



EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND

(EAMCEF)

MFUKO WA UHIFADHI WA MILIMA YA TAO LA MASHARIKI

CALL FOR PROJECT PROPOSALS FOR FUNDING BY THE EAMCEF FOR THE YEAR 2024/2025

1. Introduction

The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide long-term and reliable funding support for Community Development, Biodiversity Conservation and Applied Research Projects, which promote the biological diversity, ecological functions and sustainable use of natural resources in the Eastern Arc Mountains of Tanzania. The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) was originally conceived as a joint initiative of the Government of the United Republic of Tanzania, the Inaugural Board of Trustees (BOT), the World Bank (WB) and the Global Environment Facility (GEF). EAMCEF was officially registered in Tanzania on 6th June 2001 under the Trustees' Incorporation Act (Cap. 318 R. E. 2002). Governed by a Board of Trustees, the Fund operates as a not-for-profit Conservation Finance Trust with its day to day operations being run by the Endowment Fund Secretariat based in Morogoro Municipality and headed by an Executive Director.

Major Mountain blocks of the Eastern Arc spread over fifteen districts in five regions of Tanzania namely, Tanga (East and West Usambara and Nguu Mountains), Kilimanjaro (North and South Pare Mountains), Morogoro (Uluguru, Ukaguru, Nguru, Udzungwa, Malundwe, Mahenge and Rubeho Mountains), Iringa (Udzungwa Mountains) and Dodoma (Rubeho Mountains).

2. Target Sites

The first round of funding by EAMCEF started in 2006/2007 financial year for eligible projects targeting only four forest sites up to 2010/2011. Following the management experience and financing capacity gained, the EAMCEF funding was extended to cover nine (9) target sites beginning the financial year 2011/2012, namely;

- Amani Nature Forest Reserve (ANFR) [East Usambara Mountains Block] in Korogwe and Muheza District Councils.
- Nilo Nature Forest Reserve (NNFR) [East Usambara Mountains Block] in Korogwe, Mkinga and Muheza District Councils.
- Kilombero Nature Forest Reserve (KNFR) [Udzungwa Mountains Block] in Mlimba and Kilolo District Councils.
- Uzungwa Scarp Nature Forest Reserve (USNFR) [Udzungwa Mountains Block] in Mlimba, Kilolo and Mufindi District Councils.
- Uluguru Nature Forest Reserve (UNFR) [Uluguru Mountains Block] in Mvomero & Morogoro District Councils and Morogoro Municipal Council.

- Mkingu Nature Forest Reserve (MkNFR) [Nguru Mountains Block] in Mvomero District Council.
- Magamba Nature Forest Reserve (MNFR) [West Usambara Mountains Block] in Lushoto and Korogwe District Councils.
- Chome Nature Forest Reserve (CNFR) [South Pare Mountains Block] in Same District Council.
- Udzungwa Mountains National Park (UMNP) [Udzungwa Mountains Block] in Ifakara Town Council and Kilolo District Council.

3. Who Can Apply

Suitable project proposals for any of the target sites each addressing one of the three EAMCEF thematic areas are invited for immediate submission from Government Departments (Central and Local Governments), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Local Communities, Research Institutions, Academic Institutions, Private sector Actors as well as interested Individuals. Proposals submitted by women led and other disadvantaged groups, individuals and institutions locally based in the target District Councils will favourably be considered.

4. Thematic Areas for Funding

- Community Based Conservation and Development, Livelihood Improvement and Climate Change activities for poverty reduction and improvement of social welfare of target forest adjacent communities.
- Applied Biodiversity and Climate Change Research activities relevant to the conservation of biodiversity and responsive to climate change effects in the priority Eastern Arc Mountains forests.
- Conservation of Protected Areas and Climate Change activities to improve the ecological functions of the priority Eastern Arc Mountains forests and strengthen the management capabilities of the responsible institutions.

5. General Principles for Project Selection

The over-riding principle governing selection of any project for funding by the Endowment Fund is that, the project activity must result in some demonstrable (direct or indirect) benefit to conservation of biodiversity/mitigation/adaptation to climate change in the Eastern Arc Mountains, especially in the designated target areas. A secondary principle, which should influence project funding, is that, such funding should be complementary to other conservation and/or development activities in the area. That is, Endowment Fund monies are not intended to substitute for funds, which are already available.

Other, more specific, principles, which will guide project selection include:

- The extent to which the proposed activity is in line with existing forest management plans and priorities;
- The extent to which the proposed activity will contribute to improved management of forest resources of the selected sites;
- The extent to which the proposed activity can show replicability or demonstration for similar activities elsewhere in the Fund's target areas or the Eastern Arc Mountains in general;
- Demonstrable positive impact on the conservation of the Eastern Arc Mountains forests (e.g. by reducing degradation and resource demands on those forests);
- Demonstration on mapping of other relevant previous and ongoing activities in the area and the synergies or cooperation
- Social soundness (e.g. representation, degree of community involvement in activity identification, development and implementation);
- Environmental soundness, especially with regard to the protection of biological diversity and overall impacts on the protected areas and other essential resources;

- The extent to which the protection of the environment and natural resources will contribute to the reduction of poverty or to income generating possibilities;
- The extent to which the proposed activity can contribute to mitigation of and/or adaptation to impacts of climate change
- The extent to which the proposed activity can contribute to behaviour change of the project beneficiaries towards reduction of degradation in the target forest site
- The extent to which the proposed activity add value to the products realized from the previous EAMCEF supported income generating projects
- The extent to which the proposed activity addresses market challenges for the income generating activities
- The extent to which the proposed activities promote enterprise development
- The extent to which the proposed activity would increase communities' income and improve well-being from participation in livelihood activities
- The extent to which the proposed activities promote participation of women and other disadvantaged groups in conservation of the Eastern Arc Mountains

(a) Community Based Conservation and Development projects (CD) will be further guided by the following criteria:

- The degree to which the project will provide for and/or will lead to community management of the local forest resources;
- The importance of the area's conservation value to priority protection forests;
- The degree to which the project will address market access, market potential and market constraints for income-generating activities
- The degree of sustainability and viability of the proposed activity as measured by such indicators as:
 - Adequacy of management;
 - Operational feasibility;
 - Market potential;
 - Financial soundness;
 - Level of local contribution and commitment;
 - Level of priority within the community;
 - Other factors affecting feasibility.
- The degree to which the community suffers economic losses or hardship as a result of forest management policies.
- The degree to which the target communities suffer from the impacts of climate change
- The degree to which the community is organized.
- The size and economic status of the community, and the access, or lack of access, to alternative sources of funding for the proposed activity.
- Other urgent or special factors affecting conservation.

Examples of community projects and activities, which are considered for support include:

- Ecotourism activities (e.g. campsites, bird-watching safaris, walking safaris, cultural activities, handicrafts, birding and guiding services, tourist transport, training of local guides, marketing, eco-lodges, etc.);
- Forestry activities (e.g. on-farm forestry, woodlots, buffer zone enrichment and sustainable utilization, promotion of non-timber forest products, among others);
- Education projects/activities such as school extensions/additions, educational trusts, scholarships/fellowships, conservation education activities, traditional elders and school pupils environmental awareness programmes, farmer to farmer exchange visits, local community networking, etc.

- Health projects/activities such as community health insurance schemes, additions to clinics/dispensaries;
- Energy efficient or alternative energy technologies, e.g. firewood and charcoal cook stoves, solar power, biogas, etc
- Improved water access such as shallow wells, hand pumps, protected springs, other water points;
- Livestock and veterinary projects such as cattle dips, and vaccination facilities, dairy, poultry, piggery;
- Productive projects such as marketing of honey, basket making for sale to tourists, inputs needed to improve/intensify agriculture (e.g. fungicides for tomatoes). Cooperatives may be eligible for this type of assistance; and,
- Agro forestry projects/activities that will encourage ecologically sound agricultural practices, e.g. manure utilization, use of terraces, home gardens, conservation agriculture, etc;
- Adaptation to climate change activities, e.g. alternative income generating activities, alternative source of energy, etc.
- Other projects or activities such as improved infrastructure (rural roads, bridges, water, power), income generating and welfare improvement activities which will benefit local communities and groups.

(b) **Applied Biodiversity and Climate Change Research (RS) projects** will be selected on the basis of their relevance to the conservation of biodiversity in the priority Eastern Arc Mountains forests. Monitoring and evaluation projects; knowledge gap assessment; adaptation and mitigation to impacts of climate change; financial sustainability; baseline assessments such as demonstrating carbon sequestration, emissions avoided and increased climate resilience; feasibility studies; socio-economic research; valuation of ecological services (e.g PES for water, carbon, biodiversity, etc) and areas that are least studied in the priority sites will be rated very highly. Of secondary importance in selecting research projects will be demonstrating dissemination/communication of the research findings and their contribution toward relieving pressure on the protected areas (e.g. providing alternative sources for forest products, providing efficient resource use technologies, etc.) Dissemination/communication of the research findings is a mandatory requirement for all research projects.

(c) **Special Purpose Projects to Determine Socio - Economic and Ecological Impacts of Field Interventions.**

The EAMCEF will as well consider funding well-developed proposals for studies, surveys and assessments to determine;

- The level of positive and negative impacts on economic and social welfare aspects to the target communities and ecological attributes to the target forest sites that has arisen and resulted from the field projects funded by EAMCEF for the last several years.
- Project results, lessons learned and approaches of best practices from EAMCEF previous projects interventions.
- The level of cash, material and in-kind contribution of the EAMCEF, field partners and local communities (project beneficiaries) as a matching input to the donor funding for successful implementation of the previous field projects.
- Well written proposals aiming to produce credible concept notes for submission to prospective funding agencies, among other deliverables.

6. Other Useful Hints for Proposal Preparation

6.1 Types of Grants Available

EAMCEF will provide three types of grants as part of its overall programme efforts:

(i) Micro – Grants (*Amounts not exceeding Tshs. 10.0 million*)

EAMCEF will provide a significant amount of its available resources for micro grants to support small-scale efforts within each of the three Thematic Areas described above. Micro-grants can also be provided to conduct feasibility studies and analyses. The maximum award amount will not exceed Tshs. 10.0 million. The Project’s duration will normally be six months, but may go up to one year.

(ii) Discrete or Medium Project Grants
(*Amounts exceeding Tshs. 10.0 million and up to Tshs. 100.0 million per year*)

EAMCEF will support discrete, one-time projects whose project life will generally not extend more than 36 months (three years) within the three Thematic Areas. Generally projects will not exceed Tshs. 100.0 million and will most likely average between Tshs. 20.0 million and Tshs. 50.0 million.

(iii) Multi-Year Programme Grants
(*Amounts exceeding Tshs. 10.0 million and up to Tshs. 100.0 million per year*)

EAMCEF will provide multi-year funding for projects, or programmes, that will require several years to yield results or which require multiple year funding to ensure sustainability and achievement of objectives. As with discrete projects EAMCEF will set a maximum of up to Tshs.100.0 million per year for multi-year projects.

6.2 Application Deadline

All carefully thought and well written proposals should be submitted and reach the Executive Director by **10th November, 2023**. Project proposals submitted after the application deadline will not be considered for funding by EAMCEF during the concerned Financial Year.

6.3 Linkage to District and Management Planning

Non research community development and conservation projects will usually be funded as elements of Strategic Plans of the concerned district councils and management plans of the concerned forests, that is, project proposals must comply with development priorities of the target district councils and management plans of the target forests.

6.4 Project Proposal Content

Each Project Proposal should not exceed ten (10) pages (excluding annexes and cover sheet) and should contain sufficient relevant details on each of the following items:-

(i) Format for Micro-Grant Project Proposals

1. Date of Application: _____
2. Project No: _____ (To be assigned by EAMCEF)
3. Proposed Project Location (Villages, Wards, District(s) and Region(s)): _____
4. Target/Focal Forest Site: _____

5. Description of Applying Entity:

(i) Name and Address: _____

(ii) Legal Status: _____

(iii) Year Created: _____

6. Name, qualifications and title of responsible person
(if research include name of advisor/supervisor): _____

7. Title of Project Proposal: _____

8. Proposal Thematic Area: _____

9. Project Objectives and Performance Measures: _____

10. Planned Activities (with physical, measurable targets): _____

11. Justification and Rationale for the Proposal (Indicate how your project will help contribute to the conservation of the target forest site): _____

12. Anticipated Beneficiaries from the Proposal: _____

13. Brief Description of the expected outputs and deliverables of the Project: _____

14. Status of the Proposed Activity (e.g., has work already commenced, is the Proposed Activity being continued, or is it building upon previous work?): _____

15. How will you Implement the Proposed Activity?: _____

16. Time, Duration and Implementation Schedule/Plan: _____

17. Total Budget for the Project (with breakdown into components) and include any in-kind contributions and their value:

Item (Activity)	Amount of Units Required	Unit Cost (Tshs.)	Total Cost (Tshs)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
	Total		
	Requested from EAMCEF		
	Provided by Others		
	In-Kind		

Indicate the sources of funds provided by others below: _____

18. Comments and Recommendations by the Ward Executive Officer(s):

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

19. Comments and Recommendations by the District Executive Director:

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

20. Comments and Recommendations by the Head of Institution responsible for the Target Forest Site:

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

21. Comments and Recommendations by the Head of Institution applying for funding:

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

(ii) Project Proposal Format for Discrete and Multi-year Grants

1. Cover Sheet

Project Title: Project Number: (To be assigned by EAMCEF)		Date:
Applicant /Organization Name:	Name, Qualifications and Title of Responsible Person(s) and Address:	Phone:
		Website:
		Email:
Legal Structure/Type of Organization:		Year that Organization Created:
Project Location: Target Forest(s), Region(s), District(s), Wards, Villages, etc.		Mode of Project Implementation and Information About Collaborators (if any):
Proposal Thematic Area:		
Project Grant Type:		
List Purpose and Objectives of Project/Research and Expected Outcomes (100 words or less):		Number of Project Beneficiaries by Type, Category and Gender:
<ul style="list-style-type: none"> • Purpose: • Objectives: • Expected Outcomes: 		Project Status: New Proposal/ Re-submission of Revised Proposal/Ongoing Project:
Planned Activities and Measurable Targets:		Project Number and Date of Approval (if Ongoing Project):
Expected Outputs and Deliverables:		Main Reasons for Continuation of the Project (if Ongoing):
Total Project Cost (Tshs.):	Total Amount Requested from EAMCEF (Tshs.):	List Other Contributions Including In-kind (Tshs.):
Length of Project Duration in Months, Proposed Start and End Months and Years:	Amount Requested from EAMCEF for the Coming Financial Year (FY): Tshs.	List Project Merits , Rationale and Justification:

2. Recommendations by Responsible Institutions

(a) Comments and Recommendations by the Ministry of Natural Resources and Tourism (MNRT)/Other Institution Responsible for the Target Forest Site (Specify) (PA & RS Projects only):

- i. Chief Executive/Zonal Manager, Tanzania Forest Services (TFS) Agency/ Other Responsible Institution (Specify).

Comments/Recommendations:

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

(b) Comments and Recommendations by Regional Administration and Local Governments for the Target Forest Site (CD & PA Projects only):

- (i) District Executive Director Comments and Recommendations:

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

- (ii) Regional Administrative Secretary Comments and Recommendations:

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

(c) Comments and Recommendations by Head of Applying Entity/Institution (RS Projects only):

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

Main Text

I. Project Summary

The proposal must contain a summary of the proposed activity suitable to give out main issues to be addressed and expected outcomes/impacts, not more than one page in length. It should not be an abstract of the proposal, but rather a self-contained description of the outcome/impact that would result if the proposal was funded. The summary should clearly address the following two merit review criteria: (1) the intellectual merit/ logical approach of the proposed activity; and (2) the broader impacts resulting from the proposed activity, especially detailing how the project will contribute to the conservation of the selected forest area of the Eastern Arc Mountains. It should be informative to other persons working in the same or related fields and, in so far as possible, understandable to a scientifically or technically literate lay reader.

Proposals that do not separately address the two merit review criteria within the one page Project Summary will be returned without review.

II. Project Purpose

In this section one should succinctly describe the purpose of the project and how it will contribute to the overall conservation objectives of the Eastern Arc Mountains. In particular the applicant should convey the importance of the project and provide justification for EAMCEF support. It must describe the broader impacts resulting from the proposed activities, addressing one or more of the following as appropriate; (i) how the project will integrate biodiversity conservation by advancing discovery and understanding of sound approach while at the same time promoting their lessons learned, encourage training of trainers (TOT); (ii) ways in which the proposed activity will broaden the participation of under-represented groups (e.g., gender, under-privileged, geographic, etc.); (iii) how the project will enhance the biodiversity conservation, mitigation & adaptation to climate change impacts, community livelihoods or research and/or education, such as facilities, instrumentation, networks, and partnerships; (iv) how the results of the project will be disseminated broadly to enhance biodiversity conservation and understanding; and (v) what are potential benefits of the proposed activity to the society at large (vi) How the results of the project will enhance behaviour change of the stakeholders towards conservation of the Eastern Arc Mountains.

III. Strategic Objectives and Performance Measures

List and discuss the project's strategic objectives. After each objective outline the relevant performance indicators that you expect to use to measure how effectively the project will meet the established objectives.

IV. Methodology for Implementing the Project

Indicate your strategy for realizing the objectives. This section allows the applicant to describe the implementation strategy that will lead to successful results of the project. With this section the applicant should provide a list of interventions and activities each with easily measurable targets, deliverables and outcomes that will be undertaken and demonstrate the timeframe for completing the project activities. For research grants, the applicant should provide a detailed research plan.

This section should provide a clear statement of the work to be undertaken and must include: (a) the period of the proposed work and expected significance; (b) relation to longer-term goals of the applicant's project; and (c) relation to the present state of knowledge in the field, to other work in progress related to the initiative. In this section the applicant should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of methods/ interventions and plans for integrating conservation and development, documentation, and sharing of data/information and experiences with other stakeholders in the Eastern Arc Mountains and other related research and educational institutions.

V. Key Success Factors

The applicant should use this section to describe and analyse the key factors that will ensure the success of the project and how he/she will manage or ensure that these factors are in place. These factors should be analysed in the context of the overall project and the capacity of the project implementing team.

VI. Description of Beneficiaries

This section should identify project beneficiaries and how they are integrated into the overall project design. In addition, the project proposal should demonstrate how the project will integrate with local institutional structures in the specific area where the project will be implemented.

VII. Monitoring and Evaluation Plan

The monitoring and evaluation plan should be provided here. This should include the systems and mechanisms in place to collect data and information to measure progress toward meeting the objectives. The applicant should provide a table listing verifiable indicators and their respective measures as well as timeframe for collecting information. Information on the current situation (baseline data) which the project intends to improve should as well be provided here.

VIII. Sustainability Plan

This section should describe the sustainability of the project, indicating how the EAMCEF investment will yield long-term conservation benefits. The applicant should describe how the

project will contribute to the long-term conservation objectives and assurance of financial sustainability of the efforts initiated under the project. The underlying assumptions about sustainability should as well be provided here.

IX. Budget

The proposal must contain a detailed, itemized budget for each year of support requested. In the proposal the applicant should submit a summary sheet outlining the cost involved in project implementation. The budget should include the amount requested from EAMCEF, amounts provided by other sources, as well as the amount that will be provided by the applicant. In-kind contributions should also be highlighted as both an input and as part of the total cost of completing the project. If the project proposes to result in any revenue generation, that revenue should also appear in the overall cash flow for the project.

A detailed budget justification should appear in a separate annex. The annex should include a budget justification of no more than 5 pages to justify the budget numbers provided in this section.

Eligible Budget Items

The following budget items can be supported by EAMCEF.

(a) Salaries and Wages

Policies

As a general policy, EAMCEF recognizes that salaries of district councils and protected areas staff, faculty members, NGOs and other personnel associated directly with the project are constituted appropriately in their institutional budgets. EAMCEF will be dealing primarily with direct costs to the project implementation and other associated labour input costs. EAMCEF regards projects as one of the normal functions of an institution /faculty members at institutions of higher education. Compensation for time normally spent on the project or research within the term of appointment is deemed to be included within the budget. Grant funds may not be used to augment the total salary or rate of salary of staff in the projects or faculty members during the period covered by the term of the project agreement.

In some cases EAMCEF may pay salaries, or honoraria, to support project implementation. These payments may be in the form of short-term consulting contracts and fees. Sometimes an independent institute or laboratory may propose to employ college or university faculty members on a part-time basis. However any costs for consultants and any short-term staff, will form part of the overall project proposal amount.

In most circumstances, particularly for institutions of higher education, salaries of administrative or clerical staff are included as part of indirect costs. However, salaries of administrative or clerical staff may be requested as direct costs, for a project requiring an extensive amount of administrative or clerical support and where these costs can be readily and specifically identified with the project with a high degree of accuracy. The circumstances for requiring direct charging of these services must be clearly described in the budget justification. Such costs, if not clearly justified, may be deleted by EAMCEF.

EAMCEF will not be responsible for any employment contract the grantee will enter into with any person or institution, during the implementation of the project granted by EAMCEF.

(b) Procedures for research grants

The names of the principal investigator, faculty, and other senior personnel and the estimated number of full-time-equivalent academic-year, or calendar-year person-months for which EAMCEF funding is requested and the total amount of salaries per year must be listed. For post-doctoral associates and other professionals, the total number of persons for each position must be listed, with the number of full-time-equivalent person-months and total amount of salaries per year. For graduate and undergraduate students, secretarial, clerical, technical, etc., whose time will be charged directly to the project, only the total number of persons and total amount of salaries per year in each category is required. Salaries requested must be consistent with the organization's regular practices and meet EAMCEF guidelines. The budget justification should detail the rates of pay by individuals for senior personnel, postdoctoral associates, and other professionals in line with their time in project activities. The project may request funds for support of graduate or undergraduate research assistants to help carry out the proposed research. Compensation classified as salary payments must be requested in the salaries and wages category.

(c) Equipment procurement

Equipment is defined as an item of property that has an acquisition cost of Tshs. 50,000/= or more and an expected service life of more than one year. Items of needed equipment must be listed individually by description and estimated cost, and adequately justified. Allowable items will be limited to support project implementation and research equipment and apparatus not already available for the conduct of the work. General-purpose equipment, such as a personal computer, is not eligible for support. EAMCEF can support the cost of data analysis through academic institutions used in the actual conduct of scientific research. All equipment bought by using EAMCEF grant monies will remain the property of EAMCEF and will be reflected in the EAMCEF Inventory List until the end of the project(s) where EAMCEF will decide the mode of transfer or disposal of the equipment as seen appropriate.

In some cases, EAMCEF may purchase the equipment on behalf of the beneficiary entity rather than provide funds, depending on the approved projects and specific circumstances.

(d) Supplies, Inputs and Other Support

EAMCEF provide funding to purchase supplies and project inputs required for implementation. All payments must be based on three quotations or other applicable procurement procedures. In some cases, depending on the type of materials and supplies, EAMCEF may purchase inputs rather than provide cash.

(e) Travel

(i) General

Travel inside Tanzania and its relation to the proposed activities must be specified and itemized by destination and cost. Funds may be requested for field work, attendance at meetings and workshops, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or workshops must enhance the applicants' ability to perform the proposed work, plan extensions of it, or disseminate its results. Allowances for air travels are normally not paid for by EAMCEF.

(ii) Foreign Travel

In rare and exceptional cases EAMCEF may support foreign travels

For any proposed foreign travel, the proposal must include relevant information, including countries to be visited, dates of visit, if known, and justification for any foreign travel planned in connection with the project. A strong argument must be made to EAMCEF for it to consider the request. In most cases, foreign travel grants are not available.

(f) Participant Support

This budget category refers to costs of transportation, per diem, stipends and other related costs for participants or trainees (but not employees) in connection with EAMCEF-sponsored conferences, meetings, symposia, training activities and workshops. The number of participants to be supported must be clearly stated in the proposal budget. These costs must as well be justified in the budget justification section of the proposal.

(g) Other Direct Costs

Any cost charged to an EAMCEF grant must be reasonable and directly designated for a supported activity. The budget must identify and itemize other anticipated direct costs not included under the headings above, including materials and supplies, publication costs, computer services and consultant services. Examples include aircraft rental, space rental at establishments away from the grantee organization, minor building alterations, payments to human subjects, service charges, and construction of equipment or systems not available off the shelf. Reference books and periodicals may be charged to the grant only if they are specifically required for the project.

(h) Indirect Costs for Agencies, NGOs and Research Institutions

The applicable indirect cost rate(s) need to be negotiated by the grantee and EAMCEF if it exceeds 20% of the total approved budget.

(i) Cost Sharing

EAMCEF require that each grantee share in the cost of projects. Proposals submitted to EAMCEF must indicate the amount of funding that will be contributed by the applicant. In some cases the funding may only include an in-kind contribution. When valuing in-kind

contributions the applicant should use wage rates in effect at the programme site for the type of work provided and local cost structures for donated materials.

X. Annexes

Additional information must be provided in annexes. The budget justification should be the first annex. Subsequent annexes may include any special or supplementary information to support the request for funding. Such information may include: maps, any previous studies completed, letters of support and commitment from collaborators, environmental impact statements, and other related information.

In addition, the supplementary documentation section should alert EAMCEF officials to the unusual circumstances that require special handling, including, for example, proprietary or other privileged information in the proposal, matters affecting individual privacy, or possible national security implications.

For all research proposals, reference information is required and should appear in an annex. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified. Applicants must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations.

7. How to Apply

Completed Project Proposals should be submitted in both soft and hard copies to the undersigned before the application deadline by hand, post or e-mail. Applications submitted by e-mail should be followed by submission of the duly signed original hard copies within the application deadline.

**The Executive Director
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For further information and more clarification please do not hesitate to contact the EAMCEF Executive Director at the above address.

YOU ARE ALL WELCOME