Review [xx Month YEAR]
Country Eligibility	1. Are all of the participating countries parties to the Paris Agreement and/or the Kyoto Protocol?	
	2. Are all of the participating countries developing countries particularly vulnerable to the adverse effects of climate change?	
Programme Eligibility	1. Have the designated government authorities for the Adaptation Fund from each of the participating countries endorsed the project/programme?	
	2. Does the length of the proposal amount to no more than one hundred(100) pages for the fully-developed project document, and one hundred(100) pages for its annexes?	
	3. Does the proposal describe how the project/programme components will	

	contribute to climate resilience? Does the proposal describe how it will source locally-led small grant proposals, and screen them for the potential to support concrete adaptation actions to assist the participating countries in addressing the adverse effects of climate change and build in climate resilience?	
	4. Does the project/programme align with the LLA principles?	
	5. Does the proposal describe how the project/programme would build added value through the regional or multi-regional approach, compared to implementing similar activities in each country individually?	
	6. Does the proposal describe how it will screen small grant proposals for their potential to provide economic, social and environmental benefits, particularly to vulnerable communities, including gender considerations, while avoiding or mitigating negative impacts, in compliance with the Environmental and Social Policy and Gender Policy of the Fund? Does the project/programme address structural inequalities faced by women, youth, children, people with disabilities, people who are displaced, Indigenous Peoples and marginalized ethnic groups?	
	7. Does the programme describe or provide an analysis of the cost-effectiveness of the proposed programme and explain how the regional or multi-regional approach would support cost-effectiveness	
	8. Is the programme consistent with national, sub-national or local sustainable development strategies, national, sub-national or local development plans, poverty reduction strategies, national communications and adaptation programs of action and other relevant instruments. If applicable, it is also possible to refer to regional plans and strategies where they exist.	

	<p>9. Does the proposal describe how it will screen small grant proposals for meeting the relevant national technical standards, where applicable, in compliance with the Environmental and Social Policy of the Fund?</p> <p>Does the project provide support to local actors and build their capacities to comply with the standards?</p>	
	<p>10. Is there duplication of project/programme with other funding sources?</p> <p>Does the programme enhance collaboration across sectors and enhance efficiencies and good practice?</p>	
	<p>11. Does the project/programme have a learning and knowledge management component to capture and feedback lessons, in particular managing traditional and/or indigenous knowledge, where relevant? Does it contribute to building and institutionalizing local capacities?</p>	
	<p>12. Has the proposal described what consultative process has taken or will take place, and describing the involvement of all key stakeholders, and vulnerable groups, and including gender considerations? Does the consultative process consider and address gender-based, economic and other inequalities in compliance with the Environmental and Social Policy and Gender Policy of the Fund?</p>	
	<p>13. Is the requested financing justified on the basis of full cost of adaptation reasoning?</p>	
	<p>14. Is the programme aligned with AF's results framework?</p>	
	<p>15. Has the sustainability of the programme outcomes been considered when designing the programme, including in the screening of the locally-led small grants projects? Does the project/programme support long-term development of local governance processes, and improve the capacity of local institutions to ensure that communities can effectively implement adaptation actions over the long term?</p>	
	<p>16. Does the project/programme provide an overview of environmental and</p>	

	social impacts / risks identified, in compliance with the Environmental and Social Policy and Gender Policy of the Fund?	
Resource Availability	1. Is the requested project/programme funding within the parameters for regional LLA funding window set by the Board?	
	2. Is the Implementing Entity Management Fee at or below 10 per cent of the project/programme for implementing entity (IE) fees and at or below 10 per cent of the project/programme cost for the execution costs?	
Eligibility of IE	1. Is the programme submitted through an eligible Multilateral or Regional Implementing Entity that has been accredited by the Board? Is the programme submitted by an entity that has been invited by the Board to do so?	
Implementation Arrangements	1. Does the proposal include adequate arrangement for programme management at the multi-regional/regional level, including coordination arrangements within countries and among them? Has the potential to partner with national institutions, and when possible, national implementing entities (NIEs), been considered, and included in the management arrangements?	
	2. Are there measures for financial and project/programme risk management?	
	3. Are there measures in place for the management of environmental and social risks, in line with the Environmental and Social Policy of the Fund? Are there measures in place to enhance the capacity of local actors contribute to developing and managing these measures?	✓
	4. Is a budget on the Implementing Entity Management Fee use included?	
	5. Is an explanation and a breakdown of the execution costs included?	

	6. Is a detailed budget including budget notes included?	
	7. Are arrangements for monitoring and evaluation clearly defined, including budgeted M&E plans and sex-disaggregated data, targets, and indicators, in compliance with the Gender Policy of the Fund? Do monitoring and evaluation arrangements enable monitoring by the community and local actors (including by deploying innovative tools)?	
	8. Does the M&E Framework include a break-down of how implementing entity IE fees will be utilized in the supervision of the M&E function?	
	9. Does the project/programme's results framework align with the AF's results framework? Does it include at least one core outcome indicator from the Fund's results framework?	
	10. Is the timeframe for the proposed activities adequate?	
	11. Is a disbursement schedule with time-bound milestones included?	

Annex 3: Project Formulation Grants – Decision B.42/37

Having considered the recommendation of the Project and Programme Review Committee, the Adaptation Fund Board decided:

- (a) That project formulation grants (PFGs) be made available for projects submitted through national, regional and multilateral implementing entities;*
- (b) That the maximum size of the PFG for single country projects for all windows, inclusive of the management fee, be set as follows:*
 - (i) For projects below US\$ 2,000,000, the limit is set at US\$ 50,000;*
 - (ii) For projects at or above US\$ 2,000,000 and below US\$ 5,000,000, the limit is set at US\$ 100,000;*
 - (iii) For projects at or above US\$ 5,000,000, the limit is set at US\$ 150,000;*
- (c) That an additional PFG amount (inclusive of the management fee) can be provided on a case-by-case basis for locally-led adaptation projects up to a maximum of US\$ 100,000, and that such amount should be dedicated to support activities that enable decision-making by local actors over how adaptation actions are defined, prioritized, designed and implemented;*
- (d) That the maximum size of the PFG for all regional projects, inclusive of the management fee, is set as follows:*
 - (i) For regional projects of US\$ 5,000,000 and above, and with less than three countries, the limit is set at US\$ 150,000;*
 - (ii) That this limit increase by US\$ 15,000 for each additional country involved, up to a maximum of US\$ 250,000;*
- (e) That requests for a PFG should be made at the same time as the submission of a project concept or pre-concept to the secretariat using the revised PFG form in annex I to document AFB/PPRC.33/40;*
- (f) That, for a PFG at the pre-concept stage, up to 20 percent of the maximum amount of the PFG set in out in subparagraphs (b), (c) and (d) above could be granted;*
- (g) That only activities that support project preparation and formulation would be eligible for PFG funding, as per paragraph 32 of document AFB/PPRC.33/40.*

(Decision B.42/37)