

SAVE – SUPPORTING ACTIVITIES THAT VALUE THE ENVIRONMENT
SAVE Small Grants Program Request for Applications (RFA)

Deadline to submit application is on 19 March 2010 at 17:00.
This is the final grant application round. No further applications will be accepted.

Supporting Activities that Value the Environment (SAVE) is a three-year project funded by USAID working mainly in the two areas of Environment and Natural Resources Management and Capacity Building (Task 1) and Cultural Heritage Conservation, Preservation and Restoration (Task 2).

SAVE activities are designed to achieve the following three objectives:

- Increasing the capacity to deliver critical environmental services at international standards and best practices and to do so in a financially sustainable and market responsive manner.
- Improving management of critical environmental resources and systems, especially water-related systems and critical habitat.
- Improving the capacity to better manage and benefit from the rich and varied cultural heritage of Cyprus by:
 - a) developing the capacity of the cultural heritage technical experts, tourism professionals and entrepreneurs to carry out restoration, conservation, interpretation, and tourism activities at the highest standards,
 - b) supporting the emergence of a network of heritage landscapes and tourism trails that combine cultural heritage attractions with the richness of the natural environment, thus offering an alternative to the conventional “sun and surf” mass tourism; and
 - c) increasing tolerance and understanding through the protection and, where appropriate, restoration of sites.

Purpose of SAVE Small Grants:

The purpose of SAVE’s small grants is to support innovative organizations and catalytic initiatives or activities that will improve the management and use of Cyprus’ natural and cultural resources and its environment. In line with SAVE’s overall objectives, funding will be provided to organizations to:

- (1) Improve the management of critical environmental resources, including through conservation activities;
- (2) Improve capacity to manage and benefit from the rich and varied cultural heritage of the island; and
- (3) Promote responsible, sustainable development.

Selection criteria:

Grant application will be reviewed and evaluated based on the following criteria:

- Executive Summary 5 points
- Technical Approach / Scope of Work 45 points
- Management Approach 20 points
- Institutional / Organizational Capacity 15 points
- Budget Realism and Appropriateness 15 points

Only those proposals scoring 75 points or higher will be considered by the review committee for award. Proposals scoring less than 75 points will be considered non-compliant and the applicant will be notified of the major deficiencies. SAVE reserves the right to conduct additional negotiations and discussions with prospective compliant grantees prior to award. All grant awards are contingent on USAID approval.

SAVE grants may range from \$1 – \$50,000. No single grant will exceed \$50,000, but follow-up grants will be considered. Grant applications should be developed in sufficient detail to reflect the complexity and scope of the proposed grant-funded activity. All information submitted with the grant applications must be directly relevant to the proposed activities. Attachment A contains a detailed Grant Application Outline which should be used as a guide when preparing all grant applications. Attachment B contains an illustrative list of potential activities that could be funded under the SAVE Small Grants program.

Evaluation Criteria:

Executive Summary
5 points

- Clear and concise summary (no more than 1 page maximum) of the overall project activity, objectives, main beneficiaries, proposed impacts and deliverables.

Technical Approach / Scope of Work (in descending order of importance)
45 points

- Relevance to SAVE project activities and objectives.
- Realism and thoroughness of proposed activity and sound technical approach
- Clear formulation of the goal and objectives of the proposed grant activity.
- Potential for co-financing, local partnerships, and/or in-kind contributions.
- Sustainability and demonstrated tangible impacts.
- Beneficiaries of the project
- Demonstrated potential advantages for women, youth and other marginalized groups
- Linkages to cross-cutting issues such as economic growth and sustainable development.
- Innovation and entrepreneurial spirit

Management Approach (all factors equally important)

20 points

- Detailed work plan - summary table of proposed activity including duration and primary objectives and anticipated outcomes and/or deliverables.
- A logical set of activities and indicators by which the grantee will achieve the goals and the objectives of the grant.
- Proposed results monitoring, including verifiable indicators, and reporting plan.
- Schedule of deliverables and brief plan to achieve them

Institutional / Organizational Capacity (all factors equally important)

15 points

- Identity and status of the potential grantee.
- Presentation of the organization, including its background, board of directors (where applicable), highlights of past work in related areas and references.
- Demonstrated technical and organizational capacity to manage the program of activity and/or proposed purchases including degree of experience in the relevant technical areas.

Budget Realism and Appropriateness (all factors equally important)

20 points

- Budget with a breakdown of costs by activity, including administrative costs.
- Proposed payment/deliverable schedule.

Who can apply for grants?

Under SAVE, International Resources Group (IRG) anticipates administering grants to the following types of organizations:

- Cypriot organizations;
- Regional organizations;
- Small- or micro-enterprises

How to submit:

Application for the SAVE Small Grants should be completed fully and submitted to the SAVE office (in hard copy or by e-mail) by the deadline. No applications will be considered that are received after the posted deadline.

The deadline for this round of grant applications is – 19 March 2010, at 17:00
SAVE: Serif Arzik St., No 6, flat no 3 / 4; Email: eakpinar@irgltd.com Fax: 2281756

Attachment A – SAVE Small Grant Application Outline

Title Page:

Project Title:

Identity and registration status of applying organization:

Name, Title of main contact person:

Contact Details (any of the following possible - address, phone, fax, e-mail, web page):

Proposed Activity (1-2 sentences):

Proposed Location:

Period of Performance / Project Duration:

1. Executive Summary
2. Technical Approach / Scope of Work
 - 2.1. Overview and Rationale / Justification
 - 2.2. Background
 - 2.3. Detailed Scope of Work and Proposed Project Description (be sure to address all of the evaluation criteria).
 - 2.4. Proposed Deliverables
3. Management Approach
 - 3.1. Work Plan
 - 3.2. Activities and Indicators to be used to assess progress and performance
 - 3.3. Monitoring and Reporting Plan
 - 3.4. Schedule of Deliverables
4. Institutional and Organization Capacity
 - 4.1. Overview of the Organization
 - 4.1.1. Purpose
 - 4.1.2. History
 - 4.2. Relevant Organizational Experience to Implement grant activity
 - 4.3. Relevant Organizational Experience to Manage grant activity
5. Budget Realism and Appropriateness
 - 5.1. Proposed Budget Overview
 - 5.1.1. Materials
 - 5.1.2. Equipment
 - 5.1.3. Travel & Transportation
 - 5.1.4. Services
 - 5.1.5. Staff Time
 - 5.1.6. Indirect Costs
 - 5.2. Budget Notes (provide a detailed explanation of the basis for all proposed costs)
 - 5.3. Proposed Payment Schedule

Mandatory Attachments:

- Detailed Budget
- Relevant Organizational Financial Statements
- Environmental Impact Assessment (EIA) of proposed activities

Possible Attachments:

- Detailed Work Plan
- Organizational Information
- References
- Supporting Documentation for Proposed Grant Activities

Attachment B – Illustrative List of Grant Activities

Illustrative types of activities that could be covered under SAVE Small Grants Program include:

- Technical assistance for activities relating to environment and natural resource management, particularly water resources, solid waste management, traditional crops or products and protection of critical habitats.
- Technical assistance for activities relating to cultural heritage preservation and conservation.
- Technical assistance in water resources management, water conservation and efficiency, wastewater management, and solid waste management
- Environmental impact assessments
- Small-scale community development activities tied to environmental and natural resources management or cultural heritage.
- Environment related conservation education, outreach and/or public awareness
- Cultural heritage conservation and/or restoration
- Interpretive materials, programs related to environment and cultural heritage
- Cultural heritage education, outreach and/or public awareness.
- Sustainable tourism activities – including ecotourism and agrotourism
- Studies, assessments and workshops.
- Materials such as maps, brochures, signage and interpretation related to sustainable tourism.
- Support to pilot programs and training-by-doing activities in support of program objectives.