



Annex 2: Community-based Climate Change Action Grants

Invitation to Submit a Concept Paper

Instructions

To be completed by the applicant organisation. Please read the *Community-based Climate Change Action Grants Application Guidelines* carefully before filling out this form to ensure your activity and organisation are eligible to apply for funding.

A separate application must be submitted for each proposal.

All Concept Papers must be received by AusAID by 5pm (17:00) AEST on 10 February 2012.

Note to Organisations

AusAID is seeking Concept Papers from organisations eligible to apply for funding under the Community-based Climate Change Action Grants.

Please read the *Community-based Climate Change Action Grants Application Guidelines* ("the Guidelines") carefully before filling out this form to ensure your activity and organisation are eligible to apply for funding.

If your organisation chooses to lodge a Concept Paper, it must be submitted, along with any accompanying documents, subject to requirements set out in the Guidelines and the requirements set out in this invitation.

STRUCTURE OF THE INVITATION

This document is separated into four (4) sections which together will be referred to as the "Invitation".

Section 1 specifies important details regarding this Invitation including the closing time, the AusAID Contact Person and how to submit your organisation's Concept Paper.

Section 2 is the template format in which organisations are to submit their Concept Paper. Organisations must demonstrate that the application meets the Selection Criteria detailed in the Application Guidelines.

Section 3 details the Terms and Conditions for submission of applications.

This Invitation should be read in conjunction with the Guidelines available from AusAID's website.

Section 1: Invitation Details

Name:	Community-based Climate Change Action Grants
Closing Time:	5.00pm (1700 hours) AEST on 10 February 2012
Nominated Contact Person:	Kellie Raab
Method of Submission:	Electronically to the following email address: climategrants@ausaid.gov.au
File Format for Electronic submission of Concept Paper	MS Word 2003 Compatible (maximum 5MB)

Part A: Contact details and proposal summary

Organisation Name
and ABN (if
applicable)

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Name of contact person (including title)

Physical Address
(including city,
postcode, country)

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Postal Address
(including city,
postcode, country)

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Work Phone

--

Mobile

Mobile

Fax Number

--

Email Address

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Website

Website

Proposed activity
name

Which of the Community-based Climate Change Action Grants is your Organisation applying for?

- ☐ Pacific: Community-based Adaptation
Single country: Please select
Multi-country:
- ☐ South East Asia: Community-based Adaptation
Country: Please select
- ☐ Vietnam: Community-based Mitigation
- ☐ Vietnam: Combined adaptation and mitigation
Approximate proportions: Adaptation % Mitigation
%



Level of funding sought (AUD)	
What is the estimated timeline for the activity? (Note that activities should commence by mid-2012 and be completed by 31 December 2014).	
Relevant community(ies) and brief description of location <i>Eg. Community name, province or x communities in y province.</i>	
Describe any activities currently being undertaken in the selected community(ies)	
Brief summary of the proposal (maximum 250 words)	

Section 2: Concept Paper Template (continued)

Part B: Organisation and activity eligibility

This section will be used in combination with information provided in Parts A and C to determine your organisation's eligibility for funding. AusAID may request clarification and/or additional documentation to assess eligibility.

Organisations should refer to Section 6 of the Guidelines for further information about the information required.

Is your organisation accredited by AusAID?	
If your organisation is not accredited by AusAID, do you agree to the Statement of International Development Practice Principles at Annex 3 to the Guidelines?	
Have you or your organisation previously received funding from AusAID? If yes, please provide details of the three most recent grants, including: • Name of Activity • Funding period • Funding Amount • Agreement Number	
Briefly describe your organisation's previous work in developing countries (no more than half a page) This will be used to assess suitability against Eligibility Criterion 6.1(c).	

Please declare any other proposals or sources of funding (including Australian Government funding) that is related to, or may impact on, the activity.

Does your organisation comply with the relevant category in Attachment 1 of AusAID's Child Protection Policy?

Note. Evidence will be requested prior to finalising grant agreements.

ATTACHMENTS

- ☐ Letters from each partner organisation, providing information about the organisation, noting the relationship between the lead and partner organisations and intent to collaborate on the proposed activity (if working in consortia).

Section 2: Concept Paper Template (continued)

Part C: Response to Assessment Criteria (*this section should be no more than 6 pages excluding Attachments*)

Organisations should refer to Section 7.1 of the Guidelines for further information about the information required.

1. What are the objectives of the proposed Activity?

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2. What will be the expected outcome(s) at the end of the Activity?

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3. Describe the strategies that will be used to achieve these outcome(s)

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4. Describe how this Activity will help to address:

- a) the objectives of the Community-based Climate Change Action Grants program
- b) the priorities of Australia's aid program for the relevant partner country(ies)
- c) the climate change and development priorities of the national government of the intended partner country(ies); and
- d) (for adaptation proposals only) the objectives of the International Climate Change Adaptation Initiative.

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5. Describe your organisation's capacity to achieve the outcomes outlined in your response to Question 2.

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6. What role will local organisations and/or partner country governments play in development and implementation of the Activity?

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7. What will be the key constraints to sustainability? How will these be managed?

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8. Describe how cross-cutting issues (e.g. gender, environment, disability etc) will be addressed.

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9. What are the key risks to achieving planned Activity outcomes? How will these risks be managed?

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10. Describe the monitoring and evaluation arrangements proposed for the Activity.

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11. Describe how the project will align with the Development Priorities in Section 3 of the Guidelines.

ATTACHMENTS

☐ Project budget, including:

- Project management and coordination costs
- Staff costs
- Travel costs
- Activity-related expenses
- Performance monitoring costs

☐ (Optional) Project Logical Framework

Section 3: Terms and Conditions

Clause 3.1: Lodgement of Concept Paper

- 3.1.1 Concept Papers must be lodged in accordance with the procedures set out in Section 1 to this Invitation and prior to the closing time specified in Section 1 of this Invitation ("Closing Time").
- 3.1.2 Subject to Clause 3.3 (Late Submissions below), AusAID will reject a Concept Paper that is not submitted in accordance with Section 1 of this Invitation.
- 3.1.3 Organisations must include all information required in this Invitation in their Concept Paper.
- 3.1.4 The Concept Paper and any additional documents submitted with the Concept Paper must be in English.

Clause 3.2: Enquiries

- 3.2.1 Any enquiries that Organisations may have concerning this Invitation must be submitted in writing to the AusAID Contact Person in Section 2 as soon as possible and not later than 14 days prior to the Closing Time.
- 3.2.2 AusAID will respond to any Organisation's enquiries no later than 7 days prior to the Closing Time.
- 3.2.3 AusAID will publish answers to enquiries on the AusAID website (without identifying the Organisations which submitted the enquiries).
- 3.2.4 AusAID recommends that, up until the Closing Time, Organisations check AusAID's website regularly for updates.

Clause 3.3: Late Submissions

- 3.3.1 Concept Papers that are submitted after the Closing Time will not be evaluated.
- 3.3.2 The judgement of AusAID as to the time a Concept Paper was submitted will be final.

Clause 3.4: Non-Conforming Concept Paper

- 3.4.1 Subject to Clause 3.3 (Late Submissions), Concept Papers will be regarded as non-conforming if they fail to conform with one or more of the requirements of this Invitation.
- 3.4.2 AusAID may seek clarification of non-conforming Concept Papers.
- 3.4.3 Subject to Clause 3.3 (Late Submission), AusAID may, at its absolute discretion, assess or exclude from evaluation any non-conforming Concept Paper.