**CONCEPT NOTE**

**Marine Pollution Reduction**

The submission of a Concept Note is part of a 2-step grant application process. The implementation period for the proposed project should be no more than 15 months. The grants available range from **XCD40,000 – XCD80,000**.

A complete application package must include:

1. **Concept Note** – Sections 1-6 fully completed
2. **Declaration by the applicant** – Found in Section 7 of the Concept Note
3. **Workplan and Project Budget** – [Click Here](https://www.sluncf.org/copy-of-call-for-proposals)
4. **Certificate of registration of the applicant.**

Please refer to the Quick Reference Guide for assistance in completing your application package. [Click Here](https://www.sluncf.org/copy-of-call-for-proposals)

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| **Title of Proposed Project** |  |
| **Total Funding Request (XCD)** |  |
| **Thematic Areas of the Proposed Project***(Project must address at least two areas)* | [ ]  | Prevention, reduction and extraction of marine litter, especially plastics |
| [ ]  | Improved management of wastewater and runoff into marine and coastal areas |
| [ ]  | Pollution reduction from coastal and marine-based livelihood activities (e.g., shipping, tourism, fishing) |
| [ ]  | Promotion of Sustainable Fisheries and Alternative Livelihoods |
| [ ]  | Public education and behaviour change campaigns to reduce littering and dumping |
| [ ]  | Strengthening community-based monitoring and pollution response initiatives |
|  | [ ]  | Research and data collection and information dissemination on marine pollution sources and impacts on marine biodiversity in Saint Lucia  |

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| 1. ORGANISATIONAL INFORMATION
 |
| * 1. **General Information – Main Applicant**
 |
| **Legal Name of the Applicant** |  |
| **Short Name/Acronym** |  |
| **Type of Organisation**(Select one) | [ ]  | Local Non-Governmental Organisation (NGO) |
| [ ]  | Community-Based Organisation (CBO) |
| [ ]  | Academic and Research Institution Based in Saint Lucia |
| [ ]  | Public Sector |
| [ ]  | Private Sector |
| [ ]  | Locally Based Organisation |
| [ ]  | Other (Specify Here) |
| **Year Organisation Established** |  |
| **Year Organisation Registered** |  |
| **Physical Address** |  |
| **Website Address** |  |
| **Number of Staff Members** |  |
| **Purpose/Mission of the Organisation** |  |
| **Briefly describe your Organisation’s Experience in Project Implementation** |  |
| **Contact Information** |
| **Name of Project Lead** |  |
| **Position in Organisation** |  |
| **Email Address(es)** |  |
| **Phone Number(s)** | **Project Lead** |  |
| **Organisation** |  |

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| * 1. **General Information – Collaborating Partner** (if applicable)
 |
| **Legal Name of Partner** |  |
| **Short Name/Acronym** |  |
| **Type of Organisation**(Select one) | [ ]  | Local Non-Governmental Organisation (NGO) |
| [ ]  | Community-Based Organisation (CBO) |
| [ ]  | Academic and Research Institution Based in Saint Lucia |
| [ ]  | Public Sector |
| [ ]  | Private Sector |
| [ ]  | Locally Based Organisation |
| [ ]  | Other (Specify Here) |
| **Year Organisation Established** |  |
| **Year Organisation Registered** |  |
| **Physical Address** |  |
| **Website Address** |  |
| **Number of Staff Members** |  |
| **Purpose/Mission of the Organisation** |  |
| **Contact Information** |
| **Name of Partner Contact** |  |
| **Position in Organisation** |  |
| **Email Address(es)** |  |
| **Phone Number(s)** | **Partner Contact** |  |
| **Organisation** |  |

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| 1. Project Background (300 words)
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| **2.1 Briefly describe the problem, need or opportunity you wish to address and why?** |
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| **2.2 What are the root causes of this problem, need or opportunity you have identified?** |
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| 1. Project Description
 |
| **3.1 What is the main goal you expect to achieve by addressing this problem, need or opportunity?** |
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| **3.2 List the expected key milestones/achievements you expect to achieve by addressing this problem, need or opportunity.** |
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| **3.3 List the activities you are going to implement to address the root causes of the problem, need or opportunity.** |
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| **3.4 Where will this project take place geographically?** | **3.5 Provide your proposed start date and duration.** |
|  |  |
| **3.6 Who are the direct beneficiaries of this project?** |
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| **3.7 What community impact do you expect from addressing this problem, need or opportunity?** |
|  |
| 1. Project Partners and Stakeholders
 |
| **4.1 Provide a list of partners and their roles in the project for collaborative ventures (attach Section 1.2 for each partner), if applicable.** |
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| **4.2 Provide a list of stakeholders.** |
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| 1. Management Structure
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| Please indicate the individuals who would be conducting the following responsibilities on the project. |
| **Responsibility** | **Name & Role in Organisation** |
| Record Keeping |  |
| Monitoring and Evaluation |  |
| Reporting |  |
| Financial Management |  |
| Project Implementation  |  |
| 1. Project Budget
 |
| Total Project Cost (XCD) |  |
| **Total Grant Request (XCD)** |  |

1. Declaration

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the undersigned being the person responsible in the Applicant’s organisation for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_