



# CONVENTION ON MIGRATORY SPECIES

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## REVISED GUIDELINES FOR THE OPERATION OF THE SMALL GRANTS PROGRAMME

*(Prepared by the UNEP/CMS Secretariat)*

### *Introduction*

1. The CMS Small Grants Programme (SGP) has had a significant role in supporting CMS conservation initiatives for a number of taxa, with a strong focus on implementation in developing countries. The Scientific Council has played a pivotal role in the development of the Programme and is primarily responsible for project evaluation and selection.
2. The Eleventh Scientific Council (Bonn, 2002) adopted guidelines for the preparation and submission of project proposals. At the Thirteenth Scientific Council (Nairobi, 2005) the SGP was reviewed.
3. Since then the volume of funds available under the SGP has declined dramatically and with it the number of conservation projects under the programme. This has narrowed a key avenue for applied conservation and capacity building under the Convention in recent years. Fundamentally the SGP is dependent on a mechanism of funding which relies mainly on voluntary contributions. In addition to securing a stronger funding base, it is also important to amend the selection procedure in order to make the SGP more widely accessible. This is the primary intention of the updated guidelines presented, in addition to strengthening the incentives for conservation action for migratory species at the grassroots level.
4. The goals and objectives of the Small Grants Programme are as follows:
  - To catalyze the development and implementation of concerted or co-operative actions under CMS (especially those that would otherwise not come about);
  - To support applied conservation projects;
  - To create incentives for conservation of migratory populations and their habitats at the grassroots level;
  - To provide seed money to initiate long-term projects that have a multiplying impact well beyond the funding period;
  - To stimulate dialogue and co-operation at the local and regional level in order to improve the conservation status of one or more migratory species;
  - To assist in the development of capacities to conserve migratory species and their habitats;

- To raise awareness of the conservation and management needs of migratory species and their habitats; and
- To make relatively small funds available to communities and other conservation stakeholders with limited access to alternative funding sources.

### ***Submission and selection of projects***

5. Only projects submitted from countries that are Parties to CMS will be eligible for funding.

6. Governmental institutions, non-governmental organizations, communities and independent conservationists and researchers engaged in the conservation of migratory species may submit proposals. Projects shall be submitted through any entity which is legally established at the national level and has as its main aim the study, conservation and sustainable use of biodiversity.

7. As a general rule, applications for financial support to projects under the SGP have to be evaluated and approved by one of the regular meetings of the Scientific Council. The deadlines for project proposal submission will be communicated every year by the Secretariat through the CMS webpage.

8. In order to avoid delays in the selection of projects, consideration of project proposals in cases of emergency or in those years when the Scientific Council does not meet will be made by a panel composed of the Chair of the Scientific Council, the Vice-Chair, the relevant Conference-appointed Councillors and the UNEP/CMS Secretariat.

9. Projects submitted from countries more than three years in arrears with their contributions will not be eligible for the SGP.

### ***Project evaluation and rating***

10. Projects must be in line with CMS priorities and mandates, as expressed in the Strategic Plan and in resolutions, recommendations, action plans and other initiatives emanating from COP, Standing Committee and Scientific Council.

11. Priority will be given to:

- a. Projects that can demonstrate that co-funding is available either provided by the proponents themselves or from another source. Such evidence of co-funding will be a strong element in favour of the project.
- b. Projects submitted by developing countries that are Parties to CMS.
- c. Projects dealing with conservation emergencies and cases where there is a need for a quick response. CMS policy on conservation emergencies is contained in UNEP/CMS/Conf 10.38 and UNEP/CMS/Res 10.2 Modus Operandi for Conservation Emergencies.

12. All species included in the CMS Appendices will be eligible for funding. Priority will be given in the following order:

- Appendix I species or taxonomic groups identified by the Conference of the Parties as warranting a Concerted Action;

- Other Appendix I species;
- Appendix II species; and
- Other migratory species not listed in CMS (exceptionally, within the framework of projects directed towards CMS species).

13. Examples of activities eligible for financial support are the following:

- Conservation activities in the field
  - Field studies that seek to improve the current state of knowledge of the distribution and conservation status of species covered by CMS. (As a general rule, pure basic scientific research that does not have a direct application to conservation will not be supported.)
- Activities aimed at building regional and national co-operation/dialogue
  - Small, regionally and nationally based workshops that bring together specialists from a number of countries (or from across a large country), in particular to review the implementation of CMS Agreements/Memoranda or to promote their development.
- Capacity Building activities
  - Specialized training workshops led by top specialists in their field
  - Preparation, production and dissemination of teaching materials
  - Development of information sources (e.g. databases) with broad application
- Awareness-raising activities
  - Development and dissemination of information materials (newsletters, posters, videos etc.) targeted at national or regional audiences.

14. Normally, projects can receive a maximum grant of €15,000. In exceptional circumstances this amount could be increased, subject to funding availability.

15. The maximum normal duration of projects will be two years, in order to be able, where necessary, to cover the migration cycle of the species concerned while at the same time ensuring the availability of results in a reasonable time frame. If the project is successful and follow up is needed, consideration could be given to approving a second phase.

16. Projects will be assessed and ranked in four categories; High, Medium, Low and No Priority. The assessment will be done according to points 6 and 7 above. The Secretariat will facilitate the assessment process.

### ***Funding for the SGP***

17. The funds available in the core budget for the SGP will depend on the financial settlement approved by COP 10 for the triennium 2012-2014. It has to be stressed that this amount will be very limited or even zero depending on which of the budget scenarios is adopted.

18. This implies that most of the funding will have to come from voluntary contributions or from funds specifically raised by Parties or by the Secretariat for projects under the SGP.

19. Once a project is approved and funding has been granted, the Secretariat will sign a Small Scale Funding Agreement with the proponent for the implementation of the project.

**Action requested:**

The Conference of the Parties is invited to:

- a. Endorse the guidelines contained in this document.
- b. Consider the proposed draft Resolution on *modus operandi* for conservation emergencies (Resolution 10.2).
- c. Allocate adequate resources for emergency action and the small grants programme to the CMS budget 2012-2014.
- d. Urge Parties and donor organizations to provide voluntary contributions for the Small Grants Programme.

## ANNEX 1

### *Format*

A project proposal should include the following elements:

**Executive Summary (not more than 1 page)**. The elaboration of an executive summary of the project proposal is obligatory and could serve several purposes:

- To assist in the review and approval of the project proposal by the Council;
- To be used to approach other possible donors; and
- To assist the Secretariat in disseminating information on approved projects.

1. **Title:** The title should reflect the main thrust of the project and its orientation as per the criteria established by the Scientific Council (e.g. conservation, capacity building, regional, sub-regional cooperation, networking, etc).
2. **Implementing agency:** The organization/institution making the proposal, which would be responsible for the implementation of the project.
3. **Collaborating Agencies:** Possible other organizations/institutions collaborating with the implementing agency in the conduct of the project or co-funding the project.
4. **Objectives:** This part should include one or several main objectives which should clearly outline what the project aims to achieve. Objectives should be clearly distinguished from outputs and activities.
5. **Background:** Issues to be addressed by the project should be described and analysed. Major recent legislation and other policy and planning instruments calling for action in the respective area may be cited. This part should also indicate whether the entity proposing the project has had prior involvement in issues related to the objectives of the project. It is important to state here whether the proposed project is a new activity and describe its possible linkages with current and/or planned initiatives. Finally, the existing capacity to provide management, methodological and programme support to implement the project effectively should be stated.
6. **Conservation impact:** The pertinence of the project for the attainment of CMS goals should be explained and justified, as well as the likely impact on the species concerned and its conservation status.
7. **Duration:** Proposed duration of the project should be realistic and coincide with the proposed schedule for project implementation. As a general rule, small-scale projects funded by CMS should be completed within two years counted from the date of signature of the Small Scale Funding Agreement.
8. **Activities:** Under the heading of “Activities” the work or the tasks to be performed should be described. The description of activities is the main element of the project’s design. It should include a technical description of the methodologies to be employed, personnel and equipment needs, location and expected duration of individual actions. Activities should be stated in terms of action rather than of products (outputs). Activities are the means by which inputs (e.g. personnel, equipment, funding) are transformed into

outputs. A well-devised correlation between activities and expected outputs and results is crucial.

9. **Outputs:** These are the specific products or services (e.g. reports, publications) produced by the activities to achieve the project objectives. They include also interim products such as progress reports and interim financial reports.
10. **Work plan and timetable:** The work plan sets out the timetable for carrying out project activities and the delivery of outputs. The timetable must include the expected start date for each activity and the expected completion date. It must also state who is responsible for the implementation of each activity. The information is best presented as a table. The following is an example of this:

<b>Activity</b>	<b>Start date</b>	<b>End date</b>	<b>Responsibility</b>
Production of training manual	June 2010	August 2010	ABC
XYZ Meeting	October 2010	October 2010	XYZ
etc.			

11. **Budget estimates/resource requirements:** Every project proposal must include a detailed project budget. The budget should include not only the funds requested from CMS, but also other possible financial resources made available by other sponsors or collaborating agencies. The budget should be presented in a tabular format and, where applicable, should clearly indicate the expected source of the various amounts budgeted.