



# GRANT WRITING TRAINING 2025

## TORBA GRANT WRITING TRAINING REPORT

Department Of Climate Change

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# ACKNOWLEDGEMENT

The Department of Climate Change would like to acknowledge the Vanuatu's Department of Local Authorities (DLA) for their assistance in financially supporting the attendance of the Area Administrators Torba and Penama Province as well as Provincial Planners from Torba, Sanma and Tafea to the Grant Writing Training that was held from the 22nd to the 25th of April at the Melanesian Hibiscus Conference Room in Port Vila. Additionally, the Department would also like to acknowledge DLA for releasing its DLA officers, both Area Administrators and Provincial Planners to attend the training.

The Department would also like to extend its acknowledgement to Mr. George Koran, the Lead facilitator of this Grant Writing Training, as well as Mr. Willy Missack and Ms. Stephanie Stephens for voluntarily agreeing to assist the Department of Climate Change in facilitating this workshop to build the capacity of Area Administrators and Climate Change Officers and the 3 Provincial Planners in writing grant proposals that are climate rationale.



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## INTRODUCTION

Vanuatu is an extremely climate vulnerable small island nation in the southern Pacific. Our population of just over 290,000 is already suffering devastating consequences of climate change, including impacts related to coastal erosion driven by Sea Level Rise (SLR), tropical cyclones, extreme ENSO events, coral bleaching, ocean acidification and temperature-related agricultural production declines.

Vanuatu has been ranked the most Vulnerable nation on Earth according to the World Risk Report over several years. A single cyclone caused economic loss and damage effects of USD 449.4 million (64.1% of GDP). Annually, Vanuatu experiences an average of 2.5 cyclones.

Climate change caused by anthropogenic greenhouse gas emissions is now undermining Vanuatu's sustainable development aspirations and the livelihoods, safety, and basic human rights of current and future generations.

A robust assessment of potential climate changes in Vanuatu was recently undertaken by the Pacific Climate Change Science Program (PCCSP), led by the Australian Government in collaboration with the Vanuatu Meteorological and Geohazards Department (VMGD) of the Government of Vanuatu. In addition,



the Risk Governance Assessment Report<sup>1</sup> in 2013 of the “Strengthening Climate and Disaster Risk Governance in Vanuatu Project” summarized key climate change findings as follows:

- ❖ Increase in daily temperatures is projected to be the same across all of Vanuatu for minimum, mean and maximum daily temperatures. Compared to 1995, by 2040 temperature will be higher by 1.2°C (global 1.9°C), and 2070 projected to be higher by 2.3°C (global 3.6°C);
- ❖ Increase in sea surface temperatures will bring the whole of Vanuatu in a zone where coral bleaching will be frequent (above 29.5°C);
- ❖ The change in precipitation is unclear: half the models project a change of less than 10% by 2040, while the other half projects a stronger change. This will pose challenges to planning and policy development. This uncertainty is much higher than the differences over the islands.
- ❖ Sea level is estimated to be currently increasing from CC by 6mm / year. Models simulate an increase of up to 15 cm by 2030, with increases of up to 60 cm indicated by 209.
- ❖ Information on local vertical land movement is crucial. For Port Vila, an observed sea level increase of 159 cm is projected for 2100, when the observed sinking of 4.8 mm/year is considered.
- ❖ In 20 years' time, it is projected that ocean acidification will have damaged 80% of the coral reefs around the world, including those in Vanuatu. Considering their crucial role for coastal protection, food security and tourism, this makes it one of the most significant impacts of climate change for Vanuatu.
- ❖ The extreme temperatures (including heatwaves) will reach higher levels and become more frequent. By 2040, the current 1-day maximum occurring once every 20 years will occur every other year.
- ❖ The duration of dry periods will become longer. The 1 in 5-year event will lengthen from just under 19 days to 28 days.
- ❖ Extreme rainfall will become more frequent and intense. By 2040, the 1 in 100-year event will have increased 10-11%. This change is the same over all islands. Frequencies of current events will increase by 1.2 - 2.5%

However, Exposure to multiple and compound climate-related risks is projected to increase between 1.5°C and 2°C of global warming with impacts projected from various climate models.

Given the projections and the climate change findings; almost all communities of Vanuatu continue to be heavily impacted by climate change and were considered being the most vulnerable to coastal erosion, salt water intrusion, storm surges, coastal flooding from king tides and other associate impacts as a result of sea level rise, intense rainfall generated from an intensified extreme climate and weather-related events as well as other exposed cross-sectoral impacts. With these cumulative impacts, these communities have very limited resources to better respond and adapt to these climate impacts.

## RATIONALE FOR DOCC IMPLEMENTING THE INITIATIVE AT SUB-NATIONAL LEVEL

As a mandated institution prioritizing and coordinating climate change activities, programs; Department of climate change strategically set a new way of engaging the active environment networks, Community Based Organizations (CBO's) and Area Administrator on Climate change grant writing training for which vulnerable communities can use this opportunity to directly draft and design small climate projects to assist them in addressing the impacts of climate change observed in their communities.

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<sup>1</sup> Risk Governance Assessment Report, of the project title “Strengthening Climate and Disaster Risk Governance in Vanuatu Project”, UNDP, Ministry of Climate Change, 2013.

# POLICY/ PLANS/ FRAMEWORKS/ STRATEGIC ALIGNMENTS

This initiative is directly aligned with the vision of decentralizing services as well to directly mainstream climate change to be embedded in the sub-national planning's, area council and community levels planning and budgeting.

This proposal highly aligned to the 2022 government policy priorities; on the priority outcome 6: Improved Resilience and Natural Resource Management ensuring protection of the natural environment on the land and at sea upon which our social and economic well-being depends, as well as continuing to build our resilience to climate change and natural hazards by – improving climate change adaptation and disaster risk governance to mitigate the effects and impacts of climate change.

The Environment and Social pillars of the NSDP where the overall purpose of this proposal will be to undertake building the institutional capacity specifically, Env. 3.1 states the requirement to “Institutionalize climate change and disaster risk governance and build institutional capacity and awareness” therefore this proposal seeks to enhance mainstreaming of climate change into broader development activities for all the area councils of all six provinces where the impacts of climate change are very prominent across all sectors of wellbeing and livelihoods.

In addition, Env. 3.4 highlights the need to “Promote and ensure strengthened resilience and adaptive capacity to climate related, natural and man-made hazards”. The proposal seeks to enhance promotion and learning of resilience related activities and adaptive capacity amongst vulnerable communities of Vanuatu.

Department of Climate change Strategic Plan 2021 – 2023 also highlights within the thematic area of Cross-cutting, focus area 2 – capacity building; activity 6.2.3 focusing on formal capacity building and training programs. The focus area 3 of the climate change adaptation which focuses mainly on Community based Adaptation where adaptation actions are owned and driven by the community. Activity 1.3.1 – engage community to participate and lead the vulnerability assessment processes and share the outcome as part of all adaptation initiatives. Thus, the proposal seeks to build community capacities on grant writing to enhance their community adaptive capacity.

More so, the proposal activities will entail the participation of active environmental or climate change champions of the community to elevate the significance of climate change and disaster impacts on community development agendas.

The proposed capacity building program will be an opportunity to engage with climate and disaster vulnerable groups as per Social Pillar 4 of the NSDP. It is envisioned that youth, women and people living with disabilities will be active participants in this initiative.

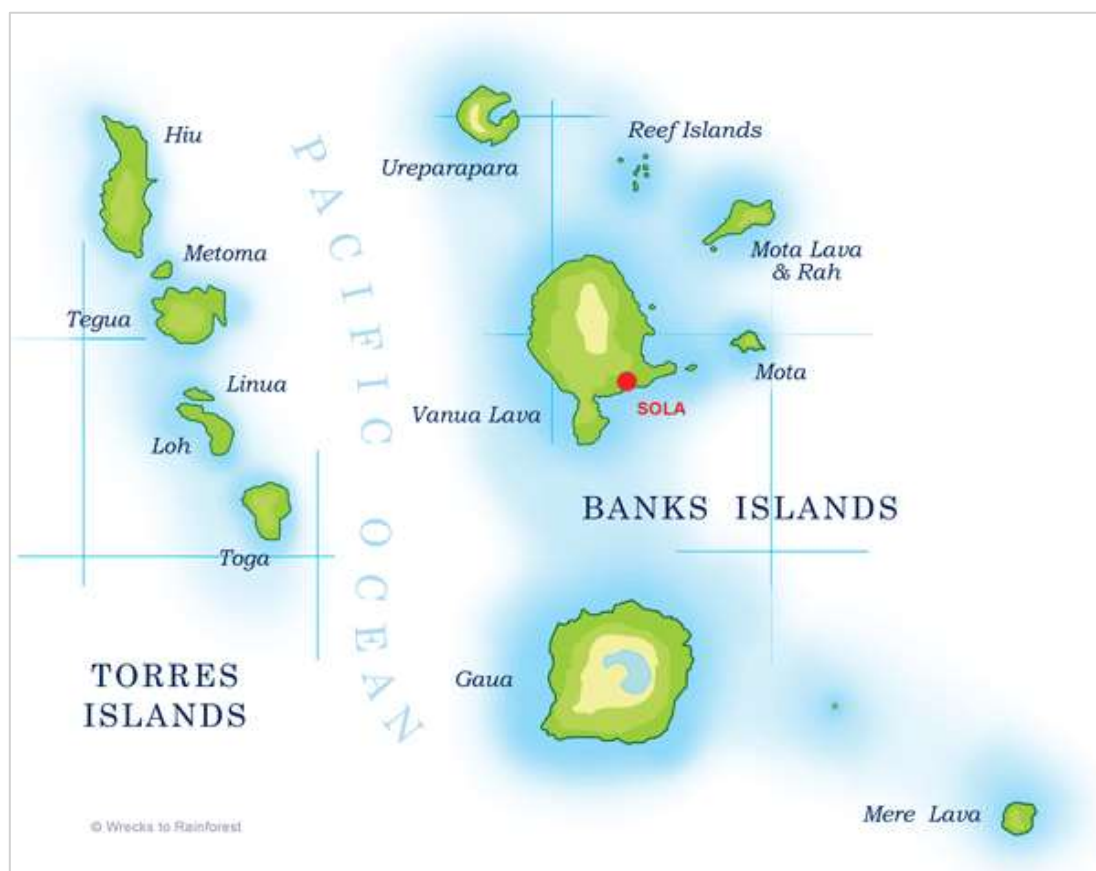
Additionally, this proposal will greatly enhance the Department of Climate Change (DoCC)'s ability to collaborate with partners and relevant stakeholders to realize the strategic policy actions of the Vanuatu National Climate Change and Disaster Risk Reduction Policy 2016-2030.

This is particularly relevant where outcomes of this proposal will tie into specific policy actions under the strategic themes of Governance; Knowledge and Information; and Climate Change Adaptation and Disaster Risk Reduction.

## LOCATION/ TARGET AREA

The target area for this activity is Torba Province which is in the Northern part of Vanuatu. Torba Province in Vanuatu comprises over 25 islands, divided into two main groups: the Banks Islands and the Torres Islands. The province's name is derived from the initial syllables of these two island groups. The largest island in Torba Province, Vanuatu, is **Gaua**. Geologically, the islands are primarily volcanic in origin, shaped

by the ongoing subduction of the Australian Plate beneath the Pacific Plate. This tectonic activity has resulted in rugged terrains, active volcanoes like Mount Gharat on Gaua Island, and fertile soils that support diverse ecosystems. The islands are characterized by white sandy beaches, coral reefs, tropical rainforests, and a rich cultural heritage, making Torba a unique and pristine destination in the Pacific.



Source: *Wrecks to Rainforest Tours, Banks & Torres Islands, Vanuatu*<sup>2</sup>

## TRAINING OBJECTIVES

### Training Objectives:

By the end of this training, participants will be able to: Understand the proposal development process.

- Identify the key components of a strong project proposal.
- Conduct effective research for proposal writing and problem analysis.
- Craft clear and concise project objectives and outcomes.
- Develop a realistic project budget and timeline.
- Develop a realistic monitoring, evaluation and learning framework (MEL) with appropriate indicators for the scale of the project.
- Identify roles and responsibilities for implementing the MEL framework ensuring alignment with any existing internal systems.
- Identify sources of funding available for project funding and tailoring content to specific funders and audiences.

To get the most out of the training it is suggested that participants bring a proposal they are currently working on. Should participants not have a proposal they will be given a proposal template to use as the template for the training.

## EXPECTED CO- BENEFITS

- ❑ Increased knowledge and skills of the Torba and Penama Area Administrators, Provincial Planners and Environmental & Climate champions on the area council and community level priority needs.
- ❑ Grant writing workshop tools provided can aid in small project management at the area council level.
- ❑ Assist one area council within the province to develop a project concept
- ❑ Documentation of the provincial climate Impacts and Stock take of Climate change projects as per the area councils
- ❑ The Area Council Administrators, Provincial Planners, community leaders, environmental and climate change champions understand the different climate change funding and their requirements.
- ❑ The officers and community leaders to understand the national climate change endorsement processes

## METHODOLOGY

1. PowerPoint Presentations
2. Group Discussions
3. Practical Development of Grant Project Proposals in groups
4. Informal discussions/ Storian

## TRAINING CONTENT

The Training was co-facilitated by Mr. George Koran (Climate and Ocean Advisor to the British High Commission in Vanuatu), Mr. Willy Missack (L&D Fund Manager) and Ms. Stephanie Stephens (CBIT Project Coordinator) and co-support from the staffs of the Department of Climate Change.





Ms. Stephanie

## Grant Writing Training Day 1

The first day of the 2025 Grant Writing Training in Vanuatu commenced at the Melanesian Hibiscus Conference Room, bringing together 19 participants from various provinces, including Area Administrators and Provincial Planners.

The training was facilitated by experts from the Vanuatu Climate Action Network and the Department of Climate Change (DoCC) combining both technical knowledge and practical experience in grant writing, project design, and climate adaptation financing mechanisms.

In his opening remarks, Mr. Nelson Kalo, Acting Director of the DoCC, highlighted the crucial role of Area Administrators and Area Councils in identifying and addressing community-level climate challenges.

He emphasized that capacity building at the sub-national level is vital to enable these local authorities to independently access and manage small-scale climate adaptation/mitigation funds.

Mr. Kalo noted that the increasing intensity and frequency of climate-related events—such as coastal erosion, prolonged droughts, and extreme weather—underscore the urgent need for targeted, locally driven solutions.

He further encouraged participants to utilize the training to strengthen their ability to develop compelling grant proposals that reflect the real needs of their communities. According to Mr. Kalo, empowering local actors to engage with donors and development partners directly will contribute to more sustainable and community-relevant climate adaptation efforts throughout Vanuatu.





Photo description: Participants and representatives from DLA, DoCC



*Photo Description: Participants and Facilitators of Grant Writing Training*

The training sessions covered several key topics:

In the **"Why Grant Writing?"** session, Mr. Koran introduced the significance of grant writing as a strategic tool for securing funding for small climate projects. Participants were encouraged to reflect on their current practices and identify areas for improvement.

The **"Climate Finance Landscape"** session explored the diverse sources and instruments of climate finance, including multilateral institutions like the Global Environment Facility (GEF), bilateral donors such as Australia and New Zealand, and private sector investors. The session emphasized the importance of aligning project proposals with national climate strategies and development plans.

The **"Common Reflections of Grant Writing"** session addressed common challenges in grant writing, such as vague objectives, unrealistic budgets, and misalignment with funder priorities. Participants were encouraged to view each unsuccessful submission as a learning opportunity to enhance future proposals.

In the **"Artificial Intelligence for Climate Finance"** session, participants were introduced to AI tools designed to assist in grant proposal writing. The session highlighted the potential of AI to streamline the proposal development process, allowing grant writers to focus more on content quality and strategic alignment with funder priorities.

The **"Available Tools and Resources for Grant Writing"** session introduced practical tools such as the Climate Grant Calendar, a Blank Project Budget Template, and a Project Planner. These resources aim to support participants in developing and managing climate-related projects effectively. Participants were also guided through the Climate Grant Calendar to identify suitable grants for their projects.

The training underscored the importance of mastering grant writing to secure funding for small climate adaptation projects, enhance organizational capacity, and strengthen community partnerships.



*Presentations delivered by Mr. George Koran*



*Photo Description: Day One Wrap-up, Mr. Bani*



## Grant Writing Training Day 2

On the second day of the Grant Writing Workshop, participants engaged in a series of focussed sessions designed to deepen their understanding of effective grant development and project management. The day began with **an Introduction to Grant Writing**, providing foundational knowledge on crafting compelling proposals. This was followed by a session on **Institutional Governance**, emphasizing the importance of strong organizational structures in securing and managing grant funding. The workshop continued with a detailed overview of **Common Grant Proposal Elements**, outlining the key components required in most successful funding applications. Participants then explored **Monitoring and Evaluation for Grant Writing and Project Management**, learning how to track progress and measure impact effectively. An informative session on the **Climate Grant Calendar** introduced participants to the scheduling and planning of climate-related funding opportunities. The day concluded with **NAB Retreat Sessions**, fostering strategic discussions and reflection among participants.



*Mr. George Koran presentation on Institutional Governance*



*Mr. George Koran & Mr. Willy Missack presentation on Institutional Governance*



*Ms. Stephanie Stephens presentation on CBO Constitution Examples*



*Ms. Jasmina Takaro presentation on available Grants in the Climate Grant Calendar*

## Grant Writing Training Day 3

During today's session, participants had the opportunity to work on their grant proposals, either individually or in groups, depending on the needs of their respective areas. Mr. Missack and Ms. Stephanie were readily available to provide assistance, addressing any questions or concerns that arose. For those applying for the Canada Fund for Local Initiatives (CFLI), Mr. Missack facilitated the process by directly communicating with the CFLI team based in Australia, ensuring that participants received timely and accurate responses. Both facilitators dedicated time to review draft proposals, offering constructive feedback to help participants refine their submissions. This personalized support aimed to enhance the quality of the proposals and increase the likelihood of successful funding outcomes.



*Group Discussions and Participants sharing ideas with each other. Left to Right: Madlen Toa, Newman Tahi, Steven Kaveng and*



*Group Discussions: Torba Area Administrators and Penama Area Administrators.*



*Mr. Willy assisting Mr. Densely Rasa*



## Grant Writing Training Day 4

On the final day of the Grant Writing Training Workshop, a half-day session was held to bring the program to a close. Participants were given dedicated time to finalize their grant proposals, with the option to submit completed drafts or engage in final discussions with facilitators Willy and Stephanie for additional guidance and feedback. The workshop concluded with a certificate presentation ceremony, where all attendees received Grant Writing Training certificates along with workshop merchandise as a token of appreciation.

The closing event featured heartfelt speeches from provincial representatives, who expressed their gratitude to the Department of Climate Change and the Department of Local Authorities for organizing and supporting such a practical and informative workshop. They emphasized how the training had equipped them with essential tools for accessing climate finance. Mr. Sebastian Bule, representing the Department of Local Authorities, also spoke, highlighting the importance of applying the knowledge gained to address the impacts of climate change at the community level. The event concluded with official closing remarks from the Acting Director of the Department of Climate Change, formally marking the end of the Torba and Penama Grant Writing Training 2025.



*Photo Description: Participants of the Grant Writing Training*

## Conclusion

The Torba Grant Writing Training held in April 2025 successfully delivered vital knowledge and practical skills to Area Administrators, Provincial Planners, and community climate champions from across Vanuatu. Conducted by the Department of Climate Change with support from expert facilitators and the Department of Local Authorities, the workshop responded directly to the urgent need for sub-national capacity building in climate finance access, proposal development, and readiness - institutional strengthening.

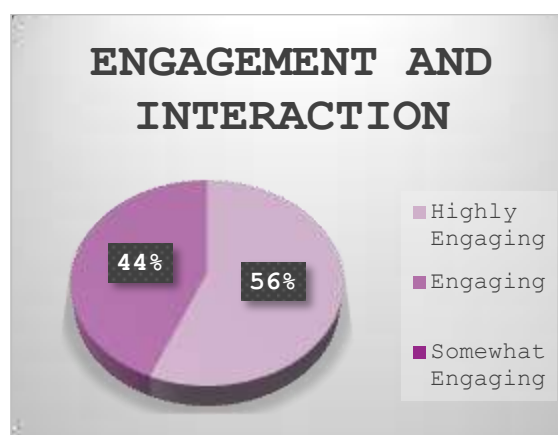
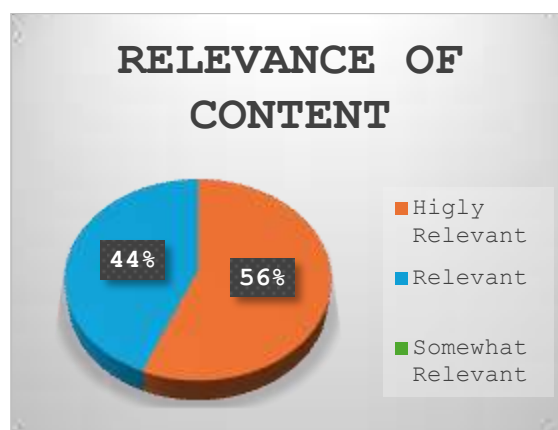
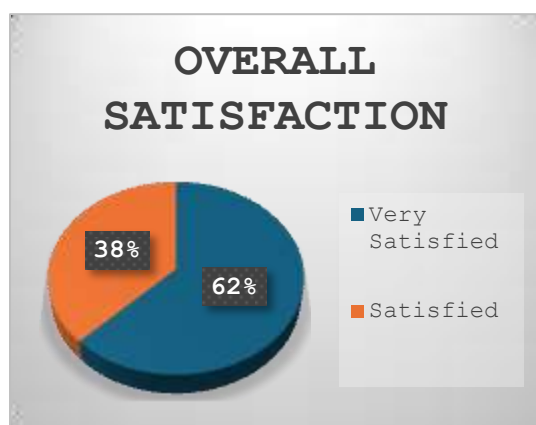
Over four days, participants engaged in structured sessions covering grant writing fundamentals, the climate finance landscape, institutional governance, and the use of digital tools such as AI and the Climate Grant Calendar. Importantly, they also had the opportunity to draft and refine real proposals, receive individualized feedback, and connect with funding opportunities like the Canada Fund for Local Initiatives.

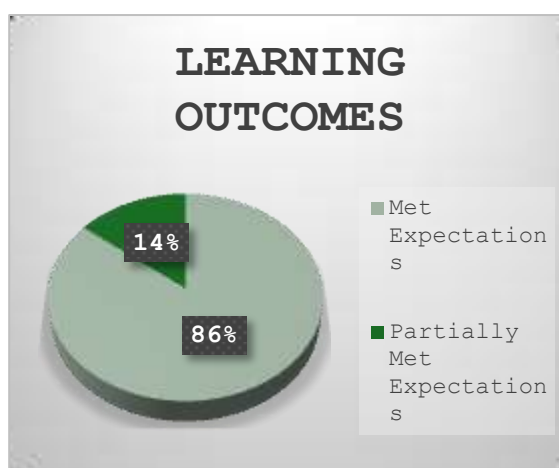
The training aligned with national policy priorities under the NSDP and the Climate Change and Disaster Risk Reduction Policy, and contributed to institutional strengthening, community empowerment, and long-term resilience planning. Participant feedback highlighted the training’s relevance, the value of practical exercises, and a desire for continued support through refresher trainings and expanded resources.

Despite minor logistical challenges, the event was a resounding success and represents a critical step toward decentralizing access to climate finance. It is recommended that similar trainings be replicated in other provinces and integrated into ongoing development programming, ensuring that local leaders are equipped to design, fund, and implement climate-resilient projects tailored to their community needs.

## Comments and Feedback

These are the comments and feedback from the Evaluation Forms provided to the participants to complete after the Climate Change Grant Writing Training.





### *Additional Comments from participants*

The recent grant writing training received positive feedback for its practical and comprehensive approach. Participants valued the hands-on experience in drafting grant applications, utilizing tools like the Climate Grant Calendar to identify available funding, and learning the step-by-step process from research to proposal submission. The training's emphasis on applying theoretical knowledge to real project concepts, especially at the Area Council level, was highlighted. Attendees appreciated the supportive facilitators, the well-organized structure, and the informative content. The inclusion of AI tools to streamline tasks and the provision of resources such as donor directories were also noted as beneficial. Additionally, the clarity provided on crafting standard project proposals tailored to donor requirements was well-received.

However, there were areas identified for improvement. Participants expressed a need for more in-depth sessions on budgeting and proposal writing techniques to attract donor attention. Suggestions included providing thumb drives with training materials at the start, extending the workshop duration to two weeks, and ensuring that resources are available from day one. Enhancing interaction during hands-on activities and maintaining punctuality were also recommended. Furthermore, there was a call for regular communication with Area Administrators and the institution of annual or refresher training sessions. Providing more examples on drafting request proposals and offering detailed guidance on post-approval project management were additional areas for enhancement.

In closing, attendees expressed gratitude for the valuable lessons learned during the four-day training. They commended the facilitators for their support and emphasized the importance of establishing strong relationships and communication with them to address any weaknesses. The initiative by the Department to offer such capacity-building training in grant writing was highly appreciated, with participants advocating for its continuation and expansion.



Photo description: Group work on Grant writing proposal by province

“The true strength of this training lay in its collaborative spirit, practical focus, and the support of facilitators who turned complex grant writing into an achievable goal.”

## RECOMMENDATIONS

1. **Develop a Grant Writing Toolkit:** Compile training materials, templates, donor guides, and tools into a downloadable resource or printed manual for communities, institutions and individuals that needed.
  - a. **Development of training materials** – the development of the training materials will help the dissemination of the learnings to the provincial, area council and community. A training of trainers or tutor's training for such material.



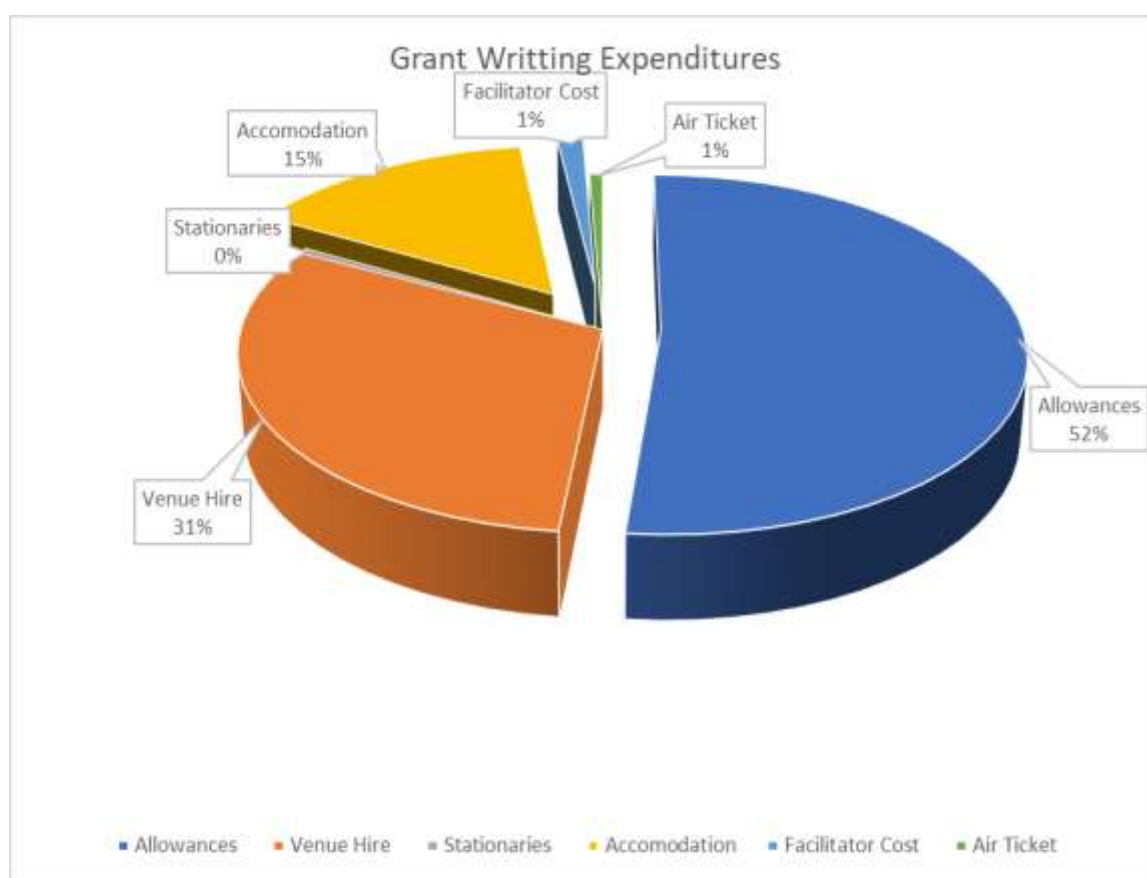
- b. **Templates** – the training templates will allow the tutors to provide training reports at the end of their trainings to ensure that their activities are reported to the Ministry of Climate Change under the department of climate change.
  - c. **Donor guides** – the guide can be online, because each year donors are changing, and the guide needs to be updated in regular basis. For this, having a system like the [Climates Grant Calendar will be helpful](#). Having an MoU or MoA with Climates to use their portal and develop a donor guide will be useful for the grant writing trainings.
  - d. **Tools** – the grant writing toolkit will also allow those who are interested to learn to have access to other essential resources to build their capacities and capabilities.
2. **Regular Refresher Trainings:** Organize annual or bi-annual workshops and remote support sessions with Area Councils and Provincial Planners, including other institutions, communities and individuals that are interested.
3. **Train-the-Trainer or tutor Approach:** Identify and upskill key individuals to deliver similar trainings in their respective provinces. This approach will ensure that the coordination of future capacity-building grows at the provincial, area council and community level.
4. **Integrate MEL Tools in Planning Processes:** Standardize monitoring tools across community projects for consistency in data collection and reporting. The integration of such tool will support the following areas:
  - a. **Reporting** – this will ensure that participants can provide report to the Ministry with a standard tool that can be reflect in government business plans.
  - b. **Grant finance tracking** – it will help the government to track funds that comes through the donors and goes straight to the communities. This will allow the government to connect with the institutions, communities and individuals to support them and ensure that their community project contribute in re-shaping the government policies.
5. **Digital Access:** Provide thumb drives or cloud access to all training materials, ensuring offline usability for remote participants.
6. **Post-Training Support:** Establish a communication channel (e.g., WhatsApp or email group) for ongoing mentoring, peer exchange, and proposal troubleshooting.

## FINANCE

The Grant Writing training was an activity under the Small Island NPP budget this year. Its detailed expenditures are as follows:

### Grant Writing detail expenditures per smart stream expenditure codes

Allowances	1,092,000
Venue Hire	654,000
Stationaries	10,581
Accomodation	313,800
Facilitator Cost	28,000
Air Ticket	14,000
<b>Total</b>	<b>2,112,381</b>



Please note that Mitigation Co-Center budget has also supported this activity and the total cost of it support is detailed below:

Facilitator fee	VUV 100,000
Flash drive 64GB	<u>VUV 37,375</u>
<b>Total</b>	<b>VUV 137,375</b>

The transportation costs were significantly lower this year because we took advantage of the Department of Local Authority's (DLA) meeting to bring all Area Administrators (AAs) from the Provinces to Vila. The Department, through the NPP budget, only had to cover the extended return dates for the Penama and Torba AAs attending the training. As a result, only 14,000VT was recorded for transportation.

The main challenges this year included initial allowance payments for some AAs, which were issued, then cancelled, and later re-committed due to late arrivals, making it difficult to process all payments at once.

Additionally, aftershocks from the recent earthquakes made some AAs feel uncomfortable with their pre-arranged accommodations, leading them to relocate to other sites, which increased accommodation costs as shown in the table.

Furthermore, our planning lacked the flexibility needed to ensure all payments, particularly the Daily Subsistence Allowance (DSA), were completed before the event.

Despite these challenges, I commend the entire Department staff for their teamwork in successfully delivering this final activity.



Area Administrators from Torba province : pictures above and below







*Facilitators, staff and Participants at the workshop at the Melanesian hotel Conference room , in Port Vila.*



AA West Ambae – John Bani



AA North Pentecost – Grace Hinge



Photo description: session on Institutional Governance



# APPENDICES

## Registration Forms

### List of Participants

Name	Organization	Position	Email Address	Contact
Jay Watson	DLA	Ureparapara Area Administrator	<a href="mailto:Jaywtsn88@gmail.com">Jaywtsn88@gmail.com</a>	7133676
Bob Basil	DLA	Mota Area Administrator	<a href="mailto:bsalmule@vanuatu.gov.vu">bsalmule@vanuatu.gov.vu</a>	5498214
Luke Weul	DLA	West Gaua Area Administrator	<a href="mailto:lweul@vanuatu.gov.vu">lweul@vanuatu.gov.vu</a>	5493630
Grace Hinge	DLA	North Pentecost Area Administrator	<a href="mailto:ghinge@vanuatu.gov.vu">ghinge@vanuatu.gov.vu</a>	5328404
Richard Tabi	DLA	Central Pentecost 1 Area Administrator	<a href="mailto:richardtabi1991@gmail.com">richardtabi1991@gmail.com</a>	7113377
Jinet Clenda Rereman	DLA	East Gaua Area Administrator	<a href="mailto:crereman@vanuatu.gov.vu">crereman@vanuatu.gov.vu</a>	7133511
Madlen Toa	DLA	North Maewo Area Administrator	<a href="mailto:Toamadlen49@gmail.com">Toamadlen49@gmail.com</a>	7741020
Steven Kaveng Solomon	DLA_ Malampa PGC	Malampa Provincial Planner	<a href="mailto:Kavengsolomon@gmail.com">Kavengsolomon@gmail.com</a>	7735416 / 5416935
Newman Tahi	DLA	North Ambae Area Administrator	<a href="mailto:ntahispc@gmail.com">ntahispc@gmail.com</a>	5729400 / 7644530
Johnny Bani	DLA	West Ambae Area Administrator	<a href="mailto:bjohnny@vanuatu.gov.vu">bjohnny@vanuatu.gov.vu</a>	5480300
Rasa Densley	DLA	South Ambae Area Administrator	<a href="mailto:Rasadeny81@gmail.com">Rasadeny81@gmail.com</a>	5450095
Dick Richard	DLA	Torres Area Administrator	<a href="mailto:drichard@vanuatu.gov.vu">drichard@vanuatu.gov.vu</a>	7635765
Mario Leo Woleg	DLA	East Vanualava Area Administrator	<a href="mailto:mariolwoleg1996@gmail.com">mariolwoleg1996@gmail.com</a>	5916386
Jean Vianney Barang	DLA	Central Pentecost 2 Area Administrator	<a href="mailto:jeanbarang@hotmail.com">jeanbarang@hotmail.com</a>	7103063
Stephen Toko Garae	DLA	South Ambae Area Administrator	<a href="mailto:stephengarae@gmail.com">stephengarae@gmail.com</a>	5677249
Othniel Bule	DLA Sanma Province	Sanma Provincial Planner	<a href="mailto:buleo@vanuatu.gov.vu">buleo@vanuatu.gov.vu</a>	7603305
Davina Vira	DLA	Aneityum Area Administrator	<a href="mailto:davinavira8@gmail.com">davinavira8@gmail.com</a>	5210735
James Tavuti	DLA Tafea Province	Tafea Provincial Planner	<a href="mailto:jamestavuti@gmail.com">jamestavuti@gmail.com</a>	5636150
Ben Nehemiah	DLA Torba Province	Torba Provincial Planner	<a href="mailto:bnehemiah@vanuatu.gov.vu">bnehemiah@vanuatu.gov.vu</a>	5399669

Grant Writing Training Registration Forms can be accessed via this link:

[https://drive.google.com/file/d/15JuNNRztllqxe8HA\\_sTGPbu2bE9hkyN8/view?usp=sharing](https://drive.google.com/file/d/15JuNNRztllqxe8HA_sTGPbu2bE9hkyN8/view?usp=sharing)

Below are the presentations along with the links to access each set of presentation slides.

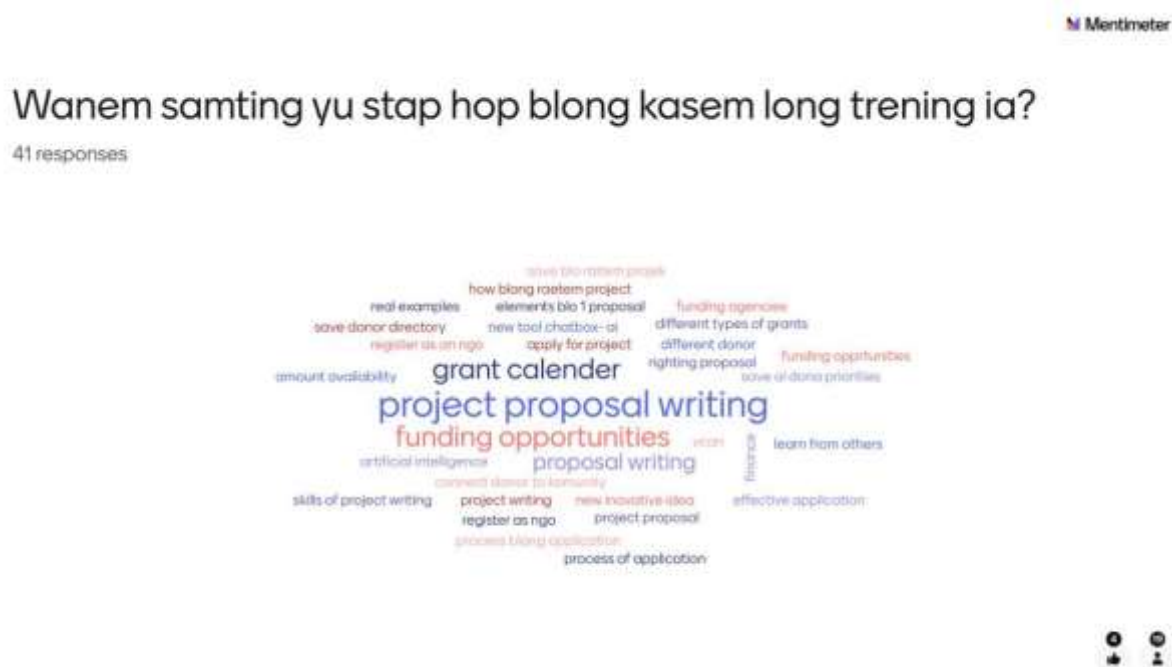
- [What is Grant Writing?](#)
- [Common Proposal Elements](#)
- [Climate Finance Landscape](#)
- [Grant Writing M&E](#)
- [Gantt Project Planner Template](#)
- [Blank Project Planner Template](#)
- [Available Grants on Climate Grant Calendar](#)
- [Grant Writing Workshop Institutional Governance](#)
- [Constitution By-Law Templates](#)
- [Canada Grant](#)
- [Oceans Grant](#)
- [Vanuatu Australia Community Grants Program](#)
- [Capacity Building Support for Pacific Island Aquaculture Entrepreneurship](#)

### *Summary of Training Expectations, Learnings, and Future Needs*

Date: 22nd to 25th April 2025

This is the summary of the 3 questions we asked during the workshop using Direct Poll (<https://directpoll.com/>)

**Question 1.** “What are you hoping to gain from this training?” (Original in Bislama: “Wanem samting yu stap hop blong kasem long trening ia?”)



**Total Responses: 41**

**Summary of Key Expectations:**

Participants expressed a strong interest in gaining knowledge and skills related to project development and funding. The most frequently mentioned themes include:

- **Project Proposal Writing:** This was the most commonly mentioned expectation. Participants want to learn how to effectively write and structure project proposals.
- **Funding Opportunities:** Many participants hope to gain information on available grants and how to access them.
- **Grant Calendar:** Participants are interested in learning about timelines and schedules of funding opportunities.
- **Proposal Writing Skills:** Developing the skills necessary for writing competitive proposals was emphasized.
- **Application Process:** Understanding how to apply for projects and funding, including processes and documentation, was noted as important.
- **Donor Information:** Participants hope to learn about different donors, their priorities, and how to connect with them.
- **Real Examples and Tools:** There is interest in practical tools such as AI chatbots, real-life examples, and innovative ideas to support project development.

**Other notable areas of interest include:**

- Registering as an NGO
- Connecting with communities
- Learning from others
- Understanding financial aspects of project proposals
- Using new tools and technologies (e.g., artificial intelligence)

The responses clearly indicate that participants are eager to build practical skills in proposal writing, understand funding processes, and learn how to connect with donors effectively. Tailoring the training to cover these topics thoroughly will align well with participants' expectations.

**Question 2. “What is one new thing you learned from this training?”** (Original in Bislama: “Wanem wan niu samting we yu lanem long trening ia?”)



**Photo Description: Group exercise to identify available grant aligned to the needs of the AC**

Wanem wan niu samting we yu lanem long trening ia?

40 responses



*A total of **40 participants** responded to the question. The key topics and insights gained from the training include:*

1. **Grant Calendar:** The most frequently mentioned learning was about using a grant calendar to track and manage funding opportunities.
2. **Institutional Governance:** Participants gained understanding of good governance practices for NGOs and community-based organizations.
3. **AI Tools:** Many learned about using Artificial Intelligence tools, including ChatGPT, to assist in tasks like proposal writing and project planning.
4. **Project Proposal Writing:** Skills in formatting and writing strong project proposals were highlighted.
5. **Budgeting and Finance:** Accurate budgeting and financial planning were recognized as important skills gained.
6. **Registration Processes:** Some learned about how to register organizations with local authorities such as the VFSC.
7. **Accessing Grants:** Knowledge about the process and requirements to access different grants was another key takeaway.
8. **Serving Local Communities:** Several responses emphasized learning how to better serve Vanuatu and local NGOs.

Overall, the training provided practical tools and knowledge for grant management, organizational development, and the use of technology in development work.

**Question 3. “What do you need to learn more about from this training?”** (Original in Bislama: “Wanem nao yu nidim blong save moa about long trening ia?”)



# Wanem nao yu nidim blong save moa about long trening ia?

36 responses



## (36 responses)

Participants shared areas where they feel they need further support or deeper understanding. The most common requests include:

### 1. Proposal Writing

- Writing actual project proposals
- Understanding the full proposal process
- Requesting templates and standard formats
- Knowing who to submit proposals to

### 2. Budgeting & Financial Skills

- Detailed project budgeting
- Budget narrative writing
- Allocating funds accurately
- Preparing budget flowcharts

### 3. NGO & CBO Governance

- Registering as a local NGO
- Understanding NGO/CBO constitutions and policies
- Writing bylaws
- Governance structures and processes

### 4. Partnership & Collaboration

- Building partnerships
- Linking with project partners
- Learning from real experiences

### 5. Monitoring & Evaluation (M&E)

- Understanding how to track and evaluate project outcomes
- Reporting processes

### 6. Support After Training

- Ongoing guidance or one-on-one mentoring
- Sharing of templates and practical tools
- Continued follow-up and assistance

### 7. Grant Opportunities

- Knowing available grants and how to access them
- Understanding donor timelines and currency processes

Overall, participants are seeking **more hands-on, practical guidance** in areas like **proposal development, budgeting, registration, and partnerships**, as well as **follow-up support** beyond the training.

### **Conclusion:**

The feedback from participants highlights a strong and consistent desire to build practical skills in project proposal development, financial planning, and accessing funding opportunities. The training successfully introduced key tools such as grant calendars, AI support, and governance frameworks. However, participants also expressed a clear need for continued learning, particularly in areas such as budgeting, proposal writing, NGO registration, and partnership building.

To maximize the impact of future trainings, it is recommended to offer follow-up sessions, mentorship opportunities, and practical resources such as budget template and reporting template. Providing more hands-on exercises and ongoing support will help participants effectively apply what they have learned and strengthen the capacity of Provincial government in Vanuatu.



*Photo Description: Penama AA's in group work exercise*

Grant Writing Training Certificates  
Torba



Penama





Sanma



Tafea



Malampa



*Pictures: Certificate Presentation*



Mario Leo Woleg, AA East Vanua Lava



Dick Richard, AA Torres AC



Jinet Clenda Rereman, AA East Gaua



Jay Watson, AA Ureparapara AC





Bob Basil, AA Mota AC



Densely Rasa, AA South Maewo AC



Richard Tabi, AA CP1 AC



Grace Hinge, AA North Pentecost AC



Luke Weul, AA West Gaua AC



Jean Vianney Barang, AA CP2 AC



Madlen Toa, AA North Maewo AC



Stephen Toko, AA South Ambae AC





Newman Tahi, AA North Ambae AC



Johnny Bani, AA West Ambae AC



Ben Nehemiah, Torba Provincial Planner



James Tavuti, Tafea Provincial Planner