

2024 MALAMPA SMALL ISLAND AWARENESS REPORT 2024



Prepared by Department of Climate change



Finance and Treasury
Government of Vanuatu



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1. List of Abbreviation

CC.....	Climate Change
CCA.....	Climate Change Adaptation
IDRR.....	International Disaster Risk reduction
DRM.....	Disaster Risk Management
CCS.....	Climate Change Symposium
DOCC.....	Department of Climate Change
MOCCA.....	Ministry of Climate Change Adaptation
VMGD.....	Vanuatu Meteorology and Geo-Hazards
NDMO.....	National Disaster Management Office
DEPC.....	Department of Environmental Protection and Conservation
DoE.....	Department of Energy
DoWR.....	Department of Water, Natural Resources
NERM.....	National Energy Road Map
NDC.....	Nationally Determined Contributions
ENSO.....	El Nino Southern Oscillation
TC.....	Tropical Cyclone
TK	Traditional knowledge
Van-Kirap.....	Vanuatu Klaemet blong Redy, adapt mo protect
VMGD	Vanuatu Meteorology & Geo – Hazards Department
GHG.....	Green House Gas
DLA.....	Department of Local Authority
CFS.....	Climate Field School
MRV.....	Measuring Reporting and Verification
IEC.....	Information Education and Communication
NPP.....	New Project Proposal
NAB.....	National Advisory Board
CDCCC.....	Community Disaster Climate Change Committee
NGO.....	Non-Government Organization

2. Acknowledgement



Acting Director of the Department of Climate Change, Mr. Nelson Kalo : "On behalf of the Department of Climate Change, I would like to extend our heartfelt appreciation to the Government of Vanuatu, the Malampa Provincial Government, the Department of Local Authority, and all government officers in the Malampa province who participated in the recent Grant Writing Workshop focused on Climate Change project proposals. Your presence and active involvement demonstrate a shared commitment to building climate resilience across all levels of our communities.

This initiative, led by our department supported by Department of Local Authority , aims to empower and build capacity at the sub-national level, strengthening the ability of local councils to address the pressing needs of vulnerable communities impacted by climate change. By equipping area councils with the skills and knowledge needed to develop strong project proposals, we are laying the groundwork for sustainable funding access and resilience initiatives that extend down to the village level.

Our ultimate goal is to ensure that communities throughout Vanuatu are prepared, informed, and supported to navigate the challenges posed by climate change. This workshop represents a critical step in enabling local leaders to proactively seek funding opportunities that meet the specific needs of their communities. Thank you once again for your dedication to this important cause and for your role in fostering a more climate-resilient future for Vanuatu”.

3. Introduction

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MALAMPA PROVINCE GRANT

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 and Climate Change Officers of Ambrym and Paama Islands to the Grant Writing Training that was held from the 15th to 19th of July 2024 at the Malampa Provincial Government Conference Room in Lakatoro, Malekula. Additionally, the Department would also like to acknowledge DLA for releasing its DLA officers, both Area Administrators and Provincial Technical Advisory Committee (PTAC) Members to attend the training.

The Department would also like to extend its acknowledgement to Mr. George Koran, the facilitator of this Grant Writing Training, 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 Malampa PTAC Team in writing grant proposals that are climate rationale.

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.

It is clear that 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 Geo hazards Department (VMGD) of the Government of Vanuatu. In addition, the Risk Governance Assessment Report¹ 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 taken into account;
- ❖ 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 heat-waves) 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

¹ Risk Governance Assessment Report, of the project title "Strengthening Climate and Disaster Risk Governance in Vanuatu Project", UNDP, Ministry of Climate Change, 2013.

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 THE 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.

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

This is particularly relevant where outcomes of this proposal will tie in to 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 Malampa Province which is located in the central part of Vanuatu and comprises three (3) islands. The largest Island in Malampa Province is the Island of Malekula and the other two islands in Malampa Province which are not so big in terms of landmass are Ambrym and Paama.



Source: Google Map ²

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.

Expected Co-Benefits

- ② Increased knowledge and skills of the Malampa Province PTAC Members, Area Administrators, Area Secretary and Environmental & Climate champions on the area council and community level priority needs.
- ② Grant writing workshop tools provided can aid in small project management at the area council level.
- ② Assist one area council within the province to develop a project concept
- ② Documentation of the provincial climate Impacts and Stock take of Climate change projects as per the area councils

- ② The Malampa Province PTAC members, area council administrator, community leaders, environmental and climate change champions understand the different climate change funding and their

² <https://www.google.com/maps/place/Malampa+Province/@-16.4360919,167.8846375,188971m/data=!3m1!1e3!4m6!3m5!1s0x6ef4b3d4a4ad7f8b:0x6dc4b35bd4413a13!8m2!3d-16.3031816!4d167.5160788!16zL20vMDJ2dzJj?entry=ttu>

requirements.

- 2 The officers and community leaders to understand the national climate change endorsement processes

Methodology

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

Training Content

The training was facilitated by Mr. George Koran who is the Climate and Ocean Advisor to the British High Commission in Vanuatu, with co-support from the staff of the Department of Climate Change.



Facilitator of the workshop, Mr. George Koran

GRANT WRITING TRAINING DAY 1:

The day one of the Malampa Grant Writing Training commenced at the Malampa Provincial Government Conference Room where the representation of all area council administrators and their climate change officers and support officers

(only for area councils with no climate change officers) along with Malampa Province's PTAC Members. There are a total of 17 Area Council representatives, 6 Malampa Province PTAC members and 3 staffs of the Department of Climate Change (DOCC) and one Facilitator, a member of Vanuatu Climate Action Network (VCAN) .

The Senior Finance Officer to the Department of Climate Change, Mr. Humao Tomat Sele, on behalf of the Acting Director, Mr. Nelson Kalo, gave a welcome remark and official opening of the Grant Writing Training noting the significance of engaging the Area Councils at the space of sourcing climate funds to fund the Area Council needs that are aligned with the impacts posed from Climate Change.

For session one, the Facilitator, Koran, delivered a presentation on understanding the Climate Finance Landscape which sets the scene for participants to understand where funding for different projects are sourced from and the processes in place to have access to the different funding from different organizations such as the Global Environment Facility (GEF) and Green Climate Fund in the Climate Finance Landscape. This also provides an understanding of the shares that each country in the Pacific receives including Vanuatu and from which multilateral agencies these funds are being channeled. This session sets the tune for rational understanding on the purpose of this capacity building initiatives - make use of the small grants rather than trusting GCF/GEF which are bureaucratic and takes everlasting from concept to approval.

As an introductory to session two of training day one, a presentation by the Facilitator was delivered on some reflections of Grant Writing. This allows the participants to have a fair understanding of how competitive and time-consuming Grant Writing can be and that it requires persistence and careful attention to details when writing grant proposals. Session two of training day one is around available funding sources such as Government allocations, Vanuatu and International Non-Government Organizations through projects, Regional Agencies, Bilateral Agreements, International Government Agencies, Local and International Businesses and Family and Private Foundations.

Session three focuses on the introduction to Grant Writing. From this session, participants are able to unpack a brief definition of grant writing, the types of grant writing, key skills for grant writers and the common challenges encountered by grant writers. The types of grants include projects grants, operation grants, endowment grants or seed sowing and these different types of grants are funded by Government Agencies, Family or Private Foundations and Corporations. The key skills that make a good grant writer are writing skills, research skills and analytical skills. Some common challenges in Grant Writing were also presented to the participants and these challenges include the competitive nature of securing grants and aligning projects perfectly with the funders mission and guidelines and these are also a few of many reasons why project proposals fail.

Session four dwells on Researching Grant Opportunities. This session allows participants to have a fair understanding of how to identify potential funders and how to analyze grant guidelines. When identifying a potential funder, the goal is not just to find any funder but to find the right funder, one whose interests and goals align closely with the project desired. Analyzing grant guidelines is where a keen eye for details becomes a grant writers' best tool for the purpose of paying special attention to application deadlines, eligibility criteria and the funders reporting criteria.

Session five directs the participants attention to the Key Components of a Grant Proposal which are the project title, project summary, problem/ need statement, project description and budget. While presentations on each of the key components are important, there are some useful tips to note before writing a proposal. These include careful reviewing of the Grants Request for Proposal (RFP) before writing the Project Summary, borrowing some terms or phrases used in the guideline and fit into the project summary and avoiding the use of jargons in project titles. Participants were also introduced to the [Climate Grant Calendar](#) Portal where they can view the different grants available, the deadlines for each grant, the budget that will be provided by the funder, the eligibility criteria of grant seekers and additional

resources. These grants are for any types of projects including marine conservation, waste management, pollution and access to safe and secure water which are some areas of concern that most of the participants have addressed as a need for their Area Councils.

Training day one ends with an overview of all the lessons uncovered during each session, a preview of day two program and also participants were given time to ask questions and provide feedback to the sessions uncovered and these questions and feedback are answered by the facilitator and greatly acknowledged by the team. It is a good indicator that participants are learning, they want to know more and they are able to reflect and share their experiences on some of the projects that are already being implemented in their Area Councils, how these projects were granted and the current status of the projects. Participants were also encouraged to look through the Grants available in the Climate Grant Calendar Portal and choose a Grant to work on during the training.



Senior Finance Officer, Mr. Humao T Sele (on behalf of the Acting Director of DoCC) giving a speech and official opening of the Malampa Province Grant Writing Training 2024

GRANT WRITING TRAINING DAY 2

Training day two commenced with participants to deliberate on what they have learnt from training day one. Then a recap of day one was provided by one of the trainers noting the available grants that participants can access, components of a project proposal for a grant, the different types of grants that are relevant to the communities in Vanuatu and the important skills required to write a Project Proposal.



Divided into groups by island - Malekula team



Pamma & Ambrym Team

Training day two sessions commenced with participants being grouped into three groups. Area Council Administrators and Climate Change Officers of Malekula are grouped into one group, Area Council Administrators and Climate Change Officers of Paama and Ambrym are grouped into one group and the PTAC members are grouped into one group. In each group, participants were given the time to identify problems in their area councils, the root causes of these problems and from these they would start creating their need statement for their project proposal. Some grant proposal forms and instructions that have been identified from the Climate Grant Calendar Portal by the trainers were shared with the participants to use if the mission and goals of the grant is aligned with their project.

Later on, during the day, the Facilitator delivered a short presentation on Budget Summary and Project Planner. This allows participants to understand the importance of updating the project's budget summary for reporting purposes back to the funder. The project planner is equally important as it keeps track of all the planned activities, their starting and completion date, their completion status, the duration of the activity and so on. Blank budget summary and project planner templates have also been shared to the participants to start drafting out their budget narratives.

The rest of training day two, the participants were allowed to discuss in their respective groups and complete drafting their need statements and start working on their budget narratives. The Facilitator assisted them throughout the day in answering questions and confusions and reading through what the participants have prepared for their need statements.

Training day two ends with a review of lessons learnt, answering additional questions from the participants and providing a preview of training day three program.



Malampa Province PTAC Team & DOCC Senior Communications Officer, Mrs. Olivia William

GRANT WRITING TRAINING DAY 3

Training day three commenced with a recap of lessons learnt in day one and day two of the training. The importance of aligning a project proposal to the mission and goals of a grant was emphasized as well as the importance of writing down a project's budget narrative that is well detailed for the funder to have an understanding of how the money funded will be used.

After the recap, a presentation was delivered by the Facilitator on the Key Elements of a Project Proposal. These key elements presented are Project Summary, Need/ Problem Statement, Goals and Objectives/ Theory of Change, Links to Policy/ Government Policy, Management/ Implementation Plan, Monitoring and Evaluation Plan, Key personnel and the Sustainability of the Project. The three main key elements that the facilitator elaborate more on were the Problem/ Need Statement, Goals and Objectives and Links to Policy/ Government Policy. The need statement, which is also known as the Project Summary or Project Description should read like a human-interest story that shows the grant reviewer a behind-the-scenes picture of a catastrophe, imparting immediate tragedy but also hope for the future. The Goals of the project speak to the purpose of the project and there should only be a maximum of 3 goals. The Objectives of the project should be measurable leading to the accomplishment of the goal and should be limited to three to five objectives. Participants should also ensure that they link their project proposals to National and International Policies to consolidate their proposals. A total of 41 Vanuatu Sector Policies have been downloaded by the trainers and distributed to the participants on thumb drives for their reference.

The participants were then allowed to continue working in their groups drafting their project proposals for the rest of the afternoon. They were also assisted by the Facilitator with revising their proposals and providing feedback to improve their proposals. Training day three ended with a preview of training day four program and feedback from the participant on day three presentation and group discussions.

GRANT WRITING TRAINING DAY 4

Training day four commenced with a recap of training day one to three noting the significance of aligning project proposals to the mission and goals of the grant and emphasizing on carefully following instructions on the guidelines and template provided by the funder.

Following the recap, an open discussion was conducted with the participants on the enabling mechanisms that can help them when submitting their project proposals. Most grant funders fund projects to Non- Government Organizations (NGOs) and Community Based Organizations (CBOs) so participants will have to start a community-based organization in their Area Councils or use an existing community-based organization as the implementing entity of the project. If the participants do not have an existing community-based organization in their area councils, they will have to consult with their respective community leaders and members in their respective area councils and create a CBO, create a constitution for their CBO and have their CBO registered under the Vanuatu Financial Services Commission before creating a bank account under their CBOs name. The Santo Sunset Environment Network Constitution was used as an example of a community-based organization where participants can use it as reference when creating constitutions for their community-based organizations.

In the afternoon’s session, the participants were given time to briefly present on what they have prepared during the week for their proposal. They were to state which Grant they were applying for, the issue or problem they wanted to address in their Area Councils, state why the problem must be addressed, target population or beneficiaries, the time frame and their total budget. The presentations from each group are summarized in the table below.

Group	Grant Name/ Funder	Issue/ Problem to be addressed	Why must the problem be addressed?	Target population/ beneficiaries	Project Time Frame	Total Est. Budget
PTAC Members	Call for Project proposal (French Embassy)	Lakatoro Market House space. Help the MPG to extend the right wing of the Lakatoro Market House	To provide enough space for market vendors. Increase food security. Encourage healthy eating lifestyle	Market vendors, all families in Lakatoro and nearby areas, tourists or visitors		4.5 - 5 Million Vatu
Ambrym & Paama Area Councils	GEF Small Grant Project	Lack of access to safe and secure drinking water in Paama and Ambrym	Only few communities have access to safe drinking water Help farmers (seedling nurseries) Shortage of water due to minimum rainfall each year Both islands have no rivers	2780 Households in total on the Island of Paama and Ambry,		5 Million Vatu

Malekula (1)	OCEAN Grants Programme	Coastal Pollution	Rubbish ends up in bays and lead to coastal pollution and reduction in marine resources	Communities of South West Malekula to practice waste management and protect marine resources and coastal areas of both South West Bays of Malekula		2.4 Million Vatu
Malekula (2)	OCEAN Grants Programme	Overharvesting of Marine resources	Depletion of marine resources, marine resources not given enough time to rejuvenate	All villagers in the North West Area Council of Malekula		4 - 4.5 Million Vatu
Malekula (3)	Call for Project proposal (French Embassy)	Lack of proximate access to Health Centers	There are 11 Villages in the North East part of Malekula and only 4 villagers have Health Centers. The nearest health center is too far from a village Poor road conditions to travel long distance with sick patients which increases death rates in the villages			

One participant from each group briefly presented on what they have prepared. Malekula has three proposals with respect to the three Area Councils they represent. From the presentations summarized in table above, one can depict that it is a working progress and it was greatly acknowledged by the team that the participants are enthusiastic in writing and submitting the proposals that they have prepared. After each one has presented, feedback was provided by the facilitator to help improve each proposal. Attention was also drawn acknowledging the limited capacity (writing skills) of the participants and recommendations were proposed by the facilitator to make use of the resources on Grant Calendar and impeded Technical Advisers within their community's example Peace Corps Volunteers.



North East AA G. Mulonturala introduced his area council plan

Following the brief presentation made by the participants, the Facilitator delivered a presentation on Budget writing. There are two main categories in budget and these are direct and indirect costs. Direct costs are specific costs identified with the project or costs that can be directly assigned to the activities while indirect costs are costs incurred for common or joined activities that cannot be identified readily and specifically with a particular project. This presentation aims to guide the participants when writing their budget narrative and to be distinct when identifying direct and indirect costs in their budget narratives.

Training day four closed off with participants finishing off their proposals which are being checked by the Facilitator and also answering questions raised by the participants.



Facilitator assisting Malekula North East Area Administrator Gero Mulonturala and his support officer Ms. Sandra Yorley

GRANT WRITING TRAINING DAY 5

On training day 5, participants filled out the evaluation forms that were distributed. Grant Writing Certificates were presented to all the participants who attended the training. The Senior Communications Officer to the Department of Climate Change, Mrs. Olivia Finau William expressed the Department of Climate Change's appreciation towards the participants for attending the training and officially closed the Malampa Province Grant Writing Training.



Participants completing the 4 days of workshop on Grant writing project proposals

FINANCE

MALAMPA GRANT WRITING 2024 FINANCIAL REPORT

A) DoCC NPP budget spend

SMALL ISLAND AWARENESS FINANCIAL REPORT

The below table shows the payment made by the NPP small island funds. There were 2 majors events implemented using this NPP small island funds.

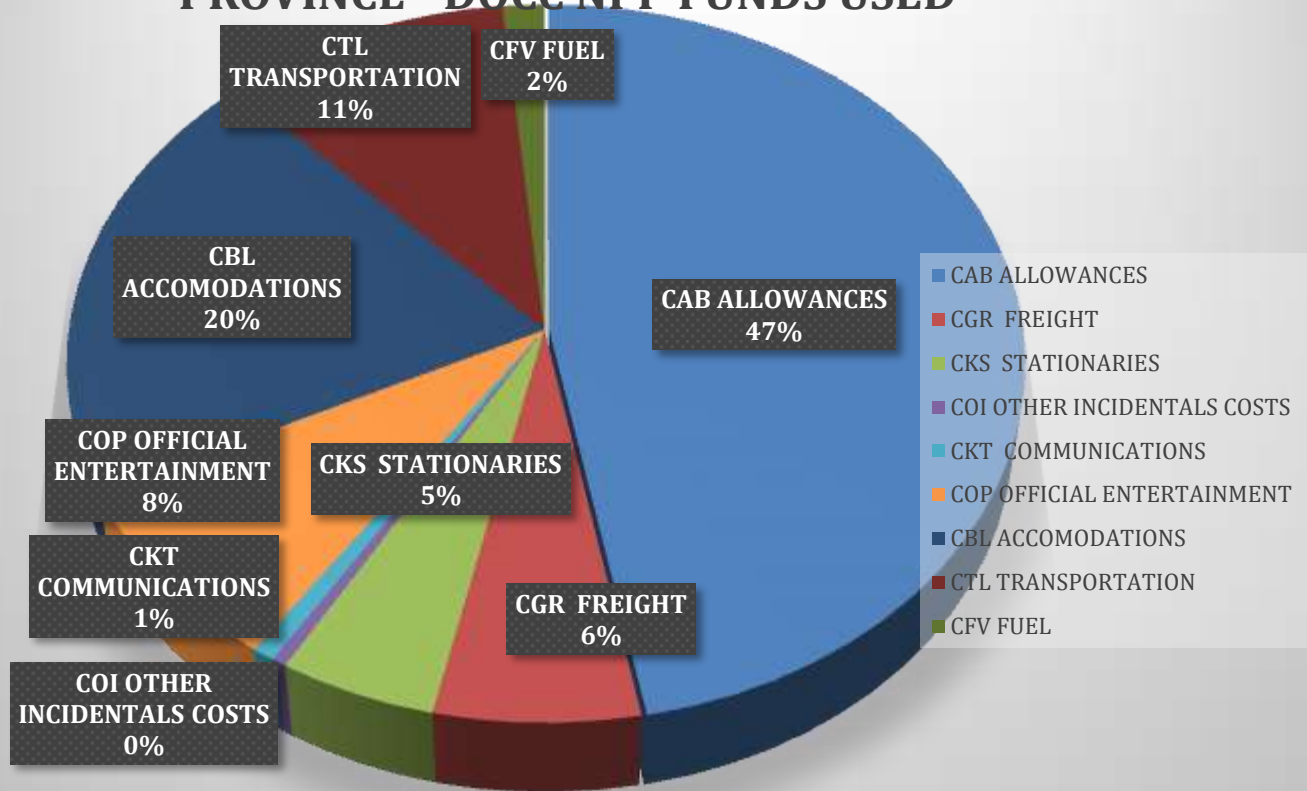
- The scooping exercise for symposium activity
- The Grand writing for Malampa Province.

SS ACCOUNTING CODES	DESCRIPTIONS	GRAND WRITING AMOUNT	SCOOPING	TOTAL
CAB	ALLOWANCES	799,000	317,000	1,116,000
CGR	FREIGHT	108,800	2,996	111,796
CKS	STATIONARIES	83,445		83,445
COI	OTHER INCIDENTALS COSTS	7,707	9,172	16,879
CKT	COMMUNICATIONS	12,100	59,866	71,966
COP	OFFICIAL INTERTAINMENT	140,180	86,927	227,107
CBL	ACCOMODATIONS	341,200	101,300	442,500
CTL	TRANSPORTATIONS	180,500	503,210	683,710
CFV	FUEL	26,200	8,000	34,200
CKR	PRINTING		44,075	44,075
CIF	HIRE FACILITY		50,000	50,000
CIE	HIRE EQUIPMENT		15,000	15,000
CKD	ADVERTISING		69,000	69,000
CMG	GENERAL MATERIAL		57,960	57,960
	TOTAL	1,699,132	1,324,506	3,023,638

The total NPP small island funds used was VUV 3,023,638. The NPP small island funds was budgeted under the Co Center of Operational budget which is 98AA/MGHA.

This means that the left-over balance of VUV 1,976,362 was used to support Dpt operational budget.

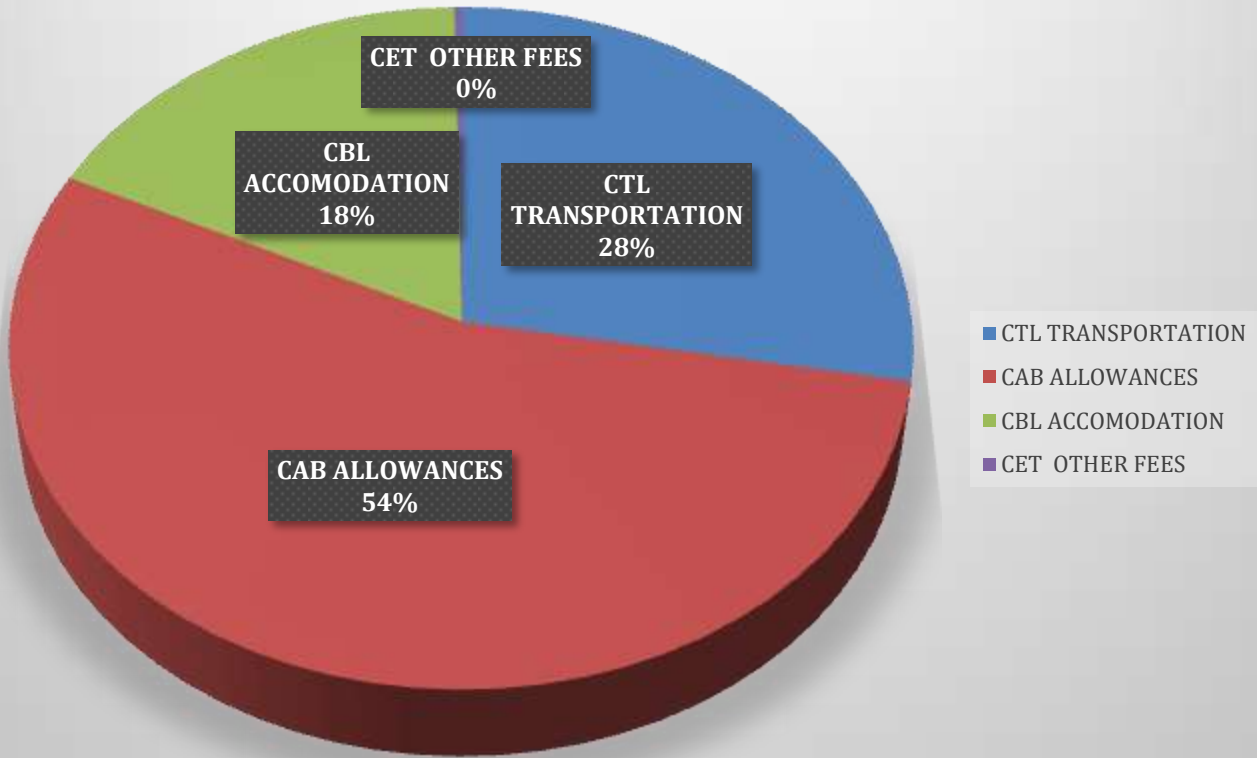
GRANT WRITTING TRAINING MALAMPA PROVINCE - DOCC NPP FUNDS USED



A) DLA Budget Spend

SS ACCOUNTING CODES	DESCRIPTIONS	AMOUNT
CTL	TRANSPORTATION	200,000
CAB	ALLOWANCES	392,000
CBL	ACCOMODATION	126,000
CET	OTHER FEES	2,000
	TOTAL	720,000

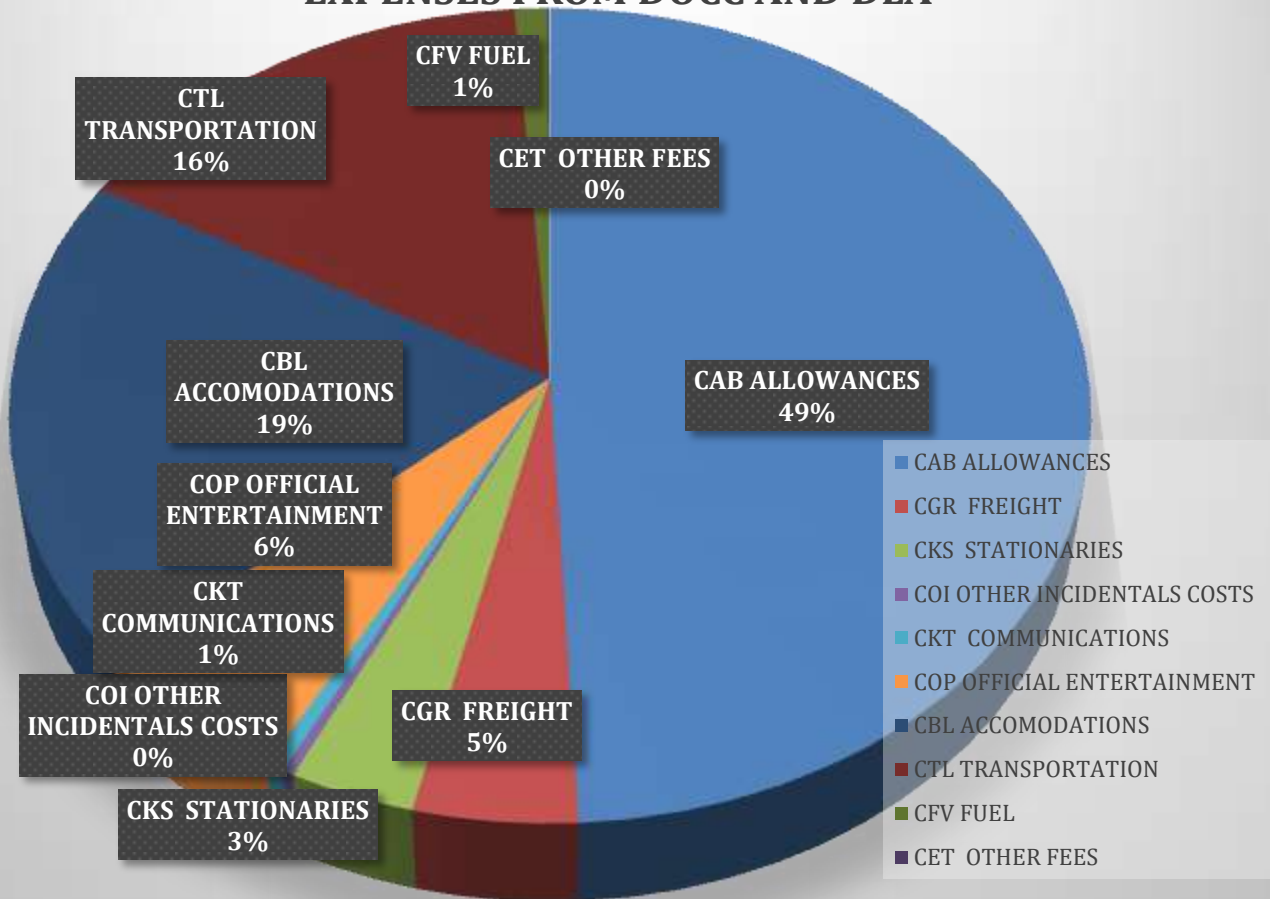
GRANT WRITTING MALAMPA PROVICE - DLA FUNDS USED



A) Consolidate Expenses DoCC and DLA

SS ACCOUNTING CODES	DESCRIPTIONS	AMOUNT
CAB	ALLOWANCES	1,191,000
CGR	FREIGHT	108,800
CKS	STATIONARIES	83,445
COI	OTHER INCIDENTALS COSTS	7,707
CKT	COMMUNICATIONS	12,100
COP	OFFICIAL ENTERTAINMENT	140,180
CBL	ACCOMODATIONS	467,200
CTL	TRANSPORTATION	380,500
CFV	FUEL	26,200
CET	OTHER FEES	2,000
	TOTAL	2,419,132

GRANT WRITTING MALAMPA PROVINCE CONSOLIDATE EXPENSES FROM DOCC AND DLA



FEEDBACKS/ EVALUATION

The participants appreciated the content of the training which captures the reality of what the Grant Writing Concept Note would look like. The training also noted some language barriers since most participants are francophone and all presentation slides and grant templates are in English but this was later deciphered by the Facilitator for the participants to comprehend.

There are eight themes in total that the Evaluation form encompasses and these are summarized into bar graphs for greater clarity. The eight themes include Understanding Climate Finance, Introduction to Grant Writing, Researching Grant Opportunities, developing a project proposal, Budget and Budget Justification, Monitoring and Evaluation, Institutional Mechanisms and Program and Presentation. There was a total of 23 participants all together and only 20 participants attempted to fill out the evaluation forms as some had to leave early for family commitments and catch a transport early back to their respective homes.

To summarize the feedback provided by the participants, the participants acknowledged the presentations that the Facilitator delivered. Some things are new to the participants and others are familiar, however, the presentations, activities and group works have strengthened the participants' understanding and knowledge and have boosted their confidence to write future climate change project proposals with the tools and skills that they were introduced to during the training.

The participants showed their enthusiasm during the training by asking a lot of questions to shed light on some confusion they may have and requested assistance from the Facilitator when they encountered a difficulty when drafting out their project proposals for their respective Area Councils. The participants are looking forward to completing their project proposals and submitting them before the deadline as one of the grants that they are preparing their proposals for is due on the 15th of August 2024.

Although the English language is a barrier as most of the participants are Francophone, they are determined in completing the proposals and submitting them. One of the participants exploited a linguistic researcher in their Area Council to review his proposal before submitting and this shows how enthusiastic they are in writing their proposals and how eager they want their projects to be approved and funded.

The participants also provided few recommendations for future Grant Writing Trainings and these recommendations are summarized below:

- ❖ The training was very informative and has helped strengthen their capacity, knowledge and understanding of the concepts of grant writing and has boosted their confidence in writing future climate change project proposals
- ❖ Training should run for 2 weeks to cover all aspects of Grant Writing and to be assisted with the writing of proposals.
- ❖ Use other ways of presenting such as role plays or video presentations rather than just PowerPoint presentations.
- ❖ Should do more presentations on Budgeting, Monitoring and Evaluation of the Projects and elaborate more on the components of Grant Writing
- ❖ Improve Practical Application of grant writing skills through hands-on project development exercise and proposal drafting
- ❖ Need to do more practical on project proposals before shared into groups to work on their own Project Proposals.
- ❖ Need someone to check proposals before submitting
- ❖ Overall, the participants were very appreciative of the training provided.

The summary of data collected from the Evaluation forms that were completed by the participants can be viewed in the Annex 7 of the Appendix.

North Ambrym Field Climate Change Symposium Scoping

Prepared by: Henry Kramuel, Department of Climate Change (DoCC)

Introduction

In July, I conducted a four-day Climate Change Symposium field scoping mission to North Ambrym Island. The primary aim was to engage with local leaders and community members to prepare for the upcoming Climate Change Symposium scheduled for October 2024. The mission focused on understanding the community's needs, discussing potential support activities, and raising awareness about climate change impacts.

Mission Objectives

- The main objectives of the mission were to:
- Meet with the Area Administrator to introduce the upcoming Climate Change Symposium.
- Discuss the needs of the community facing the impacts of climate change.
- Identify activities to be implemented during the symposium to support the community.
- Gain assistance from the Area Administrator in mobilizing community leadership.
- Identify potential activities relevant to the community and schools.
- Meet with community leaders to raise awareness about climate change impacts and provide solutions.

Mission Activities

Day 1: Initial Engagement and Introduction

- Arrived at North Ambrym Island and met with the Area Administrator.
- Introduced the Climate Change Symposium scheduled for October 2024 and discussed its objectives and potential benefits for the community.

Day 2: Community Needs Assessment

- Visited various communities to engage with residents and gather insights into their experiences and challenges related to climate change.
- Conducted discussions to identify the specific needs of the community, focusing on the most vulnerable groups.

Day 3: Identifying Support Activities

- Collaborated with the Area Administrator to explore potential activities that could be implemented during the symposium to support the community.
- Identified relevant activities for schools and other community institutions to enhance climate resilience.

Day 4: Awareness and Solutions

- Met with community leaders to increase awareness about the impacts of climate change and discuss practical solutions.
- Conduct awareness to schools in Nebul village on CC awareness and CCS
- Shared information on effective adaptation and mitigation strategies tailored to the local context.

Key Findings

- Community Needs: The community expressed a strong need for capacity-building initiatives, resources to improve agricultural practices, and infrastructure to protect against climate-related impacts.
- Potential Activities: Identified activities include workshops on sustainable tree planting techniques, and educational programs for schools on climate change.
- Mobilization: Gained support from the Area Administrator to help mobilize community leaders and ensure active participation in the symposium.

Conclusion:

The field scoping mission to North Ambrym Island was instrumental in setting the stage for a successful Climate Change Symposium. The insights gathered will inform the planning of targeted activities to address the community's needs and enhance their resilience to climate change. The mission also fostered valuable connections with local leaders and community members, ensuring their involvement and support for future initiatives.

Scoping approved activities.

Hazard	Activity description	Objectives	Resource Required
Coastal Erosion	Coastal tree Planting (trees ,Vetiver grass)	Coastal Protection ,biodiversity conservation, climate change mitigation water quality improvement, economic development and recreational opportunities	Seedlings Transport Cash
Cyclone	CC School Awareness	Promote sustainable Practices, raise Awareness	Dccc,Hand Book Dccc Flip chart Posters Feather Banner Video projector Generator /cable
landslide	Sport Competition (knockout tournament)	to enhance engagement, education ,behavior change community building ,inspiration, sustainability advocacy and policy influence, making it a valuable strategy for raising awareness and mobilizing action on climate change	seal/trophy Cash Prizes in kind
	Clean Up Campaign	improve environmental quality ,encourage community involvement	Garbage Bag ,Gloves ,Halter T-shirts
	Smart resilience Agri	Resilience and adaptation: value products contribute to climate change and adaptation	ingredients

APPENDIX

Annex 1: Training Program

**Grant Writing Workshop
Malampa Province
Concept note and program.**

This training is intentionally targeting smaller civil society organisations including local government councils that are applying for grants of up to MVT 30,000,000. It is designed to support unregistered or smaller registered organisations and or councils better understand what development partners are looking for as part of proposals. It will also cover the expected financial and technical monitoring and reporting systems that organisations need to have in place to meet the requirements for accessing grant finance.

Target Audience:

- Local government council – Area Administrators and C.Os
- Civil society organisations involved in community development, natural resource management, climate resilience, traditional knowledge preservation and revival
- Individuals interested in learning how to write compelling project proposals
- Those seeking funding for projects (grants, internal funding, etc.)

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.

DAY 1 15/07/2024				
Time	Activity	Person Responsible	Objectives	Comments/ Materials Needed
8:30am	Registration	Jessica P Takani	Registration of Participants	Registration Form
9:00am	Welcome Remarks	Olivia Tinas Wilken		
	Closing Remarks	Herman Toman Sale	Official Opening of the Malampa Province Grant Writing Training	

9:30am	Introduction and Introductions	Olivia Tinas Wilken	Orientation, housekeeping and getting to know each other	
10:00am	What is Climate Finance?	George Kanan	Define Climate Finance and explain the architecture of Climate Finance in the Pacific. Highlight the national defined climate finance and small grant initiatives	Presentation Slides
MORNING TEA BREAK				
11:00am	Small Grant Reflections	George Kanan	To highlight common elements, and common reasons why grant proposals fail	Presentation Slides 3-11
	Available Funding and Funding Agencies	George Kanan	To highlight the importance of ensuring the right skills and track to have access to funding and to identify the different funding agencies that funders can be sourced from.	Presentation Slides
11:30am	Introduction to Grant Writing	George Kanan	What is Grant Writing? Types of Grant Writing, Key Skills for Grant Writing, Common Challenges in Grant Writing	Presentation Slides
	Researching Grant Opportunities	George Kanan	Identifying Potential Funders, Studying Grant Guidelines, Building a Custom Database	Presentation Slides
			Drafting the Proposal (Summary, Title, Need Statement)	
LUNCH				
1:30pm	Project Title & Summary	George Kanan	Participants understand the importance and significance of a good title and project	Presentation Slides

	Investigating Structural Elements of a Proposal		summary. Participants identify available and suitable goals in the Climate Grant Calendar	
	Need or Problem Statement	George Kanan	Participants understand the importance and significance of project need or problem statement	Presentation Slides, Examples of Need Statement, Goals and Objectives and Project Methodology Handouts
AFTERNOON TEA BREAK				
3:30pm	Word Game	George Kanan	Quick Review of Training Day 1 Lessons & Activities. Participants to reflect on some projects that are being implemented in some Area Councils and how these projects were initiated. Questions/Comments from Participants.	Day 1 Programs
5:00pm	Wrap Up	Olivia Tinas Wilken	Recap of Training Day 1 Lessons	
5:30pm	Closing Prayer	Volunteer		
DAY 2 16/07/24				
8:30am	Registration	Jessica P Takani	Day 2 Participant Registration	Registration Form
	Closing Prayer	Volunteer		

8:30am	After Action Review	Olivia Tinas Wilken	Participants in each group to provide insights of lessons learnt from Day 1 Training	
9:00am	Review of Day 1 Lessons	Olivia Tinas Wilken	What is Grant Writing? Climate Finance Landscape, Available Goals, Climate Grant Calendar, Types of Grant Relevant to the Community	
9:30am	Practical Exercise on Conducting a Need Statement		Participants to identify priorities in the Area Councils, identify Need causes of those priorities, Create a Need Statement for Proposal	Group participants into 3 Groups (1) Pines & Auki area, (2) Molekule, (3) PTAC Molekule
MORNING TEA BREAK				
11:00am	Climate Grant Calendar Portal	George Kanan	Service response introduced to Participants	
LUNCH				
1:00pm	Breakout into groups		Continue writing or Need Statement for Project Proposal	
AFTERNOON TEA BREAK				

4:00pm	Budget	George Kanan	Budget Summary and Project Planner	Presentation Slides, Budget Summary Template and Budget Project Planner Template shared with Participants
4:30pm	Wrap Up	George Kanan	Review of Training Day 2 Lessons & Review of Training Day 3 Lessons and Activities	
5:00pm	Closing Prayer	Volunteer		
DAY 3 17/07/2024				
8:30am	Registration	Jessica P Takani	Day 3 Registration	Registration Form
9:00am	Review of Training Day 2 lessons	George Kanan		
9:30am	Key Elements of Project Proposal	George Kanan	Project Summary, Need/Problem Statement, Goals & Objectives, Links to Policy/ Government Priority, Management & Implementation Plan, Monitoring & Evaluation, Budget & Budget Justification	Presentation Slides
10:00am	Breakout into Groups		Participants continue working on Need Statement, Goals & Objectives, Budget Justification	
MORNING TEA BREAK				

11:30am	Breakout into Groups		Participants continue working on Project Proposal
12:30pm	LUNCH		
1:00pm	Breakout into Groups		Participants continue working on Project Proposal
4:45pm	Closing Prayer	Witnesses	
DAY 4 26/07/2024			
8:30am	Registration	Justina F. Tukalo	Training Day 4 Participant Registration - Registration Form
9:00am	Opening Remarks/Welcome Open Discussion	George Kutan	
10:20am	FORMAL TEA BREAK		
11:30am	Breakout into Groups		Participants continue working on Project Proposal
12:00pm	LUNCH		

1:00pm	Group Presentations of Division 1/2/3 Proposal	Participants	Participants to sit next to their group what they have prepared for their Project Proposal (Which Grant they are applying for, What Problems they want to address, Beneficiaries/ population affected, Troubleshooting, Total Budget Requirements)
2:45pm	Workshop Budgets	George Kutan	Presentations and Working Budgets (Direct and Indirect Costs)
3:00pm	AFTERNOON TEA BREAK		
3:30pm	Breakout into Groups		Participants continue working on Project Proposal
4:45pm	Closing Prayer	Witnesses	
DAY 5 28/07/2024			
8:30am	Breakout into Groups		Finalizing Project Proposals - Build Groups with questions and check project proposals
12:00pm	Presentations of Candidates for Participants	George Kutan, Olivia Fatao Williams, Justina F. Tukalo	Presentations of certificates and Group Photo
Closing Remarks	Olivia Fatao Williams	Closing Remarks and Official Closing of Malampa Process-Grant Writing Training	

Annex 2: Training Presentations

1. Climate Finance Landscape

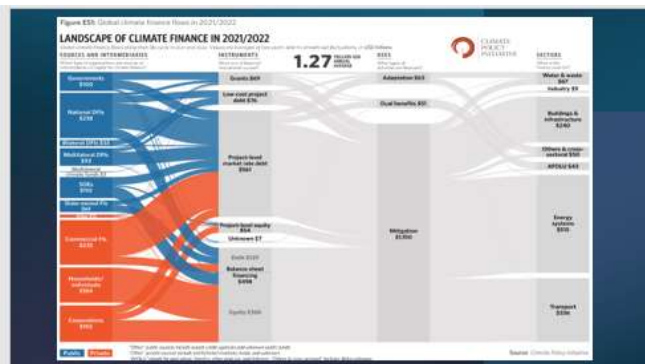


Figure 10: First recipients of climate finance to Pacific Island countries, 2010-2014 (figures are in million US\$)

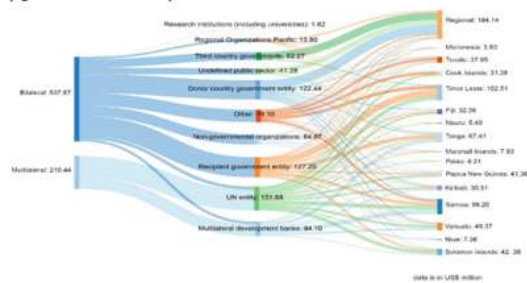


Figure ES-1: Summary of climate finance in the Pacific, 2010-2014 (committed amounts, in million US\$)



Figure A15: Sources of finance, sectoral distribution and policy objectives, Vanuatu (million US\$)

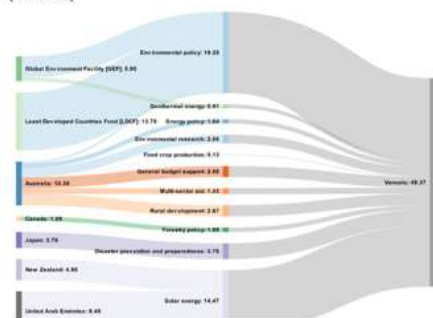
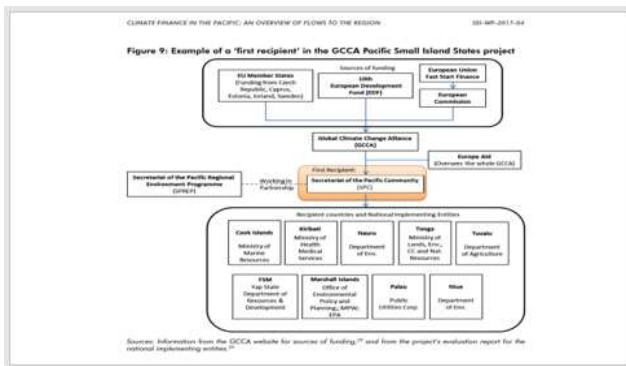


Table A15: Climate finance commitments to Vanuatu, 2010-2014 (million US\$)

Source	Project/intervention title	Sector	Amount
Australia	Understanding the responses of two and oceans to climate change	Food crop production	0.05
Australia	Power Sector	General budget support	2.58
Australia	Community-based Climate Change Action Grants	Multi-sector aid	1.43
Australia	Land Program Procurement Management	Rural development	0.90
Australia	Power Sector	Rural development	3.67
Canada	Support to the Forest Carbon Partnership Facility Readiness Fund / Appui au Fonds de préparation du Fonds de partenariat pour le carbone forestier	Forestry policy & administrative management	1.09
Least Developed Countries Fund (LDCF)	Adaptation to Climate Change in the Coastal Zone in Vanuatu	Environmental policy	8.28
LDCF	Climate Proofing Development in the Pacific	Environmental policy	5.75
Global Environment Facility (GEF)	IFDR: Integrated Sustainable Land and Coastal Management	Environmental policy	4.74
GEF	Coastal Power and Electricity Sector Development Project	Geothermal energy	0.91
Japan	The Project for Improvement of Equipment for Disaster Risk Management	Disaster prevention and preparedness	3.74
Japan	TC aggregated activities	Energy generation, renewable sources - multiple technologies	0.00



2. Common Proposal Elements

Not really, every grant has very similar components you can expect in advance

While each funding agency has specific guidelines and instructions for preparing a proposal, most will contain common elements, including:

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

7

Common Elements

Disclaimer

3 Simple Steps

- Read the application instructions carefully
- Read the application instructions carefully
- Don't forget ...
... read the application instructions carefully

8

Before you start...

Always :

- Read the application instructions carefully
- Never begin your proposal without **knowing exactly what it required.**
- Prepare a checklist of things you need to do to appropriately complete the grant
- Use the format provided

9

Some questions to ask yourself!

- **Who is your audience? Who will be reviewing your grant proposal?**
 - **Some reviewers are lazy.** They don't respond to a poorly written proposal. They don't want to hunt out the key points.
 - **Some reviewers are very busy.** They often don't have time to ferret out the key ideas.

WRITE TO YOUR AUDIENCE
STAY WITHIN PAGE/WORD LIMITS!

7

Some Common Reasons Why Proposals Fail

- **Applicant has not read or understood the agency's interests and application procedures**
- Missing information, proposal incomplete
- Proposal too long or complex to understand, not clear
- Activities not linked to a clear need/problem
- Budget or Activities not realistic
- Inclusion of non-allowable activities and expenses
- Funding Agency is not the most appropriate source of funds for the proposed project
- Applicant doesn't prove it has the experience or capacity to implement the project

8

Key Elements

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

9

Project Summary

- First thought: Carefully review the grant Solicitation or RFP prior to writing the summary.
- Brief (one page or less)
- Describe key points of the proposal
- (best to write this section after the remainder of the proposal)
- Grant reviewers are busy, do not have time to meticulously review each section of every proposal. Summary is the hook!
- A poorly written and constructed summary could lead to instant rejection

1. Begin with a concise description of the need for project services for targeted beneficiaries
2. Then the solution and key activities that will be carried out by the project are then presented (link activities to specific needs)
3. Then results or impacts of the project, including factors associated with sustaining services after the funding period.

- Final thought: Carefully review the grant Solicitation or RFP prior to writing the summary.

13

Hint for Summary....

borrow some of the language of the guidelines if it fits naturally into the summary of your proposal

14

Assignment #1

- Instructions: The object of this assignment is to write concisely and precisely, a statement of the problem and how you will propose to solve the problem.
- please write **one sentence describing the problem and one sentence describing the solution for the project you will propose. Take 5 minutes.**

15

Project Titles

- Accurately describes the content, focus, or concept of your proposal
- Understandable
- Interesting
- Avoid
 - Jargon
 - Overstatement
 - Humor
 - Being "Cute"

13

Key Elements

- Project Summary
- Need/Problem Statement**
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
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- Budget and Budget Justification

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Need/Problem Statement

- specific need the project is trying to address.
- reference the target population/beneficiary to be served
- describe the undesirable gap between the current-state and the desired future-state
- include absolute or relative measures of the problem that quantify that gap
- explain why this problem matters in context
- align the need/problem with funding priorities of the donor
- include possible causes (but not solutions)

15

Problem Statement Hints

- Do not make assumptions of the reviewers.
- Use statistics or preliminary data to support the existence of your problem or issue.
- Make a connection between the RFA, the issue or problem with your organization.
- Make a case for your project locally, not just nationally or internationally .
- Demonstrate your knowledge of the issue or problem

19

Assignment #2

- Instructions: The object of this assignment is to explain to someone far away a Vanuatu problem
- In bullet points, write:
 - **Gap between present and future**
 - **Quantify the gap**
 - **Why it matters in local context**

20

Key Elements

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change**
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

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Goals and Objectives

- Goals speak to the purpose of the project. What are 1-2 broad goals you trying to achieve?
- Objectives, on the other hand, are the 3-5 measurables leading to the accomplishment of the goal.
- Objectives should be SMART, or Specific, Measurable, Achievable, Realistic, and Time-bound.
- Note: an excess of goals and objectives can be a red flag for grant reviewers, indicating that the project is overly ambitious.

Suggestions

- Be specific- state exactly and quantifiably what you will accomplish.
- Be realistic- don't promise more than you can deliver.
 - It's always better to "under promise and over deliver" rather than the other way round
- Be logical- each objective should be a logical step toward the goal.
- At least one objective per problem; 3-4 usually; never more than 5.
- Consider MEASURABLE milestones along the way to meet the goals?

Key Elements

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority**
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
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- Budget and Budget Justification

Link to Policy / Government Priority

- Show that you are aligned with international development goals SGDs
- Alignment with major international frameworks UNFCCC, CBD etc
- NSDP
- Sector Policy/ Strategy
- *This project directly supports the implementation of the NSDP, specifically ENVIRONMENT goal*
- *ENV 5.1: Protect biodiversity and ecosystems and their significant role in our culture, society and environment*

Assignment #3

- Instructions: The object of this assignment is to get familiar with key policy documents
- In bullet points, write a list of at least 10 government policies or international frameworks you might reference in your proposal

Key Elements

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan**
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

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Management/Implementation Plan

- Aspects of management include the project's fiscal management, personnel management, records management, and coordination with other organizations and industry
- Describe major steps/activities for each objective.
- If the Solicitation or RFP requires certain activities to be performed, include!
- Make sure all activities are allowable under the grant.
- Activities should be based on research and/or best practices, not anecdotal evidence
- Describe the timing and duration of each activity

Hints

- Hint: Use major activities/objectives as headings and/or subheadings. Helps reviewers navigate and understand how your project will meet its objectives.
- Hint: Tables, charts, and figures

Gant Chart



Assignment #4

- Instructions: The object of this assignment is to get familiar with a gant chart
- Sketch out a gant chart with 2 objectives for getting ready for work in the morning, including at least 3 activities for each objective

31

Key Elements

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

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Monitoring and Evaluation

- Describes how the project will be assessed and measured.
- Donors look for a strong evaluation plan as it is the primary means by which to judge whether the money they are spending is having the desired impact.
- Clearly outline what type of data will be collected, who will collect the data, how the data will be analyzed, how the data will be disseminated, and how the data will be used (e.g., to improve project services, to identify successful/unsuccessful project activities, etc.).

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Monitoring and Evaluation

- Evaluation plans typically contain a mixture of qualitative and quantitative data.
- Qualitative data may be obtained via surveys, focus groups, interviews, and a variety of other methods, and tends to be more open-ended (e.g., what do you think about a particular service?).
- Quantitative data can be obtained from a variety of sources, such as surveys, test scores, and institutional records,

Monitoring and Evaluation

- Formative evaluation refers to any evaluation that takes place during the project.
- Summative evaluation, refers to measuring the outcomes after a project is complete. In other words, it speaks to how much improvement or development occurred in relation to the project's goals and objectives
- Donors are looking for both
- Adaptive Management of the project, learning and improving while doing
- The evaluation plan should stem directly from the goals and objectives of the project.

Hint on Evaluation...

Applicants should ask themselves what they expect to be different once the project is complete. If you are having a problem developing your evaluation process, you better take another look at your objectives. Be ready to begin evaluation as you begin your project.

Key Elements

- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

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Key Personnel

- Important to demonstrate that qualified individuals will be carrying out project activities.
- Criteria: education level and degree, years of experience, specific capacities
- If officers will be hired, often require a TORs with qualifications attached in advance
- Hint: Use coalitions and networks to ensure you have the right people on the project, they don't have to belong to your organization formally!

38

Assignment #5

- Instructions: The object of this assignment is to think about who might be a skilled partner in your program
- List out at least 5 people you might consider including as a skilled partner to pitch your program to a donor, how would the partnership for each work?

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Key Elements


- Project Summary
- Need/Problem Statement
- Goals and Objectives / Theory of Change
- Links to Policy / Government Priority
- Management/Implementation Plan
- Monitoring & Evaluation Plan
- Key Personnel
- Sustainability of Project
- Risks and Mitigation
- Gender & Vulnerable Groups
- Budget and Budget Justification

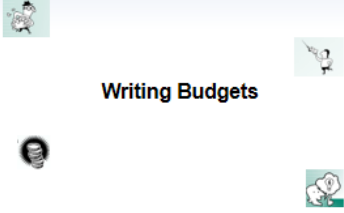
Sustainability of Project

- Donors want the project to be continued once grant funds are expended.
- Donor provides funding to create or enhance services to a specific population.
- Demonstrating sustainability includes how grant funded personnel, activities, and services will be continued after the grant period ends.
- Hint: Donor looks for the long-term winner, not a temporary investment.
- Hint: give a specific blueprint for raising the money to continue operating your programs (be creative)

Assignment #6

- Instructions: The object of this assignment is to consider ways the project might continue after the funding ends
- List out one creative strategy to keep project services/activities going without this donor's continued funding

<p>Key Elements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Summary <input type="checkbox"/> Need/Problem Statement <input type="checkbox"/> Goals and Objectives / Theory of Change <input type="checkbox"/> Links to Policy / Government Priority <input type="checkbox"/> Management/Implementation Plan <input type="checkbox"/> Monitoring & Evaluation Plan <input type="checkbox"/> Key Personnel <input type="checkbox"/> Sustainability of Project <input checked="" type="checkbox"/> Risks and Mitigation <input type="checkbox"/> Gender & Vulnerable Groups <input type="checkbox"/> Budget and Budget Justification 	<p>Project Risks and Mitigation</p> <ul style="list-style-type: none"> • The project will usually never go exactly to plan... why? • The donor knows that there will be risks and challenges, be honest • Project risk analysis allows you to identify and analyze information about the uncertainty • This extra information can be used to produce more accurate and realistic plans. 	<p>Project Risks and Mitigation</p> <ul style="list-style-type: none"> • Assumptions and Risks <ul style="list-style-type: none"> – All building materials will be available in the market before the project start – The legal framework will not change drastically in the near future – The pattern of rain will not change in the near future – Natural Hazards – Social instability – Land Dispute
43	44	45
<p>Assignment #7</p> <ul style="list-style-type: none"> • Instructions: The object of this assignment is to consider very real risks and assumptions for projects in Vanuatu • List out at least 15 risks that could affect project implementation in Vanuatu 	<p>Key Elements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Summary <input type="checkbox"/> Need/Problem Statement <input type="checkbox"/> Goals and Objectives / Theory of Change <input type="checkbox"/> Links to Policy / Government Priority <input type="checkbox"/> Management/Implementation Plan <input type="checkbox"/> Monitoring & Evaluation Plan <input type="checkbox"/> Key Personnel <input type="checkbox"/> Sustainability of Project <input type="checkbox"/> Risks and Mitigation <input checked="" type="checkbox"/> Gender & Vulnerable Groups <input type="checkbox"/> Budget and Budget Justification 	<p>Gender and Vulnerable Groups</p> <ul style="list-style-type: none"> • Most donors are looking for equity and social inclusion • Applying gender analysis is an important step for all programs • Highlight specific inclusivity tools and approaches • seek at having a balanced participation, as close as possible to 50/50, of both men and women in beneficiaries, implementation teams and among the leading roles • Explicitly question gender norms and stereotypes, rethink standards and reference models.
<p>Assignment #8</p> <ul style="list-style-type: none"> • Instructions: The object of this assignment is to consider how gender and inclusivity can be made more explicit in your program • List tools or approaches you are familiar with, relevant in Vanuatu, that you could use to ensure social inclusivity and gender lens to the program 	<p>Key Elements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Summary <input type="checkbox"/> Need/Problem Statement <input type="checkbox"/> Goals and Objectives / Theory of Change <input type="checkbox"/> Links to Policy / Government Priority <input type="checkbox"/> Management/Implementation Plan <input type="checkbox"/> Monitoring & Evaluation Plan <input type="checkbox"/> Key Personnel <input type="checkbox"/> Sustainability of Project <input type="checkbox"/> Risks and Mitigation <input checked="" type="checkbox"/> Gender & Vulnerable Groups <input type="checkbox"/> Budget and Budget Justification 	<p>Budget and Budget Justification</p> <ul style="list-style-type: none"> • Costs should be reasonable, necessary, and allowable. • carefully review the grant RFP/Solicitation!! • Identify everything you will need for project success • budget may include personnel (salary and fringe), equipment, travel, supplies, contractual, construction, training, other, and indirect costs, • Use standardized forms/templates • The budget justification is narrative; explain why each item is reasonable and necessary. • Co-financing: demonstrate the organization's commitment to the project.
49	50	51
<p>Assignment #9</p> <ul style="list-style-type: none"> • Instructions: The object of this assignment is to consider what co-finance you are able to provide • List at least 5 ways that your organization could show evidence of co-finance or in-kind contribution 	<p>Key Elements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Summary <input type="checkbox"/> Need/Problem Statement <input type="checkbox"/> Goals and Objectives / Theory of Change <input type="checkbox"/> Links to Policy / Government Priority <input type="checkbox"/> Management/Implementation Plan <input type="checkbox"/> Monitoring & Evaluation Plan <input type="checkbox"/> Key Personnel <input type="checkbox"/> Sustainability of Project <input type="checkbox"/> Risks and Mitigation <input type="checkbox"/> Gender & Vulnerable Groups <input type="checkbox"/> Budget and Budget Justification 	<div style="text-align: center;">  <p>Common Proposal Elements</p> <p>@ the VCAN Grant Writing Workshop</p> </div>



Writing Budgets

55

Writing Budgets

- The first principle of writing budgets is that you must ask for what you need to accomplish the objectives of the proposal.
- There are two main categories in budgets:
 - **Direct Costs:** specific costs identified with the project or that can be directly assigned to the activities.
 - **Indirect Costs:** costs incurred for common or joint activities that cannot be identified readily and specifically with a particular project.

56

Direct Costs

- Personnel Costs
 - Salaries/Wages
 - Fringe Benefits
- Travel
- Equipment
- Materials and Supplies
- Contracted Services
- Other Direct Costs

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Personnel Costs

- Most budgets request breakdown of personnel by position to be hired.
 - Professionals
 - Research Support
 - Graduate Assistants
 - Student Help
- **Fringe Benefits** – must include costs for fringe benefits – vacation, health insurance, liability insurance, etc.
- Fringe Benefits are usually based upon a percentage of costs allocated per position.
- Percentages will vary from type of position to type of position. 39.37% for faculty/staff; 9.11% grad asst., etc.
http://www.femas.edu/csr/Theo/bsnet_senr_03page.html

61

Travel

- Travel is usually broken down:
 - Domestic Travel
 - International Travel
- **Travel can be:**
 - Travel costs incurred to conduct the project
 - Travel costs to present results at meetings
- **Air transportation, ground transportation**
- **Must be highly justified and specific.**
 - May be limitations based upon the RFA and the type of funding – e.g. use of federal funds requires use of a country-flagged carriers.

62

Equipment

- Equipment is often referred to as “non-expendable” equipment
 - Often with cost limits – a unit value of greater than \$5,000 or more
 - A life expectancy of more than a year
 - Not consumed in the course of the operation
- Equipment must usually be directly related to the conduct of the research
- **General Purpose** equipment such as vehicles, office equipment, computers, shared-use equipment are general disallowed or must be highly justified.
- Some agencies may require you to transfer ownership of the equipment back to the agency after the study is completed

63

Materials and Supplies

- Disposable or items consumed during the life of the research: Laboratory glassware, reagents, supplies, chemicals, paper products, etc.
- Items under the “equipment” cost threshold: pipettors, tools, instruments

61

Contracted Services

- Subcontracts to other agencies or institutions
 - include personnel, other costs separate
 - Most grants require a letter of commitment and a scope of services.
- Consultants – tasks related
- Contracted Services – such as maintenance contracts for equipment, per-sample or per unit analysis – diagnostic or statistical analysis; photo analysis, GIS services, etc.

62

Other Direct Costs

- Printing/Publication / Reprint Costs
- Mailing Costs
- Advertising.
- Facility/Space/Conference Room Rent or Lease
- Animal Care/Maintenance
- Recruiting Costs
- Relocation Costs
- License / Permit Costs
- Insurance
- Equipment rental

63

Budget Narrative or Justification

Always include a breakdown of the budget. Each item listed in the budget should be justified or explained. The only exception are materials and supplies where a complete breakdown to the nearest dollar is not necessary. Every item should be explained. The RFA often indicates what level of detail is to be included.

61

Unallowable Costs

Federal funding but also check the RFA

- **General Purpose Equipment** – vehicles, office furniture, copy machines
- **Entertainment** – banquets, award ceremonies, meals, alcoholic beverages, tickets to shows or sporting events
- **Awards & Certificates of Achievements**
- **Incentives to entice participation in studies** are generally prohibited.
- **Capital Improvements** – renovations or improvements to building, land or equipment
- **Tuition Remission** – under certain grant programs are prohibited
- **Promotional items or thank you gifts; child care services** so that a person can attend a meeting or kitchen help to prepare refreshments.

62

Indirect Costs or Overhead

- Usually based upon a percentage of the direct costs, and is based upon negotiations with funding agencies. Also known as “Overhead” or “Facilities & Administration”
- Represents general costs incurred such as electricity, heating, air conditioning, expenses incurred by fiscal office for management of the project, secretarial costs, etc.
- Varies by agency, whether the funding is for research or training or done on-campus or off-campus

63

Indirect Costs

- Read the RFA carefully.
 - Agencies may stipulate that there is a **maximum award – that includes direct and indirect costs.**
 - \$100,000 total costs may break down to \$38,400 indirect costs and \$61,600 direct costs – OR
 - \$100,000 total direct costs would include \$38,400 of indirect costs for a total request of \$138,400.
- READ THE RFA CAREFULLY.
READ THE RFA CAREFULLY!!

67

Indirect Costs/Overhead Return

- Indirect Costs are collected by the Institution when awards are made.
 - Depending upon the Institution – Indirect Costs can be kept centrally or re-distributed back to the individuals who generate the indirect costs.
- At UH
- 25% of the indirect costs are used at the UH System level
 - 25% of the indirect costs are used at the UH-MD Chancellor's level
 - 50% of the indirect costs are return to the College that generated the indirect costs
- In CIARR, of its share of indirect costs
- 10% (5% of the total) is kept by CIARR administration
 - 90% (45% of the total) is returned to the unit that generated the indirect costs.

68

Cost Sharing or Matching Funds

- Mandatory Cost Sharing is required as a condition of the award. If not included – sponsor will not fund the project.
- Voluntary Cost Sharing is offered when there is no sponsor requirement. Often done to make the proposal look more "competitive."
- Cost sharing is the portion of the total project cost borne by the Institution.
- It becomes a financial obligation of the Institution when it is included in the award budget or narrative or terms and conditions.
- Funding agencies may ask for a percentage of total award; or a percentage of direct costs. Read the RFA carefully.
- Federal Agencies may ask for "non-federal matching."

69

What can be cost shared?

- Salaries of technical staff, laboratory supplies, special purpose equipment, animals and animal care costs, travel costs can be cost shared.
- Up to 22% (of the 39.4%) of fringe benefits can be cost shared.
- Third party or "in kind" cost sharing
 - Salaries and fringe benefits of technical staff
 - Volunteer services
 - Laboratory, workshop or classroom supplies provided
 - Rental value of equipment (must be fair market value)
 - Rental value of space or land (must be fair market value)
 - Travel
- Cost Sharing must be "reasonable" and "verifiable"
- Need pre-award letters of commitment and post-award accounting

Bottom Line: Don't Cost Share Unless Required to Do So!

3. Monitoring and Evaluation for Grant Writing and Project Management

Monitoring and Evaluation For Grant Writing and Project Management

What is Monitoring and Evaluation?

- **Why, Who, How, When.**
- Monitoring
- Evaluation
- Learning
- **Is Grant Writing?**
 - How will you know that you achieved your goal?
 - How will you measure your achievement?
 - How do you determine progress on your project?
 - How will you document progress on your project?
- **or Project Management?**
 - How will you organize your project?
 - What data will you collect to track your activities and accomplishments?

M & E is useful

- ▶ Planning
- ▶ Reflection
- ▶ Assessment
- ▶ Engagement
- ▶ Evidence
- ▶ Support - grants for now and future

Overview of Session

- ▶ Review key terms - definitions
- ▶ Review key terms - example
- ▶ Apply key terms, using your project and grant application

Key Monitoring and Evaluation Terms

- 1. How is the project doing?
 - 1. Monitoring
 - 2. Evaluation
 - 3. Assessment
- 2. What is the project aiming for?
 - 1. Goal
 - 2. Objectives
 - 3. Outcomes
 - 4. Theory of Change
 - 5. (Mission, Vision, Values)

Key Monitoring and Evaluation Terms

- How will you get there?
 - 1. Strategy
 - 2. Activities
 - 3. Inputs
 - 4. Outputs
- Measurement
 - 1. Indicators
 - 2. Tools
 - 3. Baseline/Validation
- What can go wrong?
 - 1. Risk analysis

Key Monitoring and Evaluation Terms

- 1. How is the project doing?
 - 1. Monitoring
 - Happens all the time
 - Who will do it? What and how will they monitor?
 - 2. Evaluation
 - Review project accomplishments against the goals
 - Visually, mid project and end of project
 - 3. Assessment
 - Actual measurement of learning or accomplishment

To carry out Monitoring, Evaluation, Assessment, we need to know:

What is the project aiming for?

- 1. Goal - Overall aim of the project, what does it want to accomplish?
- 2. Objectives - Smaller steps in the goals
- 3. Strategy - Your way of accomplishing the goal and objectives
- 4. Outcomes - the results or impact of the project, what will you have changes as a result of what you did?

Identify goals, objectives, outcomes and strategy for your project

How will you get to the Goal?

- Strategy - overall approach
- Activities - the things you will actually do as part of the strategy
- Inputs - what do you need to carry out the activities?
- Outputs - what will be the immediate results of the activities?

Identify strategy, activities, inputs and outputs for your project

Linking the pieces: Theory of Change

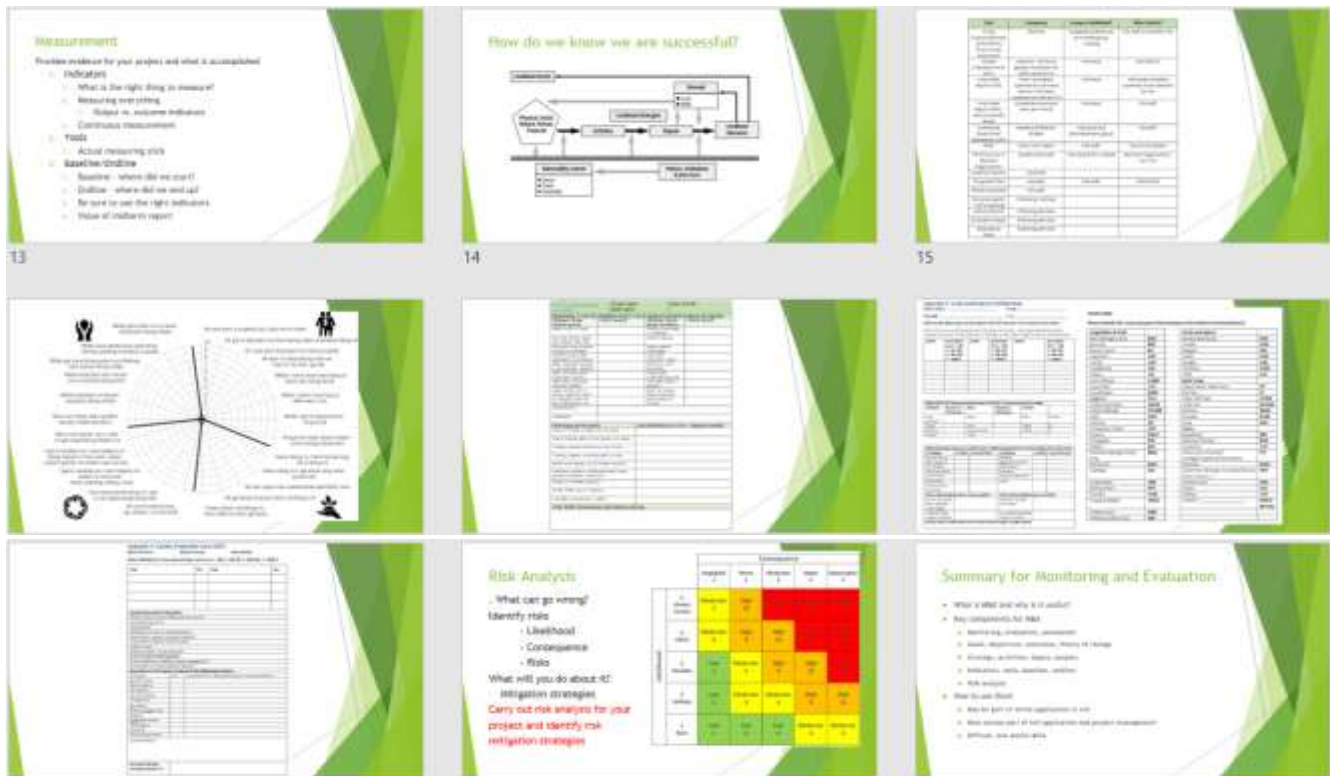
- Explanation of the change process that you think will govern the project
- Shows the thinking behind the project
- Identifies the key factors and their relationship
- What will lead to what and why?
- Example

Sustainable Livelihoods - ToC example

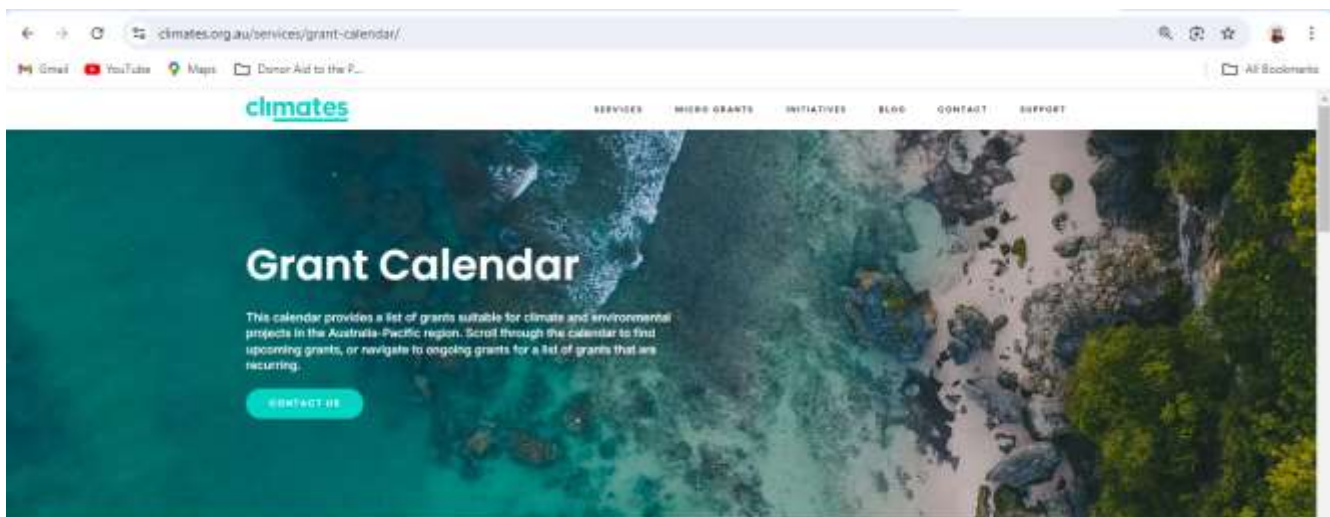
Theory of Change

- Long Term Goal
- What needs to be accomplished to reach the long term goal? (list)
- Causal linkages
- Assumptions

Develop a simple Theory of Change for your project



4. Climate Grant Calendar Portal



CALENDAR VIEW

UPCOMING GRANTS

ONGOING GRANTS

FILTERS

Grant Categories

Suitable For...

Grant Frequency

\$ 0

AUD

\$ 151,000,000

AUD

Pacific Northwest (PNW) Art Fellowship	\$10k USD	Recurring: Ongoing	VIEW	Nia Tero's Storytelling Fellowship		Recurring: Annually	VIEW
Rainforest Trust Support	250k	Recurring: Ongoing	VIEW	Conservation Fund Grant	\$2k USD	Recurring: Ongoing	VIEW
The Frontline Solidarity- Small Grants	\$3k AUD	Recurring: Ongoing	VIEW	Rockefeller Brothers Fund	\$156.5 k USD	Recurring: Ongoing	VIEW
The GEF Small Grants Programme	\$50k USD	Recurring: Ongoing	VIEW	Grassroots Community-Led grants		Recurring: Ongoing	VIEW
Purves Environmental Fund	\$50k AUD	Recurring: Ongoing	VIEW	Woka Foundation Grant	\$700k USD	Recurring: Ongoing	VIEW
Grants for Good	£5k GBP	Recurring: Ongoing	VIEW	Conservation Priority Grants	\$20k USD	Recurring: Ongoing	VIEW
AMP Foundation SPARK	\$20k AUD	Recurring: Annually	VIEW	Aurizon Community Giving Fund	\$20k AUD	Recurring: Annually	VIEW

Link to the Climate Grant Calendar Portal: <https://climates.org.au/services/grant-calendar/>

1. French Embassy: Call for Project Proposal

**REGIONAL COOPERATION CONVENTION (CCR) BETWEEN
FRANCE/NEW CALEDONIA AND VANUATU
PROGRAMME 2024**



- CALL FOR PROJECT PROPOSALS -

- **Starting date : 01/07/2024**
- **Closing date : 15/08/2024**

OBJECTIVES

The Cooperation Agreement between France/New Caledonia and Vanuatu aims to strengthen existing links between New Caledonia and Vanuatu as a result of history, geography and culture.

In this context, projects aiming at enhancing these cooperation relationships in common fields of interest can be funded.

The minimum threshold for projects that could be submitted through this call for projects is set at 10,000 € and the maximum is set at 50,000 €.

Co-financing is strongly encouraged.

Duly completed project forms along with attachments must be sent by email to one of the 3 recipients mentioned **no later than 15/08/2024**.

ELIGIBILITY CRITERIA

AREAS OF ACTION: In 2024, the areas of action selected are mainly in:

- The education sector
- The promotion of the French language
- The vocational training and capacity building
- The professional integration of young people
- the health sector
- the agriculture sector
- the civil protection/ sécurité and natural disaster management
- the media sector

2. GEF: Small Grants Program



SEVENTH OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME

PROJECT PROPOSAL TEMPLATE¹

GENERAL REQUIREMENTS

This is a standard Small Grants Programme project template for the civil society and/or community-based organizations to apply for grants. ~~The template can be adopted and customized with further details and information as needed in accordance with country needs and context.~~ All information ~~are~~ required while some sections of the template are expected to be filled with support from the National Coordinator and National Steering Committee.

The Project Proposal should be brief as possible. The Proposal should be submitted in typed form. The blue font texts in this template are guidance and explanation, and can be deleted once the proposal is prepared. Additional attachments may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

Please submit a copy of the proposal to the *National Coordinator, GEF Small Grants Programme of the country.*

PART 1: PROJECT COVER PAGE

A. GENERAL INFORMATION

Country	
Project No.	<i>For SGP Official Use as relevant. Do not write anything here</i>
Project Title ² :	
Submission date	

B. CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT

Name of organization	
Year established	

¹ This proposal template was updated in July 2021 through close consultations among SGP staff globally.

² The title must capture the essence of project and aligns to GEF focal areas

3. UK OCEAN Grant



Application Form for OCEAN - Community Grants Round 1 Financial Year (FY) 2024/25, Stage 1

Thank you for your interest in OCEAN.

This Word version of the application form is **for drafting purposes only**, and has been developed to help project partners collaborate on their applications.

Before completing this form, **we recommend you read all guidance** (including glossaries) available from [Flexi-Grant](#) or from our [website](#). Required templates can also be downloaded from [Flexi-Grant](#) or from our [website](#).

Word limits, and audio limits where applicable, must be respected and adhered to. If you do not meet these requirements, your application may be at risk of being rejected.

APPLICATIONS SUBMITTED ON THIS FORM MAY BE DEEMED INELIGIBLE. SUBMISSION MUST BE VIA FLEXI-GRANT
<https://ocean.flexigrant.com/> **BY 23:59 GMT ON 18 MARCH 2024.**

Ensure you check all content on Flexi-Grant when copy-pasting from other sources (for example, this Word file).

If you have any questions about your application or using Flexi-Grant, contact us on helpdesk@oceangrants.org.uk.

4. Blank Project Budget Template

7	Grantee Budget Category	Donor Budget	Co-Contribution	Q1	Q2	Q3	Q4	Total Project Cost
8	Salaries and Benefits	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
9	Consultancies and Professional Service	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
10	Furniture and Equipment	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
11	Supplies	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
12	Postage and Delivery	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
13	Telecommunications	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
14	Maintenance	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
15	Travel and Special Events	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
16	Bank and Insurance Fees	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0
17	Grant Total	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0	VUV 0

5. Gantt Chart Project Planner Template

3	ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
5	Activity 01	Jan	Mar	Feb	Mar	25%
6	Activity 02	1	6	1	6	100%
7	Activity 03	2	4	2	5	35%
8	Activity 04	4	8	4	6	10%
9	Activity 05	4	2	4	8	85%
10	Activity 06	4	5	4	6	85%
11	Activity 07	5	4	5	3	50%
12	Activity 08	5	5	5	5	60%

6. Community Based Organization Constitution Template

CONSTITUTION
OF THE
(NAME OF ORGANIZATION)

Date:

Executive Committee Office Bearers and Members

1. Definitions and Interpretations

1.1. In this Constitution, unless the context otherwise requires:

"Executive" or "Executive Committee" is defined in clause 4.1;

"Mission" means the mission of the Network as defined in clause 3.1;

"Purposes" means the charitable purposes of the Network as defined in clause 3.2;

"Network" means the _____, the Network formalized by this institution and any amendments or variations of it;

"Network Date" means the date this constitution is executed by the Executive;

"Network Fund" means the currency held, together with all assets and property which may be added to it and other gains or income which accrue on such currency/ property and which are received by the Network pursuant to the provisions of this constitution;

2. Declaration of Network

2.1. The Executive declare that they formalize the Network with the powers and the discretions contained or implied in this constitution.

Annex 4: Participation Lists

DAY 1 : 15/07/24



REPUBLIC OF VANUATU
 DEPARTMENT OF CLIMATE CHANGE
 Ministry of Climate Change and Natural Disasters
 Private Mail Bag 9054, Port Vila
 Telephone: (678) 22180; Email: dccc@vanuatu.gov.vu;



All correspondents directed to the Director

PARTICIPANT REGISTRATION

GRANT WRITING TRAINING

MALAMPA AREA COUNCILS 15th - 18th JULY 2024

NO	NAME	GENDER	POSITION	DEPARTMENT/ORGANIZATION	CONTACT	SIGNATURE
1	Jackson Willie	m	AA / Malampa	DLA	5343604	[Signature]
2	Martina Tias	w	AA S/E Ambrym	DLA	715358	[Signature]
3	Roger Muceny	m	AA w/Ambrym	DLA	7750455	[Signature]
4	Grace Willie Utoke	M	AA Panna	DLA	5347850	[Signature]
5	Stephen Tom	M	ACCOP S/E Ambrym	VCCRP DLA	5487740	[Signature]
6	Jacob Lmann	m	ACCOP NORTH Ambrym	VCCRP	5454889	[Signature]
7	Keri William	M	ACCOP Panna	VCCRP	5791987	[Signature]
8	Trevor Luman	m	ACC South West Malakula	VCCRP	5485519	[Signature]
9	Andrew Kery	w	W Ambrym	VICAR	2602181	[Signature]

10	Abelson Abel	M	PDO	NDMO	7610327	[Signature]
11	Jobo Deili	M	Coordinator	VCCRP	7604930	[Signature]
12	Jane Malakula	w	AA N/A	N/E	7740679	[Signature]
13	Samira Torkel	F		N/E	7690020	[Signature]
14	Damien Hopland	M	Coordinator	VSP	7725951	[Signature]
15	Terese Pitsohan	M	AA / SE	DLA	530204762057	[Signature]
16	WALTER PHILIP	AA	S/E S / Malakula	SOUTH / EAST / Area Council	5302051	[Signature]
17	Terence Tamou	M	ND West Malakula	DLA	563553	[Signature]
18	ROLLYNE LIU	F	MANAGER	DEPT OF TOURISM MALAMPA	5402121	[Signature]
19	Theresa Naitip	M	OFF	FINANCE DEPT	7720085	[Signature]
20	Jackson Husea	M	AA / WAC	DLA	7773802	[Signature]
21	Melina Lawer	M.	AS / Central	M.P.G.	7772524	[Signature]
22	Haines Dini	M	Malampa Provincial Water Manager	Dept of Water Resour	7132895	[Signature]
23	John Luman	m	AA / S / Malakula	DLA	5350749	[Signature]
24						
25						
26						

Annex 5: Pictures/ Highlights







Annex 6: Evaluation Template



PARTICIPANT EVALUATION SHEET
GRANT WRITING TRAINING
WILKINS PROVINCE 2019-2020 SELF-HELP

Your feedback is important for us to ensure we achieved the objectives of workshop and your expectations. Kindly take a few minutes to share your opinion with us so that we can enhance the outcomes of similar workshops in the future.

There are five boxes to each question, ranging from left to right as follows:

Strongly Agree

 Strongly Disagree

For each of the questions in the evaluation forms, please tick the box that fits your assessment on the five-point system.

IMPORTANT! Please respond to questions for reasons that you participated in during the training.

Understanding Climate Finance	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. I was already familiar with the Climate Finance Landscape										
2. The presentation on the Climate Finance Landscape was clear and well understood										
3. The presentation on Climate Finance Landscape has helped me understand the procedures/ processes in place to have access to the funds available in the Climate Finance Landscape										

Introduction to Grant Writing	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. I was already familiar with the Concepts of Grant Writing										
2. The presentation and training on the different concepts of Grant Writing was clear and well understood										
3. The training has helped me understand the general aspects of developing a proposal that is climate-relevant										

Researching Grant Opportunities	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. I was already familiar with researching grant opportunities										
2. The presentation and training on researching grant opportunities was clear and well understood										
3. The training has helped me understand the general components of researching grant opportunities that will help me utilize these calls for letters climate change project proposals										

Developing a Project Proposal	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. I was already familiar with developing a project proposal										
2. The presentation on the different concepts of developing a project proposal was clear and well understood										
3. Developing a project proposal during the training has strengthened my capacity and knowledge to develop future project proposals										

Budget and Budget Justification	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. I was already familiar with the concepts of Budget and Budget Justification										
2. The presentation on Budget and Budget Justification was clear and well understood										
3. The presentation has helped me strengthened my understanding and knowledge in budgeting and budget justification that will be useful for future projects										

Monitoring & Evaluation (M&E)	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. I was already familiar with the key components of M&E										
2. The presentation on M&E evaluation was clear and well understood										
3. The presentation on M&E has strengthened my knowledge in using the different M&E concepts for future projects that are climate-relevant										

Institutional Mechanism (NGOs and CSOs)	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
I was already fully aware of the institutional mechanism needed to apply for grants										
I now understand and know what to do to set up my own project development committee (or NGO) one of my own reality										
I understand the importance of properly drafting my organization constitution										
I have the capacity and skills to utilize my community based organization if I want to										

Program & Presentation	Agree					Disagree				
	1	2	3	4	5	1	2	3	4	5
1. The training program was well paced and appropriate time was allocated to the sessions										
2. The presentations were made in a clear, understandable and organized manner										
3. The content of the Training was highly relevant										
4. The training was highly engaging and interactive										
5. The quality of materials/ resources provided was excellent										
6. The learning outcomes of the Training meets my expectations										

What aspects of the training do you find most valuable?

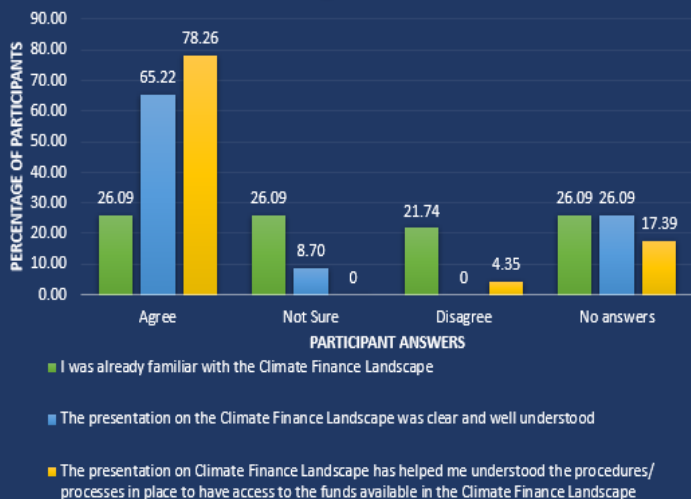
What aspects of the training do you think need improvement?

Additional Comments

Thank you for taking your time to provide your feedback. Your input is instrumental in shaping our future workshops/ training on climate change.

TANKU TUMAS

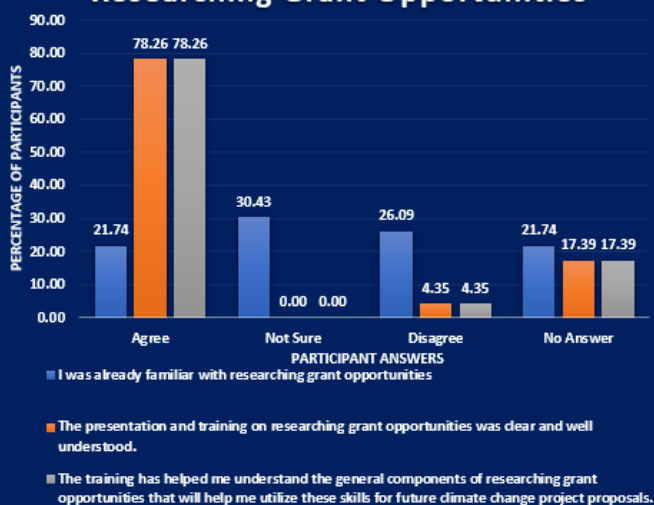
Understanding Climate Finance



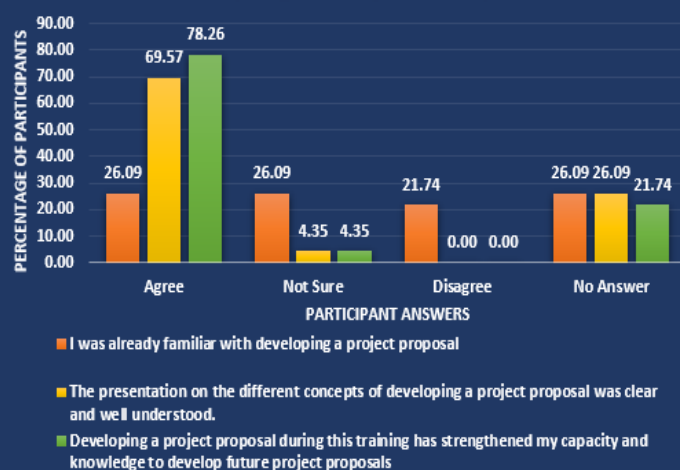
Introduction to Grant Writing



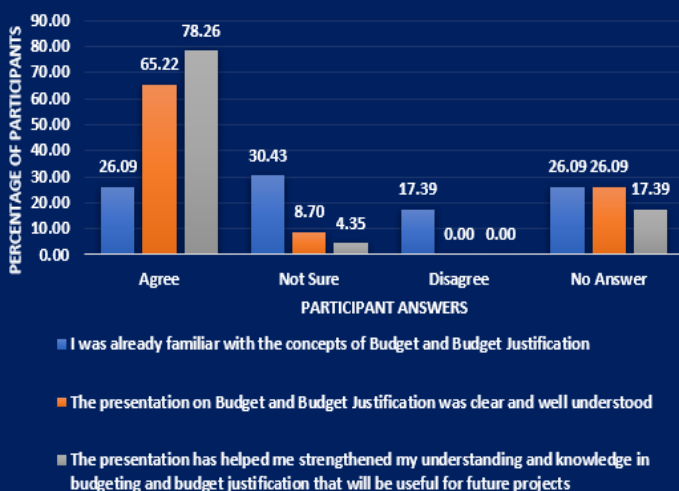
Researching Grant Opportunities



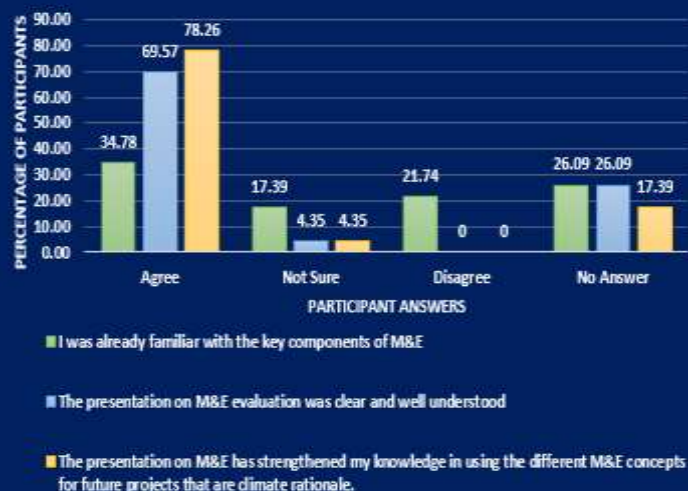
Developing a Project Proposal

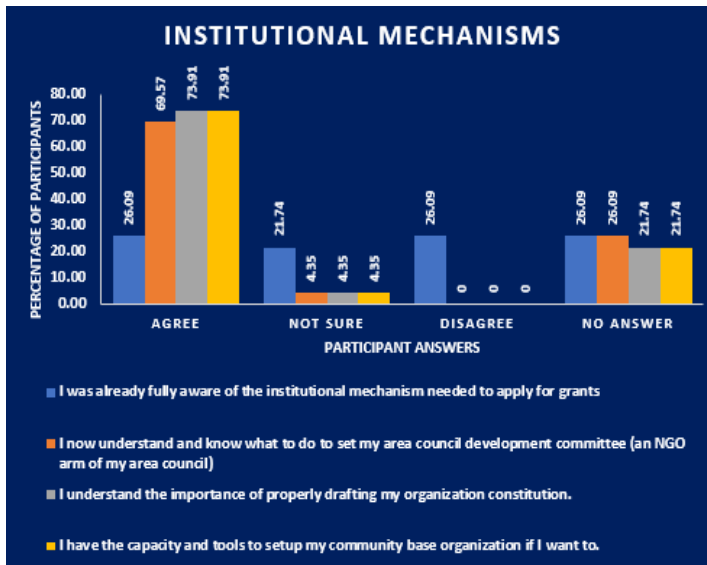


Budget and Budget Justification



Monitoring & Evaluation (M&E)





Additional Comments Section on the Evaluation Form

What Aspects of the Training do you find most valuable?	What aspects of the Training do you think need improvement?	Additional Comments
Training was well organized	More group Discussions	Appreciate effort and time presenters put into this training
The knowledge to apply for any climate change projects	Role Plays and video presentations	Appreciative of new things learnt
The writing of Mission Statement/ Need Statement	Length/ Duration of the Training	An informative training
The Purpose of the Grant	Budgeting	Everything about the Grant Writing training was well understood
The writing and housing of the Grant	In need of someone to check project proposals before submission	Excellent training
Writing Project Summary	Improve Practical Application of grant writing skills through hands-on project development exercise and proposal drafting	If we can do some real practice on the grant writing and the Facilitator and team to assess it.
Researching appropriate Funding	Training on budgeting & Budget Justification	Appreciative of the Training provided
Researching Grant Opportunities to match community needs	Training should be 2 weeks long to cover all aspects of Grant Writing as it is a very broad topic	Continue to work together in the future to share our thoughts and improvement in some areas
How to write a convincing grant project proposal	Training time (Need more time)	Enhance knowledge in Project Writing
Understanding the specific funding priorities	Presentation on Budget and monitoring of the Projects	After this training, I have the confidence to write a successful project proposal
Understanding the application requirements of different groups/ donors	Component of the Project	Capacity Building training to draft a project proposal and structure in a professional standard.
The components of grant writing proposal	Need to do a practical on a particular project proposal before shared into groups to work on our own project proposals	
Understanding how to introduce the project, identifying Impacts of the Project and implementing the Project		
The Crafting Part of the Project Proposal Was the critical part of the training along with the Climate Grand Calendar Website		
Everything was clear and interesting		
Writing an attractive project proposal for the donors		
The steps in writing the project proposal		
Project Summary and Mitigation Risks		
Developing an organization institution		
Project Title and Project Summary		
The training has helped me identify available support to address issues in the communities		





CERTIFICATE

OF COMPLETION

proudly presented to:

for completing training on

GRANT WRITING PROPOSAL


Nelson KALO
Acting Director

Key learning sessions on

- *Understanding Climate Finance*
- *Introduction to Grant Writing*
- *Researching Grant Opportunities*
- *Developing a Project Proposal*
- *Budget and Budget Justification*
- *Monitoring & Evaluation*
- *Institutional Mechanism (NGO'S and CBO'S)*