



CARIBBEAN NATURAL RESOURCES INSTITUTE

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Building civil society capacity for conservation in the Caribbean UK Overseas Territories

Small Grants Concept Note

1. Background

CANARI is implementing a £60,000 small grants programme to help build the organisational capacity of the organisations taking part in the ***Building civil society capacity for conservation in the Caribbean UK Overseas Territories*** Action Research and Learning Group (ARLG).

Building civil society capacity for conservation in the Caribbean UK Overseas Territories

is a three-year (April 2009-March 2012) research and capacity building project, coordinated by the Commonwealth Foundation (the Foundation) and implemented regionally by the Caribbean Natural Resources Institute (CANARI) under funding from the Darwin Initiative (Darwin). The overall purpose of the project is to enhance the capacity of ten selected civil society organisations (CSOs) to directly support the implementation of the Convention on Biological Diversity in their respective Territories as well as to strengthen overall civil society participation in biodiversity conservation in Caribbean UKOTs through the catalytic role these CSOs will play as facilitators, mobilisers and change agents.

The project has three complementary objectives, collectively designed to enhance civil society participation in biodiversity conservation and the implementation of obligations under the Conventions:

- to identify the key enabling factors, at both the institutional and organisational level, for effective civil society participation in biodiversity;
- to build the capacity of the five National Trusts and five other national-level CSOs, and indirectly all other civil society stakeholders, in the Caribbean UKOTs to effectively participate in biodiversity conservation; and
- to build a regional network of civil society stakeholders engaged in biodiversity conservation.

The ARLG serves as a mechanism to collectively distil the project's research findings; to identify and review case studies of civil society involvement in conservation governance; and to disseminate the research findings from the project within each individual's sphere of influence.

2. Objectives of the small grants programme

The small grants are designed to assist participating organisations with some aspect of building their organisational capacity, or that of an institution or network to which they belong. The intention is to fund strategic organisational development activities that it might otherwise be difficult for organisations to fund under their project activities. Such activities might include, for example, strategic visioning and planning, training in administrative or other management competencies, organisational or programme evaluation, study tour etc. The grant is not intended for equipment, except to the extent that the equipment is essential to the success of the organisational development activity.

Grants will range from £5,000 to £6,000. In line with the recommendations contained in the evaluation of earlier CANARI small grant programmes, including those funded under MacArthur Grant # 01-69522-GSS, a small grant mentoring and monitoring team will be established within CANARI, comprising the Civil Society and Governance Programme Leader, the financial officer and a technical officer.

3. Application procedure

The small grant is restricted to organisations that are members of the ARLG. Applications should be made on the application form provided and can be made at any time during the project lifespan, provided all activities under the small grant funding can be completed by 30 September 2011.

4. Award procedure

CANARI will review all applications within one month of receipt. CANARI reserves the right to make suggestions as to how the outcomes might be further improved, based on its prior experience of administering small grants of this kind.

The disbursement procedure will depend to some extent on the nature of the project and will be confirmed at the time of the award. For projects with a short time frame, up to 90% would be disbursed in the first tranche with 10% being retained and payable on agreement of the final report. For projects with a longer time frame, 50% would be disbursed initially, 40% on agreement of an interim report, and 10% on submission of a final report.

5. Reporting

Awardees will be expected to keep in touch with CANARI on progress or challenges with implementation and CANARI will provide advice on project implementation as far as is feasible. They will also be expected to provide an interim and final report in the format in [Appendix 1 and 2](#).

6. Dissemination of lessons learned

Lessons learned from the small grant programme and individual grantee projects will be disseminated widely, for example, through ARLG members, CANARI's website and a case study series.

7. Outputs

Expected outputs from this small grants programme include:

- individual project reports documenting achievement of project-specific activities and targets; and
- CANARI communications of lessons learned.

8. Outcomes

Desired outcomes from this small grants programme include:

- enhanced understanding of the capacities needed in effective conservation NGOs in the Caribbean UKOTs;
- increased capacity of participating NGOs;
- lessons on the management of small grants in the Caribbean; and
- increased CANARI capacity in managing small grant programmes effectively

9. Publicity and dissemination of small grant outcomes

Awardees should, where possible, acknowledge the source of the funding (CANARI, the Commonwealth Foundation and the Darwin Initiative) when carrying out their activities.