# CEPF Letter of Inquiry

To submit your Letter of Inquiry, please send it to cepf-indoburma@iucn.org (for small grants), or cepfib@conservation.org (for large grants). If you have any questions or concerns please send your inquiry to cepf-indoburma@iucn.org, and we will do all that we can to assist.

Thank you for your interest in CEPF.

| Organization Information |
|---|
| **Organization Legal Name** |
| **Organization Short Name / Acronym, if any.** |
| **Project Lead Contact –** Provide the name and contact information for the person responsible for correspondence with CEPF regarding this project. |
| **Organization Chief Executive –** Provide the name and contact information for the chief executive or person who is authorized to sign contracts on behalf of your organization. |
| **Mailing Address** |
| **Physical Address –** if different from mailing address above. |
| **Country** |
| **Telephone** |
| **Fax, if any.** |
| **Web Site Address, if any.** |
| **E-mail Address** – Provide an e-mail address. CEPF will use this to communicate the status of your application. |
| **Total Permanent Staff** |
| **Year Organization Established** |

**Organization Type**

___ Local                                                    ____ International

*Local organizations should be legally registered in a country within the hotspot where the project will be implemented and have an independent board of directors or other similar type of independent governing structure.*

**History and Mission Statement** – Provide a brief description of your organization's history and mission, including experience relevant to the proposed project.

**How did you hear about this CEPF call for proposals?**

[  ] I received the "call for proposals" email
[  ] I was forwarded the "call for proposals" email by a colleague or friend
[  ] I saw the call advertised on the CEPF website
[  ] I saw the call advertised on the IUCN website
[  ] Other (please specify) ....................

## Eligibility Questions

The questions below help CEPF determine the eligibility of your organization or proposed project activities to receive CEPF funds.  Where possible, you may revise your strategy to avoid these elements or you may wish to consult the "Resources" section at www.cepf.net that provides links to additional funding sources and resource sites.

**Ineligible Recipients of Funds**

Government agencies, and organizations controlled by government agencies, are **not** eligible to receive CEPF funds.

Do you represent, or is your organization controlled by, a government agency?
[  ] Yes
[  ] No

Government-owned enterprises or institutions are eligible only if they can establish (i) that the enterprise or institution has a legal personality independent of any government agency or actor, (ii) that the enterprise or institution has the authority to apply for and receive private funds, and (iii) that the enterprise or institution may not assert a claim of sovereign immunity.

If your organization is a government-owned enterprise or institution, can it clearly establish each of the three items named above?
[  ] Yes
[  ] No

**Ineligible Use of Funds**

CEPF will **not** fund the capitalization of trust funds, the purchase of land, the involuntary resettlement of people, or the removal or alteration of any physical cultural property under any circumstances.  Please answer "yes" or "no" to each item below.

Does your proposed activity intend to use CEPF grant money to capitalize a trust fund?

[ ] Yes
[ ] No

Does your proposed activity intend to use CEPF grant money to purchase land?

[ ] Yes
[ ] No

Does your proposed activity intend to use CEPF grant money to resettle people?

[ ] Yes
[ ] No

Does your proposed activity intend to use CEPF grant money to remove or alter any physical cultural property (defined as movable or immovable objects, sites, structures, and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance)?

[ ] Yes
[ ] No

## Safeguard Questions

The questions below will help CEPF to determine whether your project triggers any of the World Bank's safeguard policies. CEPF is required to assess all applications to determine if safeguards are triggered, and if so, whether or not appropriate mitigation measures are included in project design and implementation. For further information on CEPF application of safeguards please refer to http://www.cepf.net/grants/Pages/safeguard_policies.aspx.

**Environmental assessment.** Will the project have adverse impacts on the environment? If you answer yes, please provide additional information and a description of mitigating measures you will take.

[ ] Yes
[ ] No

**Natural habitats and forests.** Will the project cause or facilitate any significant loss or degradation of forests or other natural habitats? If you answer yes, please provide additional information and a description of mitigating measures you will take.

[ ] Yes
[ ] No

**Involuntary restrictions of access to resources.** Will the project introduce or strengthen involuntary restrictions of access to resources? If you answer yes, please provide additional information and a description of mitigating measures you will take.

[ ] Yes
[ ] No

**Indigenous peoples.** Does the project plan to work in lands or territories traditionally owned, customarily used, or occupied by indigenous peoples? If you answer yes, please provide a brief description of planned activities in these lands or territories, any adverse impacts foreseen on these indigenous peoples and any mitigating measures you will take.

[ ] Yes

[   ] No

**Pest management.** Will the project involve use of herbicides, pesticides, insecticides or any other poison for the removal of invasive species? If you answer yes, please provide the name of the pesticide, herbicide, insecticide or poison you intend to use.

[   ] Yes
[   ] No

| Project Title and Request |
|---|
| **Project Title** |
| **CEPF Region** – Please list the CEPF region where your project will be implemented. CEPF funding regions are described on www.cepf.net. |
| **Project Location** – Define the geographic location (including country, corridor, site, etc) where project activities will take place. |
| **Project Duration** – Enter the approximate time period of your project. |
| **Strategic Direction from the CEPF Ecosystem Profile** – Enter the *single* strategic direction this proposal aims to address. Use the exact number, such as 1, 2, etc. and wording from the ecosystem profile for this region found on www.cepf.net. |
| **Funding Request Amount** – Enter the amount of funds (in US $) requested from CEPF. |
| **Total Project Budget** –Enter the total budget for this project from all funding sources. |
| **Counterpart Funding** – Identify the amounts and sources of any other funding already secured to be directed to this project. |
| **In-Kind Contributions** – Enter the amount of your organization's contributions to be directed to this project and explain how these have been calculated. |
| **Project Budget** – Provide a breakdown of the proposed budget (in US$ and only for the CEPF funded portion of the project) using the following categories. |
| Salaries/Benefits: |
| Professional Services: |
| Rent and Storage: |
| Telecommunications: |
| Postage and Delivery: |
| Supplies: |
| Furniture and Equipment: |
| Maintenance: |
| Travel: |
| Meetings & Events: |
| Miscellaneous: |

| | |
|---|---|
| Sub-Grants: | |
| Indirect Cost (max 13%): | |
| **Total Budget:** | |

| Letter of Inquiry |
|---|

The letter of inquiry provides CEPF with an overview of the project concept. It is typically 2-3 pages in length, and must include at least the following information:

**Project Rationale** – Justify the need for your project. Why is it important? What threats will it address? What opportunities will it take advantage of?

**Project Approach** – Describe the proposed project in terms of its overall goal, its objectives, expected outputs, and activities.

*A "goal" is the general long-term state/situation that you want to achieve. Your proposed project should contribute towards this goal, but is unlikely to achieve it on its own.*

*"Objectives" are the specific medium-term states/situations that you are trying to achieve through your project. A typical project might have two or three main objectives. They should be achievable given the scale and scope of the project.*

*"Outputs" are the project's tangible deliverables/achievements. Typical outputs could include management plans, survey reports, trained staff, field guides, workshops, etc.*

*"Activities" are the tasks you do (or steps you take) in order to produce your stated outputs, and so achieve your stated objectives. Typical activities could include: "Carry out a biodiversity survey"; "Organize a training workshop".*

**Risks** - Please describe any potential risks to the successful implementation of the project and the ways in which these will be addressed.

**Link to CEPF Investment Strategy** – How does your project relate to the CEPF investment strategy presented in the Ecosystem Profile? (This document may be found at http://www.cepf.net/where_we_work/regions/asia_pacific/indo_burma/Pages/default.aspx) Please refer to a specific Strategic Direction.

**Project Partners / Stakeholders** – List any partners who will be directly involved in implementing this project, as well as relevant stakeholders. How have you involved them in your planning?

**Long-term Sustainability/Replicability** – Describe how the impacts of the project may continue to be felt beyond the time-frame of this project. Describe how the project methodology may be replicated or scaled-up by future work at the project site, or elsewhere.

Please compose your letter of inquiry in the section below.

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* Letter of Inquiry