



SGP The GEF
Small Grants
Programme



Seventh Operational Phase
of the GEF Small Grants Programme in the Philippines (SGP-7)

CALL FOR SUBMISSION OF GRANT PROPOSALS

TABLE OF CONTENTS

1. Introduction	8
2. SGP in the Philippines	8
2.1. <i>Background</i>	8
2.2. <i>Barriers Intended to be Addressed by the Project</i>	9
2.3. <i>Objective, Components, Outcomes, and Outputs</i>	10
3. Project Sites and Landscape Approach	13
3.1. <i>Project Sites</i>	13
3.2. <i>Landscape Approach</i>	17
4. Grantmaking Guidelines	19
4.1. <i>Types of SGP-7 Grants</i>	19
4.2. <i>General Eligibility Criteria and Requirements of Grants</i>	21
4.2.1. Planning Grant	22
4.2.2. Regular Grant	23
4.2.3. Strategic Grant	24
4.2.4. Grant for Landscape Level NGO Hub	25
4.3. <i>Proponent Eligibility Criteria</i>	27
4.4. <i>Disqualifications or Ineligible Proponents</i>	28
4.5. <i>Eligible and Ineligible Costs or Expenses</i>	28
4.5.1. Eligible Project Costs	28
4.5.2. Ineligible Project Costs	29
5. Grantmaking Procedures	29
5.1. <i>Review, Evaluation, and Approval of Grants</i>	30

5.1.1. Project Management Unit	30
5.1.2. Landscape Round Table Committee	31
5.1.3. Landscape Level NGO Hub	32
5.1.4. Project Technical Review Committee	32
5.1.5. Upgraded Country Programme Global Coordinator	32
5.1.6. National Steering Committee	33
5.2. <i>Submission</i>	35
6. Release of Grants, Co-Financing and Duration of Implementation	36
7. Social & Environmental Safeguard and Grievance Mechanism	37

LIST OF TABLES AND FIGURES

Table 1. Components, Outcomes, and Outputs	11
Table 2. Types of SGP-7 Grants	20
Figure 1. Map of Aurora Province within Sierra Madre Mountain Range	14
Figure 2. Map of Calamian Group of Islands in Palawan Province	15
Figure 3. Map of Catubig Watershed in Northern Samar Province	16
Figure 4. Map of Siargao Island Protected Landscape and Seascape (SIPLAS) in Surigao del Norte Province	17
Figure 5. Planning Grant Flowchart	33
Figure 6. Regular Grant Flowchart	34
Figure 7. Strategic Grant Flowchart	34
Figure 8. Landscape Level NGO Hub Grant Flowchart	35

LIST OF ANNEXES

Annex 1.	Aurora Province: Baseline Assessment
Annex 2.	Calamianes Group of Islands: Baseline Assessment
Annex 3.	Catubig Watershed: Baseline Assessment
Annex 4.	Siargao Island Protected Landscape and Seascape: Baseline Assessment
Annex 5.	Aurora Province: Landscape Strategy
Annex 6.	Calamianes Group of Islands: Landscape Strategy
Annex 7.	Catubig Watershed: Landscape Strategy
Annex 8.	Siargao Island Protected Landscape and Seascape: Landscape Strategy
Annex 9.	GEF Result Indicators and Targets
Annex 10.	Social and Environment Safeguards Procedures for Grants Implemented Under UNDP's SGP
Annex 11.	Planning Grant Proposal Template
Annex 12.	Regular Grant Proposal Template
Annex 13.	Strategic Grant Proposal Template
Annex 14.	Landscape Level NGO Hub Grant Proposal Template
Annex 15.	Landscape Level NGO Hub: Terms of Reference
Annex 16.	Social and Environmental Safeguards Screening Template
Annex 17.	Planning Grant: Cover Letter Template
Annex 18.	Regular Grant: Cover Letter Template
Annex 19.	Strategic Grant: Cover Letter Template
Annex 20.	Landscape Level NGO Hub Grant: Cover Letter Template
Annex 21.	Grievance Redress System
Annex 22.	Google Form for Proposal Submissions
Annex 23.	UNDP Social and Environmental Standards

ACRONYMS and ABBREVIATIONS

CSO	Civil Society Organizations
COMDEKS	Community Development and Knowledge Management for the Satoyama Initiative
CBO	Community-based Organizations
CDA	Cooperative Development Authority
CPS	Country Programme Strategy
DENR	Department of Environment and Natural Resources
DOLE	Department of Labor and Employment
FPE	Foundation for the Philippine Environment
GEF	Global Environment Facility
IP	Implementing Partner
IPO	Indigenous People's Organizations
LRTC	Landscape Round Table Committee
LGU	Local Government Unit
MOA	Memorandum of Agreement
NCIP	National Commission on Indigenous People
NC	National Coordinator
NGA	National Government Agencies
NSC	National Steering Committee
NGO	Non-Government Organizations
PO	People's Organizations
POP	persistent organic pollutants
ProDoc	Project Document
PMU	Project Management Unit

PTRC	Project Technical Review Committee
SEC	Securities and Exchange Commission
SGP-7	Seventh Operational Phase of the GEF Small Grants Programme in the Philippines
SES	Social and Environmental Safeguards
SESP	Social and Environmental Screening Procedure
SEPLS	Socio-ecological Production Landscapes and Seascapes
TPR	Terms of Reference
UNDP	United Nations Development Programme
UCP	Upgraded Country Programme

1. Introduction

This is the first round of an open call to submit grant proposals for the Seventh Operational Phase of the GEF Small Grants Programme in the Philippines (SGP-7). The call is open to eligible Civil Society Organizations (CSOs), such as Non-Government Organizations (NGOs), People's Organizations (POs), Indigenous People's Organizations (IPOs), and other Community-Based Organizations (CBOs) that pursue biodiversity conservation initiatives, sustainable livelihood and biodiversity enterprises, and implementation of measures improving community-based capacities and resources to promote and build socio-economic and ecological resiliency. This will be done through resource management planning, concrete initiatives on biodiversity conservation, and reducing land degradation in landscape and seascape approaches in the four (4) priority project sites of the SGP-7. This Call for Submission of Grant Proposals provides the coverage of the SGP-7, the eligibility of projects and proponents, the requirements and procedures for application, and the forms or templates of proposals, references, and guidelines for submission, among others.

2. SGP in the Philippines

2.1. Background

The Global Environment Facility (GEF), established in November 1990, has been designed to assist developing countries in dealing with five (5) main environmental problems: (i) global warming, (ii) pollution of international waters, (iii) destruction of biological diversity, (iv) depletion of the stratospheric ozone layer, and (v) land degradation and prevalence of persistent organic pollutants (POPs). The SGP started in the Philippines in 1992. Since then, it has funded over 320 projects implemented by more than 200 CSOs from all over the country whose concerns covered the GEF's main focal themes.

The SGP-7 is being implemented in the Philippines under the Foundation for the Philippine Environment (FPE) as the Implementing Partner (IP) with the United Nations

Development Programme (UNDP) as the Executing Agency, in partnership with the Department of Environment and Natural Resources (DENR) as the Philippines' Office of the Focal Point for GEF, and other stakeholders. The SGP-7 Project Document (ProDoc) was approved by the GEF Chief Executive Officer on 07 June 2021 with a grant of US\$ 4.436 million. The ProDoc was signed by the Government of the Philippines on 16 February 2022. The period for implementation of this project is until 16 February 2027.

2.2. Barriers Intended to be Addressed by the Project

By providing grants to CSOs in the target landscapes and seascapes, the SGP-7 intends to address the following barriers:

Barrier 1. Community organizations in the target landscapes and seascapes lack a larger and more long-term vision and strategy for biodiversity protection, ecosystem and resource management, and weak adaptive management capacities exemplified by the proliferation of unsustainable livelihood practices and the lack of know-how in pursuing alternative sustainable livelihoods, which contribute to conservation.

Barrier 2. Community organizations in the target landscapes and seascapes have insufficient capacities and voices to efficiently and effectively advocate policy changes at the local and national levels to support biodiversity conservation and landscape and seascape resilience. This is particularly relevant for women, as most of the community organizations are headed by men.

Barrier 3. Community organizations lack sufficient financial resources and technical knowledge to link with the private sector to lower the risks associated with innovating land and resource management practices to conserve biodiversity, and sustaining or scaling up successful experiences.

Barrier 4. Community groups tend to be disparate, at geographical distances, or operating in silos without a coherent approach to biodiversity conservation and landscape resilience.

Barrier 5. Skepticism towards NGOs resulting in declining support from the government and the donor community for institutional strengthening.

Barrier 6. Weak environmental governance, institutional capacity, and inter-governmental and multi-stakeholder collaborations.

2.3. Objective, Components, Outcomes, and Outputs

To address the barriers presented above, the objective of SGP-7 is to ***build socio-ecological and economic resilience in its chosen landscapes/seascapes, or project sites, specifically in (1) Aurora Province within the Sierra Madre Mountain Range; (2) Calamianes Group of Islands, or Calamianes, in the province of Palawan; (3) Catubig Watershed, in the province of Northern Samar; and (4) Siargao Island Protected Landscape and Seascape in the province of Surigao del Norte, through community-based activities for global environmental benefits and sustainable development.*** This will be pursued through two project components, each with its target outcomes and outputs. All project proposals must, therefore, contribute to achieving any or a combination of the outcomes and outputs of the SGP-7, as presented in *Table 1*.

Table 1. Components, Outcomes, and Outputs

Component 1	
Resilient landscapes for sustainable development and global environmental protection	
Outcomes	Outputs
<p>Outcome 1.1</p> <p>Ecosystem services and biodiversity within four targeted landscapes and seascapes are enhanced through integrated land-use systems.</p>	<p>Output 1.1.1</p> <p>Community-level small grant projects in the selected landscapes that restore degraded landscapes, improve connectivity, support innovation in biodiversity conservation, and optimization of ecosystem services (including reforestation of riparian gallery forests, forest fire control, enhanced connectivity for wetlands and priority conservation areas; water catchment protection; participatory monitoring of species; restoration of biological corridors).</p>
<p>Outcome 1.2</p> <p>The sustainability of production systems in the target landscapes is strengthened through integrated agro-ecological practices.</p>	<p>Output 1.2.1</p> <p>Targeted community projects enhancing the sustainability and resilience of production systems, including agroforestry systems, sustainable management of non-timber forest products, soil, and water conservation practices, increased on-farm arboreal coverage with native species; biodiversity-friendly agro-ecological practices, multiple cropping systems and small-scale organic agriculture.</p>

<p>Outcome 1.3</p> <p>Livelihoods of communities in the target landscapes and seascapes are improved by developing eco-friendly, climate-adaptive small-scale community enterprises with clear market linkages.</p>	<p>Output 1.3.1</p> <p>Targeted community projects promoting sustainable livelihoods, green businesses and market access, including ecotourism; ecological processing and conversion of organic waste products; beekeeping; green value-added agro-businesses integrated into value chains, micro-processing.</p>
<p>Component 2</p> <p>Landscape governance and adaptive management for upscaling and replication</p>	
<p>Outcomes</p>	<p>Outputs</p>
<p>Outcome 2.1</p> <p>Multi-stakeholder governance platforms strengthened/in place for improved governance of target landscapes and seascapes for effective participatory decision making to enhance socio-ecological landscape resiliency.</p>	<p>Output 2.1.1</p> <p>A multi-stakeholder governance platform in each target landscape develops and executes multi-stakeholder agreements for execution of adaptive landscape management plans and policies; development of value-chain improvement strategies for resilience enhancing products; and enhanced community participation in land-use decision making and management.</p>

<p>Outcome 2.2</p> <p>Knowledge from community-level engagement and innovative conservation practices is systematically assessed and shared for replication and upscaling across the landscapes, across the country, and to the global SGP network.</p>	<p>Output 2.2.1</p> <p>Landscape/ seascape Learning Hubs support community level project management capacity building, project monitoring and learning.</p>
	<p>Output 2.2.2</p> <p>Knowledge management mechanism established as part of each multi-stakeholder platform.</p>
	<p>Output 2.2.3</p> <p>Strategic initiatives are supported to upscale successful SGP project experience and practice including community-NGO-government policy dialogues.</p>

3. Project Sites and Landscape Approach

3.1. Project Sites

The SGP-7 shall be implemented in four (4) specific sites (also referred to as priority landscapes/seascapes), namely: (1) Aurora province within the Sierra Madre Mountain Range; (2) Calamianes Group of Islands, or Calamianes, covering the municipalities of Busuanga, Coron, Culion and Linapacan in the province of Palawan; (3) Catubig Watershed, which covers the municipalities of Catubig, Laoang, Pambujan, Las Navas, Palapag, Mapanas, and Silvino Lobos, in the province of Northern Samar; and (4) Siargao Island Protected Landscape and Seascape (SIPLAS) in the province of Surigao del Norte. During the SGP-7's project development phase, a series of multi-stakeholder consultations was conducted to profile and determine the baseline circumstances of each of these landscapes and seascapes. These were further enhanced with the conduct

of baseline assessment and consultation on the resiliency indicators of the Socio-Ecological Production Landscapes and Seascapes (SEPLS) implemented by the SGP-7 in 2023. Grant applicants are encouraged to refer to these baseline assessments in the preparation of their proposals to the SGP-7 ([Annex 1: Aurora](#); [Annex 2: Calamianes Group of Islands](#); [Annex 3: Catubig Watershed](#); [Annex 4: Siargao Protected Landscape and Seascape](#)).

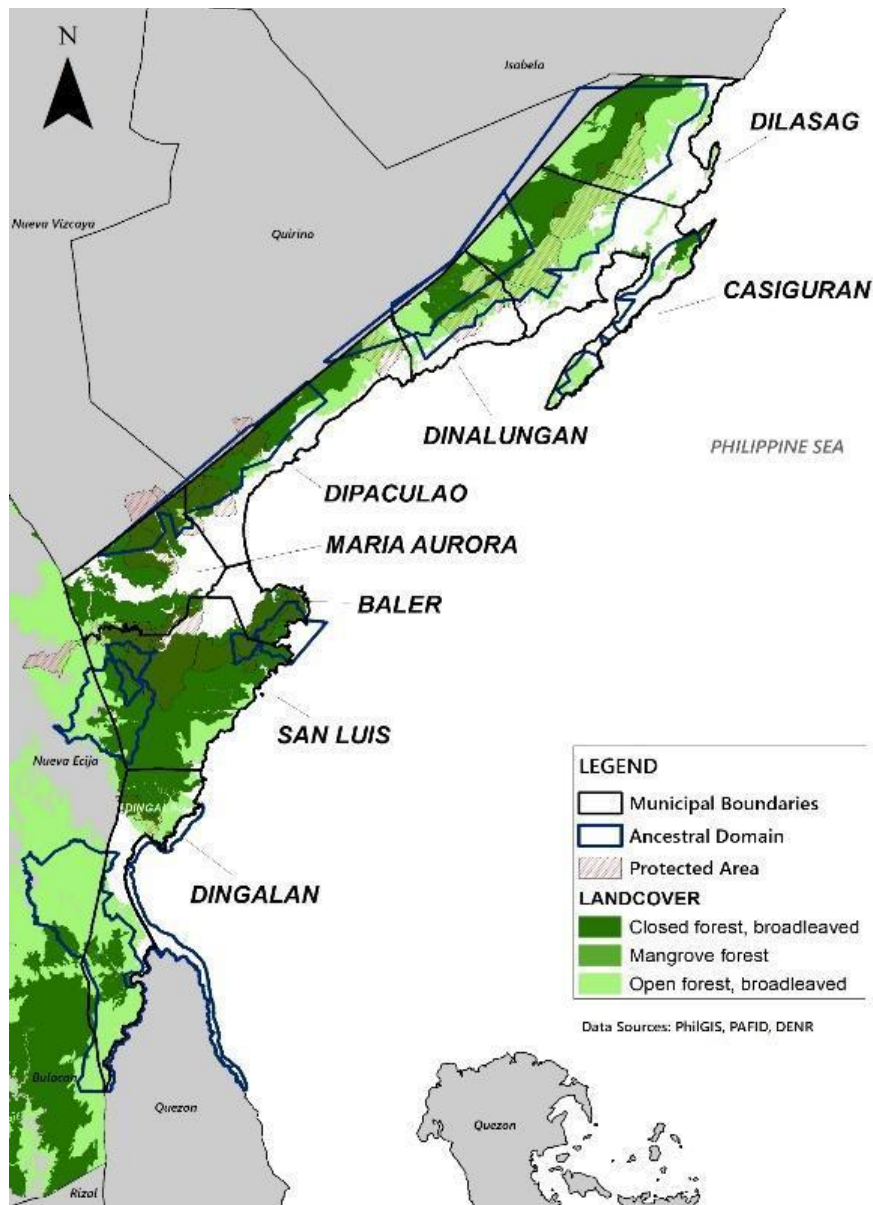


Figure 1. Map of Aurora Province within Sierra Madre Mountain Range

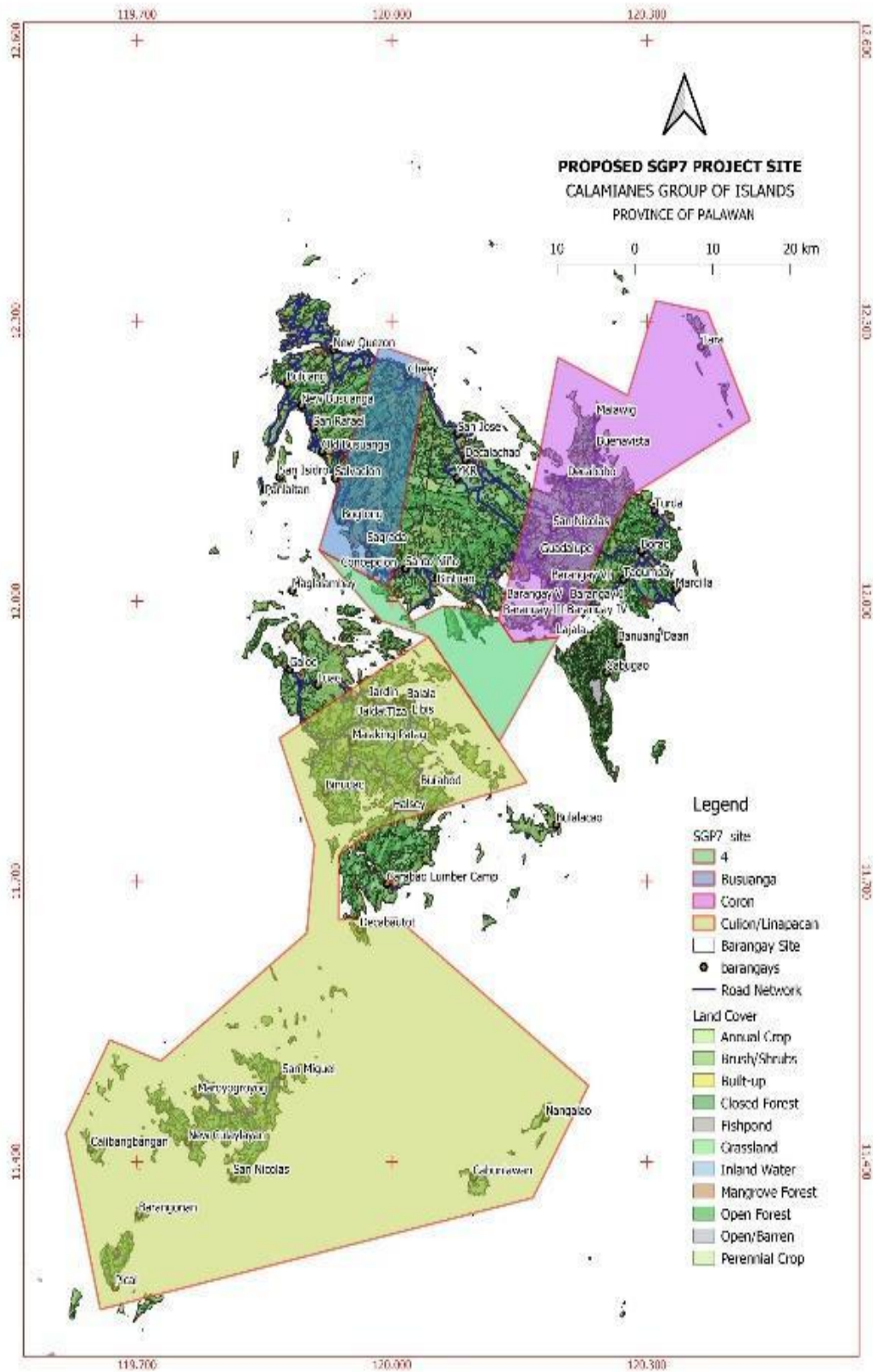


Figure 2. Map of Calamian Group of Islands in Palawan Province

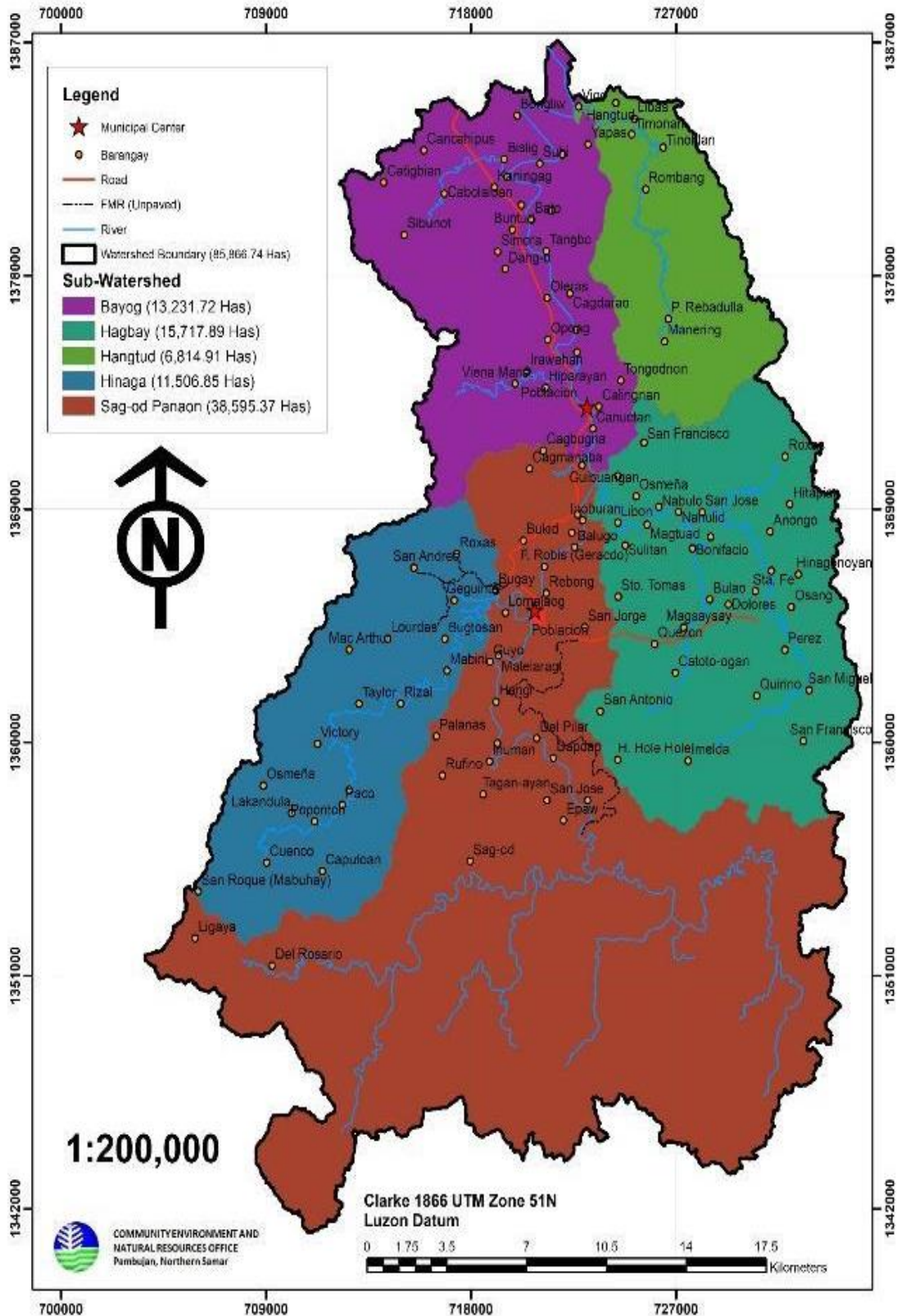


Figure 3. Map of Catubig Watershed in Northern Samar Province

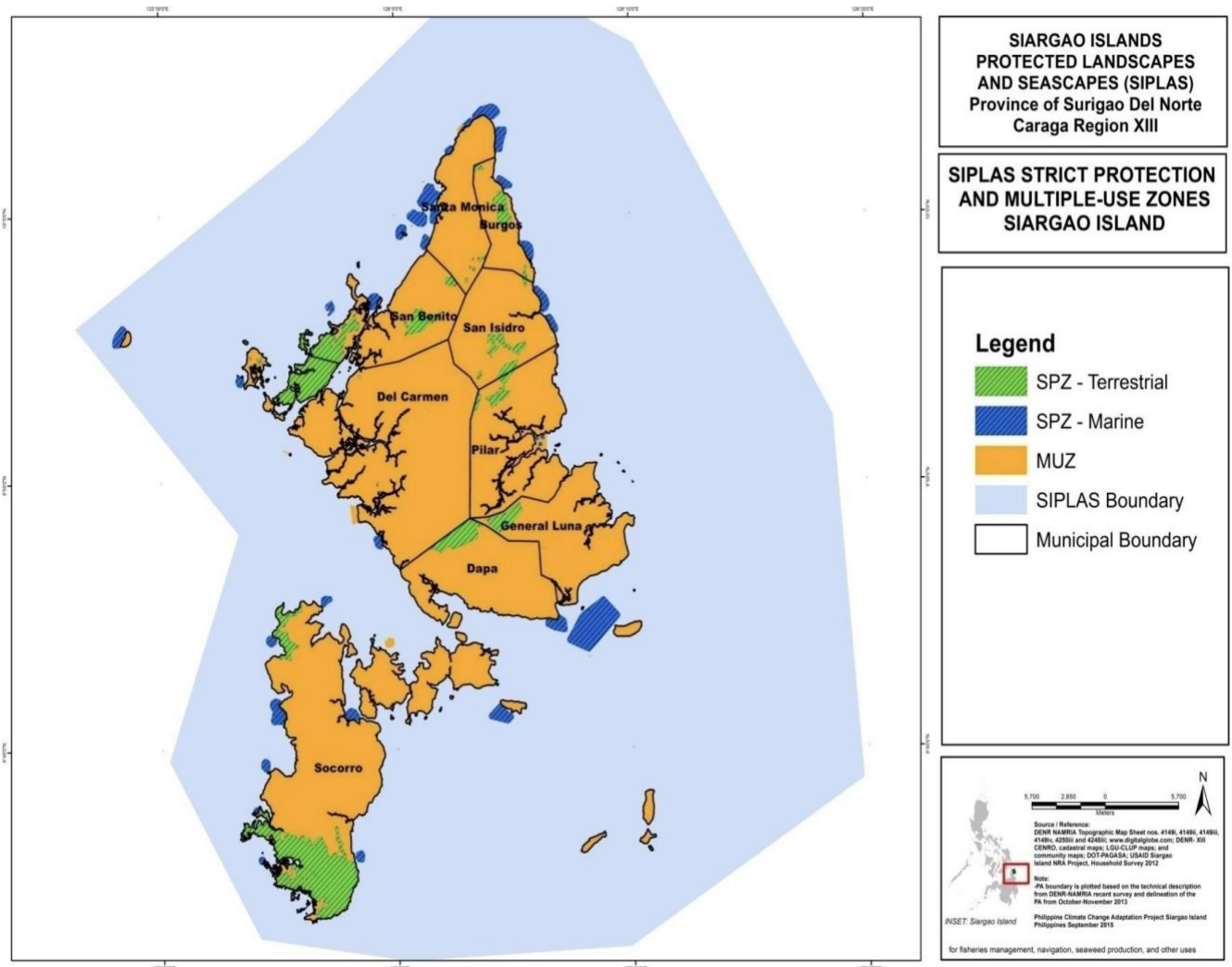


Figure 4. Map of Siargao Island Protected Landscape and Seascape (SIPLAS) in Surigao del Norte Province

3.2. Landscape Approach

The implementation of the project shall be guided by the unique experience of the Philippines in community-based natural resources management and good practices in decentralized governance. In addition, the design and implementation of the SGP-7 consider the globally developed Community Development and Knowledge Management for the Satoyama Initiative (COMDEKS) Programme, which provides a conceptual and holistic framework that guides the strategy of this project.

The COMDEKS Programme seeks to improve landscape-level resilience through community action while recognizing the inter-connectedness of ecosystem services,

local food production, natural resource use, income opportunities, and culture, characterized by the following three (3) defining aspects:

- a) Community-based organizations are a driving force in rural development strategies and should take part in local development planning processes, governance, budgeting, and execution to support the implementation of transformative strategies.
- b) Participatory landscape governance represents an effective foundation for the organization of community-based and multi-stakeholder approaches to land and resource management. Community-based initiatives are sustainable, needs-based, and provide on-site stewardship of available resources.
- c) Integrated solutions are effectively addressed through the landscape level, as the scale is large enough to include various communities, processes, and systems that underpin ecosystem services, rural economic production, and local cultures.

A landscape and/or seascape is a biophysical as well as cultural and political entity with overarching problems of ongoing environmental degradation, economic production, and social cohesion. Through a coherent approach and focus on smaller-scale geographic landscapes, the SGP-7 will support community organizations to achieve impacts at the scale of rural and urban landscapes, to progressively acquire critical mass to reach a tipping point of adoption, by rural and urbanizing constituencies, of adaptive practice and innovation for resilience-building.

The specific landscape strategy of each site has already been prepared by the SGP-7 in consultative and participatory approaches. Site and national-level consultations were conducted to enhance the landscape strategy, as provided for in the ProDoc. All grant proposals that shall be submitted to the SGP-7 should be within the context of the landscape strategy of each site. The landscape strategy of each of the four (4) SGP-7 sites have been reviewed and endorsed by the Landscape Round Table Committee (LRTC) of each project site to the National Steering Committee (NSC), which in turn approved these documents. The landscape strategy of each site is marked as [Annex 5: Aurora](#); [Annex 6: Calamianes Group of Islands](#); [Annex 7: Catubig Watershed](#) and [Annex 8: Siargao Protected Landscape and Seascape](#).

4. Grantmaking Guidelines

As provided for in the GEF SGP Operational Guidelines, the SGP strategically provides grants to support activities that help achieve the programme objectives outlined in the Country Programme Strategy (CPS) or the Project Document of the 7th Operational Phase. In terms of helping achieve global environment benefits, each project proposal should align with the SGP's Strategic Initiatives and articulate how the project objectives and activities would have a positive effect in the relevant GEF Focal Areas.

As a demand-driven programme, the SGP endeavors to address both the GEF criteria, as well as community needs and initiatives. The SGP works with communities and localities that confront a multitude of social and economic development problems that impact concerns related to the global environment. For SGP interventions to have relevance and utility at the community level, these socio-economic issues are considered in the project design. A key guiding philosophy of the SGP has been to promote social inclusion and to reach the marginalized poor and vulnerable communities, especially when other support is limited and where development baseline conditions have not been met.

4.1. Types of SGP-7 Grants

There are four (4) types of grants available under the 7th Operational Phase of the GEF Small Grants Programme in the Philippines and these are presented in Table 2. These grants shall solely be made available to CSOs such as NGOs, POs, IPOs, and other community-based organizations and implemented in the four (4) priority project sites of the SGP-7.

Table 2. Types of SGP-7 Grants

Grant Types	General Description	Maximum Grant	Maximum Period of Implementation
Planning Grant	This grant shall enable CSOs to prepare and develop full-blown proposals.	Peso equivalent of US\$ 5,000.00	Three months after the signing of the Memorandum of Agreement (MOA)
Regular Grant	Project shall seek to achieve any or a combination of the outcomes and outputs of the SGP-7, specifically Component 1.	Peso equivalent of US\$ 50,000.00	24 months after the signing of the MOA
Strategic Grant	Project shall enable the scaling up and replication of tested approaches and tools in multiple locations and communities, and consolidate the efforts of several CSOs, as well as the implementation of the site landscape and seascape strategies. This will implement the Component 2 of the SGP-7 or a combination of several outcomes and outputs.	Peso equivalent of US\$ 150,000.00	24 months after the signing of the MOA
Grant for Landscape	This is to provide technical assistance to community-based organizations in developing grant proposals	Peso equivalent of US\$ 150,000.00	24 months after the signing of the MOA

Level NGO Hub	and assist the grantees in the implementation and monitoring of projects, including capacity building and information and knowledge sharing and management. The NGO Hub shall act as the coordination center of all SGP-7 grants within the landscape and seascape.		
---------------	---	--	--

4.2. General Eligibility Criteria and Requirements of Grants

In developing grant proposals, the applicants should consider the following general eligibility criteria and requirements:

- a) The project should be implemented in the four (4) priority sites of the SGP-7 and cover ecologically important ecosystems, habitats, and species in either terrestrial, agricultural, wetlands, coastal and marine, and/or other ecosystems.
- b) The project should have a clear situational analysis of issues, concerns, and challenges on the biophysical, socio-cultural and economic, governance, and risk and hazard conditions of the site where it shall be implemented.
- c) Appropriateness of the solutions, strategies, and approaches being proposed relative to the identified issues, concerns, and challenges in the proposal and strategic alignment with the landscape strategy of the site.
- d) Potential contribution of the project to addressing relevant needs of communities in terms of capacity building, institutional development, sustainable and biodiversity-friendly livelihood and enterprises, and participation in biodiversity conservation and natural resources management.
- e) Each project should determine a measurable contribution to one or more of the GEF result indicators and targets on the global environment ([Annex 9](#)).
- f) Potential contribution of the proposed project to meeting the SGP-7 overall objective, outcomes, and outputs, as presented in Table 1.

- g) Strategic potential of the proposed project in expanding the knowledge base and menu of options for biodiversity conservation and landscape approach, including lessons learned, insights, and best practices.
- h) Potential for sustainability, scaling up, and/or replication of efforts beyond project life, including building the internal capacity of project partners with mechanisms that will enable them to carry on the project activities in the long-term even when external intervention is no longer available.
- i) Appropriateness and reasonableness of the proposed budget, including cost efficiency and value for money.
- j) Alignment of the proposed projects to the landscape strategy of the site where they shall be implemented, and form part of an integrated conservation and development within the larger landscape and seascape of the SGP-7 or larger biogeographic regions.
- k) Inclusion and provisions of Social and Environmental Safeguards (SES), and gender mainstreaming in the proposed project (Refer to [Annex 10](#) for the Social and Environment Safeguards Procedures for Grants Implemented Under UNDP's SGP).
- l) The project should be started and completed within the implementation period of the SGP-7.

4.2.1. Planning Grant

A Planning Grant may be awarded to eligible CSOs, especially POs, IPOs, and other CBOs, whose project ideas or proposals need more intervention or technical assistance for them to further develop their full-blown proposals.

- a) Once a project idea or concept is received by the Project Management Unit (PMU), while it is an important part of the National Coordinator's (NC) responsibilities to assist CSOs in proposal development, additional assistance is often required. In such cases, two (2) options may be considered: (i) SGP Planning Grant modality may be used, or (ii) a local consultant may be hired or a capable "assisting NGO" may be contacted to help CBOs, according to terms of reference that the NC elaborates in coordination with the proponent organization.
- b) A Planning Grant of up to peso equivalent of US\$ 5,000 can be approved once the project concept has been selected. CBOs with limited experience and capacity in project design and management will receive priority to benefit from the Planning Grant. Hence, the Planning Grant has an important capacity-building function, which itself is an important objective of the SGP.

- c) At the minimum, the project concept that the Planning Grant will cover should identify concrete results that are relevant to one or more of the GEF focal areas and reflect the needs of the involved communities or stakeholders.
- d) An eligible CSO can use a Planning Grant to (i) organize stakeholder workshops, or meetings, to design the project in a participatory manner; (ii) provide technical assistance; (iii) undertake baseline assessment; (iv) develop a business plan; (v) translate concept from local language into one of the main UN languages by the SGP; and (vi) support proposal design, including the development of indicators and a monitoring and evaluation plan.
- e) The project document for the Planning Grant specifies the activities to be undertaken using the proposal form/template provided as [Annex 11 \(Planning Grant Proposal Template\)](#) of this call.
- f) The National Steering Committee generally approves the Planning Grant, although it can, in certain cases, also delegate the approval to the NC for cases, like time-sensitive activities or smaller amounts.
- g) Administratively, a Planning Grant is like any other SGP grant, and, therefore, it can only be awarded to eligible CSOs, through a grant agreement or Memorandum of Agreement (MOA). Planning Grants cannot be awarded to an individual.
- h) The expended amount of the Planning Grant shall be deducted from the maximum amount proposed for the full-blown proposal.
- i) The submission of the completion report of the planning grant is a condition precedent to the acceptance of the full-blown proposal.
- j) The unexpended amount of the Planning Grant shall be returned to the SGP-7, which is a condition precedent to the acceptance of the full-blown proposal.
- k) Should the committed full-blown project proposal not be completed and submitted on the schedule provided in the MOA, the full amount of the Planning Grant shall be returned to the SGP-7.

4.2.2. Regular Grant

The SGP awards Regular Grants to eligible CSOs (NGOs, POs, IPOs) on specific thematic and geographic focuses with a maximum amount of peso equivalent of US\$ 50,000. The Regular Grants are those that pursue specific targets of the SGP-7 under component 1 and its associated outcomes and outputs.

- a) Regular Grants include community-level projects that promote the restoration of degraded landscapes, improve ecosystem connectivity, and support innovation in biodiversity conservation and optimization of ecosystem services.

- b) Community projects that enhance the sustainability and resilience of production systems are included under the Regular Grant. These would include agroforestry, sustainable management of non-timber forest products, soil and water conservation practices, increased on-farm arboreal coverage with native species, biodiversity-friendly and agro-ecological practices, multiple cropping, and small-scale organic farming.
- c) Other projects under the Regular Grants include the promotion of sustainable livelihood, green businesses, and market access, such as ecotourism, ecological processing and conversion of organic waste products; beekeeping; green value-added agro-business integrated into value chains and micro-processing.
- d) To create sustainability and impact beyond the project, the SGP-7 Regular Grant can combine demonstration, capacity building, network building, awareness raising, and dissemination of lessons learned as integral components.
- e) Each grantee will only have one (1) SGP-7 grant at any given time. A grantee may submit another proposal upon successful completion of an initial project, provided that the funding for the grant is still available and there is still ample time to implement the proposal. However, no grantee may avail of more than an aggregate of the peso equivalent of US\$ 50,000 for the entire duration of the SGP-7.
- f) Applicants shall submit a proposal using the form or template provided in [Annex 12 \(Regular Grant Proposal Template\)](#) and other required forms or documents.
- g) The proposed project is not rated as “high risk” or “substantial risk” based on the Social and Environment Safeguards Procedures for Grants Implemented by the UNDP’s SGP.

4.2.3. Strategic Grant

Strategic Grant may be provided to eligible CSOs up to a maximum peso equivalent of US\$ 150,000 and shall consider the following:

- a) An eligible CSO may apply for a Strategic Grant but could no longer apply for a Regular and Landscape Level NGO Hub Grant. Only one (1) Strategic Grant shall be awarded to a CSO in the entire cycle of the SGP-7.

- b) Enable scaling up and replication of tested approaches and tools in multiple locations or communities and consolidate efforts of several communities and CSOs.
- c) Strengthening of a multi-stakeholder platform to improve governance of target landscapes and seascapes and effect participatory decision-making toward enhanced socio-ecological landscape resiliency.
- d) Systematically assess knowledge from community-level engagement and innovative conservation practices for sharing and upscaling across the landscapes, across the country, and to the global SGP network.
- e) Project that demonstrates landscape-level interventions and must be within the context of the landscape strategy of the site where it shall be implemented.
- f) Applicant has a good track record in managing and implementing larger projects and funds supported by audited financial statements in the last three years.
- g) Applicants shall submit a proposal using the form, or template, provided in [Annex 13 \(Strategic Grant Proposal Template\)](#) and other required forms or documents.
- h) The proposed project is not rated as either “high risk” or “substantial risk”.

4.2.4. Grant for Landscape Level NGO Hub

At least one (1) Landscape Level NGO Hub in every project site of the SGP-7 shall be awarded the grant of a maximum peso equivalent of US\$ 150,000. The following are the specific requirements for the NGO Hub:

- a) Assist or refer to the Project Management Unit NGOs, POs, and other CBOs that may wish to access the funds of SGP-7 and provide technical assistance in grant proposal development, implementation, and monitoring.
- b) Provide a mechanism for continuous communication and interaction between and among SGP grantees and other stakeholders to ensure that programme grantees and partners are updated on relevant development concerns, such as government plans and programs, policies, and fund sources, and that project-related questions and problems of grantees are addressed by appropriate offices.
- c) May lead, guide, or represent, when necessary, the grantees in site-specific policy advocacies, partnership building, and networking with various stakeholders, like NGAs, LGUs, the private sector, academia, and other financing institutions.

- d) Provide a model for good project management and implementation for other grantees by implementing a specific project and initiative that contributes to the targets of the SGP-7.
- e) Build and continuously populate a site-based database consistent with the design of the SGP-7 database, and, in addition, build a directory of NGOs, POs, and other CBOs, as well as relevant experts and service providers in the site.
- f) Working closely with the PMU, facilitate the delivery of SGP-7 messages using locally available media and ensuring that these messages are understood by stakeholders in the context of the site.
- g) Assist the PMU in developing a cross-cutting capability-building program and lead the capability-building interventions of the SGP-7 in the site in pursuit of the outcomes, outputs, and targets of the project.
- h) Mobilize, convene, and capacitate the multistakeholder governance platform that will be established in each project site.
- i) Conduct annual site-based conferences of SGP-7 grantees and partners that shall serve as a platform for information and skills exchange, strategic site-wide thinking, and planning, network building and strengthening, dialogues with other stakeholders, and knowledge management.
- j) Participate in appropriate PMU-initiated activities in the representation of other SGP-7 grantees.
- k) Coordinate with, mentor, guide, advise, or otherwise assist SGP-7 grantees to ensure that their reporting obligations and functions are complied with, and the results of their projects are optimized.
- l) Submit annual reports containing analysis of the role of SGP-7 projects in biodiversity conservation and local development on the site.
- m) Submit narrative and financial reports as required by the PMU.
- n) Perform other tasks as may be agreed upon with the PMU, or as necessary.
- o) Applicant shall submit a proposal using the form, or template, provided in [Annex 14 \(Landscape Level NGO Hub Proposal Template\)](#) and other required forms or documents.
- p) The Terms of Reference (TOR) of the Landscape Level NGO Hub is provided in [Annex 15](#).

4.3. Proponent Eligibility Criteria

The following are the eligibility criteria of project proponents, bearing in mind the accountability and responsibility of both the SGP-7 and grantees. These are the requirements to ensure that the proponents have the necessary capacity to deliver what is being presented in their project proposals. These criteria shall be used in evaluating the eligibility of the proponents.

- a) Non-profit and non-stock Filipino organizations with juridical personalities, such as nongovernment organizations, people's organizations, indigenous people's organizations, and other community-based organizations.
- b) Duly registered with any government agency, which imbues the project proponent with legal personality, such as any of the following: Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), Cooperative Development Authority (CDA), National Commission on Indigenous People (NCIP), Department of Environment and Natural Resources (DENR) and Local Government Unit (LGU) where the proponent is operating, including the powers to enter into contracts, maintain bank accounts, and to compel and be compelled performance of obligations by legal action.
- c) Must have an organizational vision, mission, goals, and objectives.
- d) Established track record and organizational capacity within a minimum of one (1) year immediately preceding the application for Planning and Regular Grant proponents and at least three (3) years for applicants under the Strategic Grant and Site-level NGO hub, as evidenced by (i) demonstrated project competency in a similar or related project; (ii) established organizational structure, including presence in the area where the project will be implemented; (iii) expertise of management and staff in effective project planning and implementation supported by an organized working board.
- e) Established and operational financial systems and procedures, which conform to generally accepted audit standards.
- f) Financial statements for the last one (1) year for Planning and Regular Grant applications and audited financial statements for the last three (3) years for Strategic Grant and Landscape Level NGO Hub applicants.
- g) Must have a commercial bank account in the name of the organization with at least two (2) signatories duly authorized by the governing body of an applicant. An applicant for

Regular Grant that has no commercial bank account but has a project proposal that meets other eligibility criteria shall be required to open one within three (3) months following the conditional approval, otherwise, the proposal is deemed forfeited.

4.4. Disqualifications or Ineligible Proponents

The following are disqualified and ineligible to avail of grants from the SGP-7:

- a) Individual
- b) National or local government units, agencies, offices, and instrumentalities, including government-controlled corporations and state universities, colleges, and schools.
- c) Churches, political parties, and for-profit establishments.
- d) Any organization that has still pending issues, such as unaccomplished projects, failure to submit terminal and financial reports, or yet to return funds to the Foundation for the Philippine Environment.
- e) Any organization that has a questionable track record, as evidenced by poor implementation of previous projects and unsound financial management practices.

4.5. Eligible and Ineligible Costs or Expenses

4.5.1. Eligible Project Costs

The grants that shall be provided by the SGP-7 may cover the following costs or expenditures:

- a) Salaries and benefits of staff who will work on the project.
- b) Professional fees for consultants, facilitators, documenters, and resource persons needed to implement the project.
- c) Direct cost to implement project activities, as provided for in the work and financial plan, including workshops, meetings, training, supplies, and production of communication and knowledge materials.
- d) Food, lodging, and transportation costs to implement project activities.
- e) Equipment, tools, and materials needed to achieve the objectives of the project.
- f) Administrative costs, such as utilities and rentals, shall not be more than 20% of the total grant.

- g) Cost related to government certification and permitting requirements to implement the project.

4.5.2. Ineligible Project Costs

The following costs or expenditures are not allowed under the SGP-7 grants:

- a) Contingency and miscellaneous expenses.
- b) Management fee.
- c) Salaries of organic full-time or part-time staff of the proponent, unless they are dedicating a certain percentage of their work hours to the project.
- d) Cost in attending conferences, trainings, meetings, and workshops that do not directly contribute to the attainment of project activities.
- e) Travel costs (lodging, per diem, and transportation) of government staff.
- f) Capital expenditures, such as land, buildings, major equipment, and vehicles, unless they are essential to the project implementation.
- g) Cost involving or engaging in participant politics and religious practices.
- h) Cost for actions, which shall discriminate against individuals or groups of people on grounds of gender, sexual orientation, religious beliefs or lack of them, or ethnic origin.
- i) Items that are already financed by other projects.
- j) Provision for debts and losses.
- k) Procurement of firearms and ammunition.

5. Grantmaking Procedures

Grant applications go through stages of review and evaluation to ensure that:

- a) All parties (SGP-7, the grantee, and stakeholders) have a clear and common understanding of the essence, significance, methodologies, and targets of the project.
- b) The potential social and environmental risks of the project are properly identified and mitigation measures are rolled out during implementation, in compliance with UNDP and SGP SES requirements and procedures.

- c) The project significantly contributes to the achievement of the goals and objectives of the landscape/seascape where it is located.
- d) The project optimally contributes to local, regional, national, and global targets for biodiversity conservation.

5.1. Review, Evaluation, and Approval of Grants

The review, evaluation, and approval of grants submitted to the SGP-7 shall be based on the eligibility criteria of project proposals and proponents and other requirements provided for in this Call for Grant Proposals, ProDoc, and Global SGP Operational Guidelines. All grant proposals shall undergo several layers of review and evaluation processes by the different bodies of the SGP-7, as follows.

5.1.1. Project Management Unit

The Project Management Unit, led by the National Coordinator, is tasked to perform an initial assessment of all submitted proposals. Its main role is to review proposals for eligibility criteria in line with the Project Document, SGP Global Operational Guidelines, and this Call for Grant Proposals, and provide feedback to proponents on how grant proposals may be improved to bolster their chances of approval, if necessary. The initial screening of the PMU shall also include the completeness of the required information and the submission of complete documents. Proposals with incomplete information and required documents shall be returned to the proponents for compliance subject to the deadline that will be set by the National Coordinator. The National Steering Committee may delegate the National Coordinator as the approving authority of Planning Grants.

The National Coordinator is responsible for ensuring that grantees adhere to UNDP's Social and Environmental Standard Policy, through the application of the fit-for-purpose social and environmental screening procedure, when they apply for grants ([See Annex 16 for SES Screening Template Sample](#)), and during the execution of their

grants. The NC examines the grantee's completed initial screening questionnaire and determines if it is exempted or not from further screening based on the exemption criteria as established in the SESP.

The NC reviews the complete screening questionnaire submitted by the proponent and determines the overall risk category of the proposed activities and if they are excluded from receiving funding from the SGP, whether social and environmental assessments and management measures are required, and if so, in what form. The NC assigns one of four potential risk categories (High Risk, Substantial Risk, Moderate Risk, and Low risk) based on the approach and methodology prescribed by UNDP's SESP, and subsequently determines if the grantee must conduct a targeted social and environmental assessment and oversee that an abbreviated environmental and social management plan is developed (once submitted by the grantee with the final project proposal, such management plan should be reviewed and approved by the NC).

5.1.2. Landscape Round Table Committee

The LRTC, which is established in each landscape, is a multi-sectoral group composed of regional and provincial experts and practitioners. It aims to understand the needs and opportunities of the targeted landscape and build multi-stakeholder consensus on directions and priority actions that strengthen synergy among ongoing efforts to improve the socio-ecological resiliency of the landscape. The LRTC will provide inputs and recommendations to the NSC with regards to the landscape strategy development as well as help identify the priority interventions required in each landscape, and propose a portfolio of small grants to be supported.

Projects that have initially passed the initial screening of the PMU shall be forwarded by the National Coordinator to the LRTC, through the chair of the site where the proposed projects shall be implemented. The chair will call the members for a meeting to review the grant proposals as to their alignment with the landscape strategy of the site. The LRTC may also come out with recommendations to the

proponents on how to improve the approval chances of their proposals, if necessary. The LRTC shall endorse the proposals to the PTRC, through the National Coordinator, including its recommendations.

5.1.3. Landscape Level NGO Hub

Once selected, the Landscape Level NGO Hub shall provide assistance to potential proponents to prepare proposals for submission to the SGP-7. The NGO Hub shall further assist the potential grantees in meeting the eligibility criteria and other requirements for the submission of grant proposals. It will also assist the grantees to improve their proposals based on the comments and recommendations of the PMU and LRTC.

5.1.4. Project Technical Review Committee

The PTRC is made up of a pool of voluntary experts in various fields of specialization. Its role is to review proposals concerning specific areas of programming and partnership development and to ensure that all funded projects are technically sound, innovative, relevant to the landscape/seascape where they will be implemented, and aligned with the values and targets of the SGP-7. The composition of the PTRC reflects the multi-sectorial approach of the SGP incorporating a mix of experts drawn from civil society and the government. The PTRC serves as a sub-committee to review grant proposals and make recommendations to the NSC. To this respect, it may liaise with grant proponents to help refine proposals to better fit the review criteria. The PTRC, through the chair, shall endorse its recommendations to the National Steering Committee, through the NC.

5.1.5. Upgraded Country Programme Global Coordinator

Strategic Grant and Landscape Level NGO Hub proposals will be subject to review and approval by the Upgraded Country Programme Global Coordinator/Regional

Technical Advisor, in compliance with SGP Operational Guidelines. This review and approval shall be undertaken before the final review of the National Steering Committee.

5.1.6. National Steering Committee

The NSC serves as the main decision-making body of the SGP at the country level. It provides oversight, guidance, and direction to the Country Programme and ensures participatory, democratic, impartial, and transparent procedures for project review, selection, and approval. No grants shall be awarded without prior approval of the NSC. Following the approval of the NSC, grant agreement, or memorandum of agreement shall be forged between the grantee and the Foundation for the Philippine Environment as the Implementing Partner of the SGP-7. The MOA shall be signed by the head of the grantee organization and the Executive Director of the FPE.

The flowchart for the review, evaluation, and approval of submitted grants is provided below.

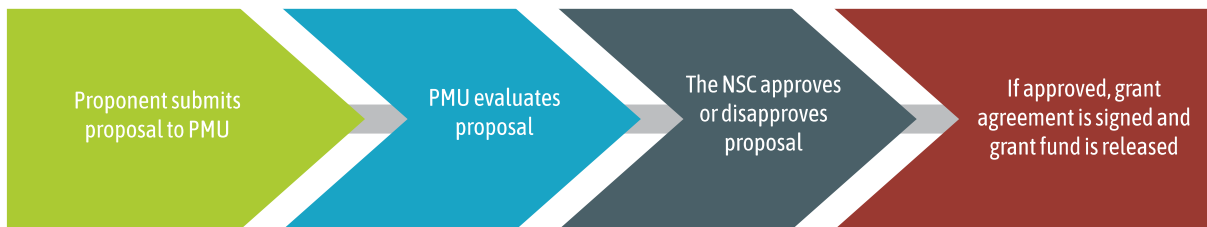


Figure 5. Planning Grant Flowchart

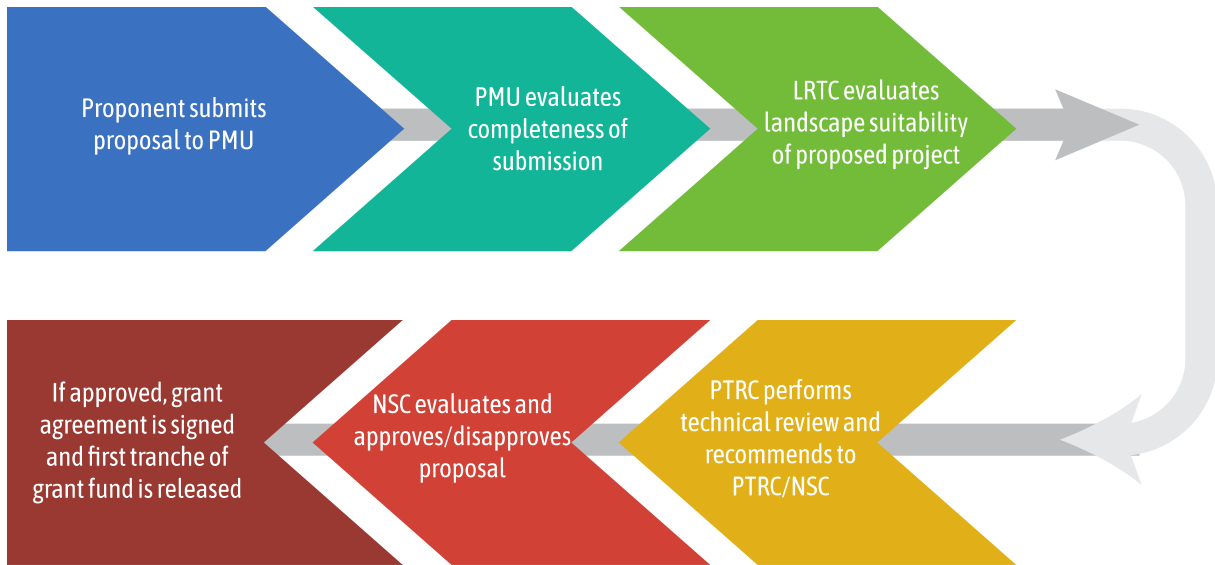


Figure 6. Regular Grant Flowchart

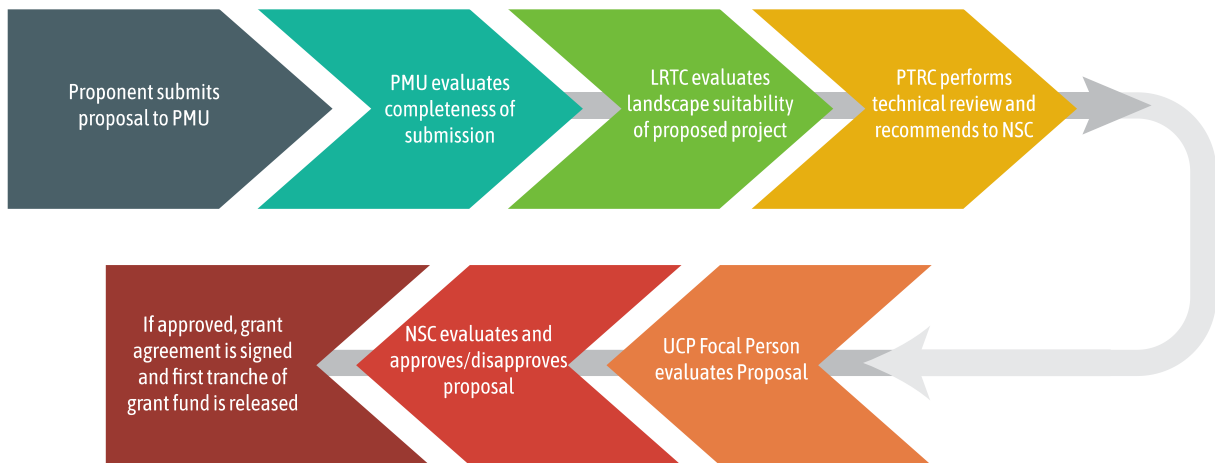


Figure 7. Strategic Grant Flowchart

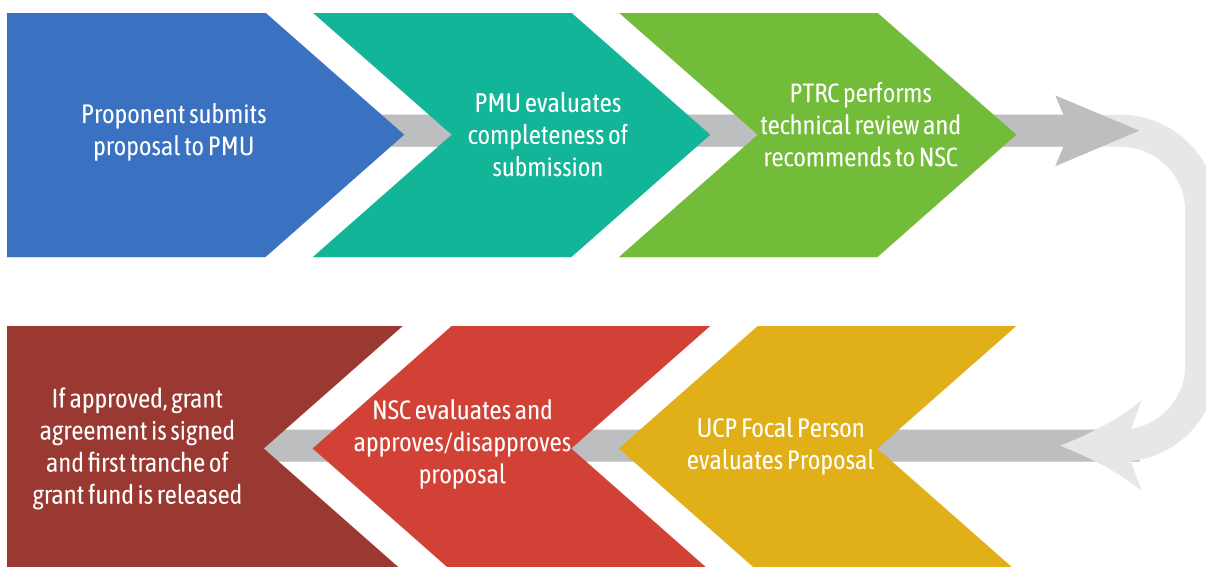


Figure 8. Landscape Level NGO Hub Grant Flowchart

5.2.Submission

Applicants of grants shall submit their complete proposal using the grant template depending on the type of grant (Planning Grant, Regular Grant, Strategic Grant, Grant for Landscape Level NGO Hub) they are applying for, as provided for in the annexes of this call. The grant application templates, or forms, listed the required attachments to the proposal. The grant proposal should include a cover letter addressed to the National Steering Committee, through the National Coordinator, duly signed by the head (chairperson or president) of the organization. The template for the cover letter of each type of grant is provided in [Annex 17: Planning Grant](#), [Annex 18: Regular Grant](#), [Annex 19: Strategic Grant](#), and [Annex 20: Landscape Level NGO Hub Grant](#).

Project proposals for Regular Grant, Strategic Grant, and Landscape Level NGO Hub are required to include a Monitoring and Evaluation (M&E) framework. Among the key issues to be addressed as part of M&E are: (i) performance of the project in terms of activities and outputs; (ii) results of the project in terms of achieving the outcomes and objectives; (iii) mid-course correction and adjustment of the project design and plans; and, (iv) participation of community members in the project M&E processes. The template for M&E is included in the grant proposal forms.

Preferably, grant proposals shall be prepared in English or Filipino, but any Philippine language will also do. For grant proposals that are not written in English or Filipino, the proponent should either submit an English or Filipino translation or identify and make

available a translator (to English or Filipino) at no cost to SGP-7. For potential proponents facing concern about translation, the Landscape Level NGO Hub, once selected, shall assist in the translation or explore the possibility of applying first for Planning Grant.

Submission of the proposal and its required annexes or supporting documents may be done through any means possible, either (i) [through the Google Form](#), (ii) electronically via email at sgp-7@fpe.ph with the subject “SGP-7 Grant Proposal by (Name of the Organization); (iii) snail mail or courier; and (iv) hand carry submission. The last two options shall be submitted using these mail details:

7th Operational Phase of the GEF-Small Grants Programme in the Philippines,
Project Management Unit,
Foundation for the Philippine Environment
77 Matahimik Street, Teacher’s Village, Diliman, Quezon City

For proposals that do not contain original or bear inconsistent handwritten signatures of the proponent’s authorized signatory, the PMU may require proof of authenticity of signature and submission.

6. Release of Grants, Co-Financing and Duration of Implementation

The releasing of grants shall be dependent on the work and financial plan presented in the proposal. It is suggested that only four (4) tranches of fund releases shall be considered in the proposal, as follows:

- a) First Tranche: Twenty-five percent (25%) of the total project cost upon approval of the proposal by the National Steering Committee and signing of Grant Agreement, or Memorandum of Agreement.
- b) Second Tranche: Thirty-five percent (35%) of the total project cost upon submission and acceptance of the 1st technical and financial reports completing at least 80% of the target activities covered by the first tranche.
- c) Third Tranche: Thirty-five percent (35%) of the total project cost upon submission and acceptance of the 2nd technical and financial reports completing at least 80% of the target activities covered by the first and second tranches.

- d) Final Tranche: Five percent (5%) of the total project cost upon submission and acceptance of the project's final or terminal and financial reports.

It is the responsibility of the National Coordinator to evaluate and approve submitted reports of the project proponents. Reporting templates shall be provided following the approval of grant proposals.

The desired co-financing (counterpart) is one is to one (1:1) ratio, which means for every peso requested from the SGP-7, the proponent shall also provide one peso. The co-financing shall be in the form of cash, kinds, or services. Partner organizations of the proponent may also provide co-financing. Contributions in kinds and services shall be valued and included in the budget. It is important that the sources of these contributions be specifically identified in the proposed budget of the proposal. Co-financing information is part of the financial reporting of the grant.

The length of the project shall be as necessary to meet its objectives, taking into consideration the grant limitation as well as the need for all grants to have been completed by September 2026, as it is expected that the project shall close by 16 February 2027.

7. Social & Environmental Safeguard and Grievance Mechanism

The SGP-7 endeavors to ensure that its projects shall not adversely impact the environment, communities, and individuals; and if such impact is unavoidable, the same should be kept at a minimum through the adoption of mitigating and management measures. The Social and Environmental Safeguards approach of SGP-7, aligned with the UNDP SES requirements, makes use of questionnaires to anticipate possible adverse social and environmental impacts. In addition, the NSC shall put up a Grievance Redress System that shall provide a venue for a redress of grievances, as provided in Annex 21.

In determining the overall risk category of grantees' activities, the NC will assign one of four potential risk categories, which will be based on the approach/methodology prescribed by [UNDP's SESP](#):

High Risk: those with potentially significant adverse social and environmental risks and impacts that are irreversible, unprecedented, and/or which raise significant concerns among potentially affected communities and individuals as expressed during the stakeholder engagement process. *High-risk projects are excluded from receiving funding from the SGP*

Substantial Risk: those with potentially adverse social and environmental risks and impacts that are more varied and complex than those of Moderate Risk activities but remain limited in scale and are of lesser magnitude than those of High-Risk projects. *Substantial-risk or high-risk projects are excluded from receiving funding from the SGP*

Moderate Risk: those with potentially adverse social and environmental risks and impacts that are limited in scale, can be identified with a reasonable degree of certainty, and can be addressed through the application of standard good practice.

Low Risk: those that have minimal or no risks of adverse social or environmental impacts. If the grantee's activities are categorized as High-risk or Substantial-risk, the NC should communicate to the grantee that the application cannot be considered for SGP funding, and advise on the necessary adjustments to ensure the activities fall under Moderate- Low risk categorization.

The SGP-7 ensures that all parties that may be adversely affected by the acts of SGP-7, the NSC, the PMU, the projects, and the grantees shall have an opportunity to seek redress thereof. For this purpose, the NSC shall adopt a Grievance Redress System through which complaints may be submitted and addressed.

The SGP-7 Grievance Redress System is NSC-led. The grantees, therefore, are not required to establish a system for it. However, grantees are required to regularly inform the public or

their stakeholders of the Grievance Redress System, throughout the lifetime of their projects. This should be included in the Work and Financial Plan of the project and must be monitored and reported regularly.

For clarifications and more, details the proponent or applicant may contract:

The Project Management Unit
7th Operational Phase of the GEF Small Grants Programme
Foundation for the Philippine Environment
No. 77 Matahimik Street, Teachers' Village, Diliman, Quezon City

Landline Tel. No.: (02) 8927 9403; (02) 8922 3022

Mobile Tel. No.: (0915) 472 9405

Email: sgp-7@fpe.ph