



Investing in rural people

Application form 2022

The Indigenous Peoples Assistance Facility

Focus on

Advancing indigenous peoples' conservation and sustainable management of biodiversity for adaptation and resilience to climate change

Contact information

1. Title of project:
2. Name of the indigenous or tribal peoples who will benefit from the proposed project:
3. Location of the indigenous or tribal peoples who will benefit from the project (please indicate the area of project implementation):
4. Name of the applicant organization that will receive and manage the grant (organization must be legally registered with a bank account in the organization's name):
5. Evidence of the Free, Prior and Informed Consent (FPIC) by the indigenous peoples' communities must be enclosed. Address of the representatives of the indigenous or tribal groups benefiting from the project must be indicated. Please specify here if the organization applying is different from the indigenous peoples' community who will benefit from the project, and if so inform on the relationship. Evidence of FPIC should be in written form. See IPAF Guidelines.
6. Bank account details of applicant organization (Account Name has to be in the name of the applicant organization)
Bank Name:
Bank Address:
Bank Telephone Number:
Account Holder's Name:
Account Number:
Swift Code:
7. Name and title of the person that will sign the agreement and will be responsible for the implementation of the grant:
8. Applicant organization mailing address, including district, state, province, and postal code:
9. Telephone, including country and city codes and mobile number if available:

Commented [LM1]: To add the hyperlink

10. Fax, including country and city codes:

Commented [PVKS2]: Consider eliminating this

11. Email address:

12. Country where the project will be implemented (please note that it must be an [IFAD developing Member State](#) AND that it must be the same country where the applicant organization's Headquarters is located and the project will be implemented):

Commented [LM3]: To be updated

Applicant Community/organization information

13. Please tick the correct box that applies to your organization:

- a) Indigenous Peoples' Community Based Organization
- b) Indigenous Peoples' Non-Governmental Organization
- c) Indigenous Peoples' Umbrella Organization
- d) International Indigenous Peoples' Organization
- e) Community Based Organization
- f) Non-Governmental-Organization
- g) University or College
- h) Church or Religious Organization
- i) Local government (municipality, indigenous or tribal regional, territorial autonomous district etc.)
- j) OTHER, please specify:

14. What is the mandate of the applicant Organization?

15. Please provide details of legal registration (such as issue and expiring date, registration number, government agency, mandate etc.). A copy of the certificate of registration under applicable law must to be attached to this application:

16. Please describe 3 major recent accomplishments of the applicant organization, including a description of the funding source and outcomes. Please also include name and contact details of partner organization/s involved in the implementation, if any.

17. Please specify any local, regional, national and global Indigenous Peoples' organizations and networks with which the indigenous or tribal peoples' community or the organization works and describe the relationship (please also include name and contact details of persons who you will directly coordinate/work with):

18. Please describe the structure of your organization. Kindly specify if and how indigenous women and youth are part of your organization's decision-making processes.

19. Please specify whether your organization employs any indigenous people with disabilities.

20. Please list the organization's major sources of funding (including the name/s and contact details of people with whom you directly deal or report to and who can provide reference):

21. What internal controls are in place to govern the use of funds? Kindly enumerate policies or procedures.

22. Has your organization applied to the Indigenous Peoples Assistance Facility in previous years? If so when?

Project information

23. Please provide a description summary of your proposed project.
24. Please provide information on the indigenous people's communities the project will benefit (demographic, social, cultural and governance structure, status of their land and resources)
25. Please specify how the project builds upon indigenous peoples' culture and identity, indigenous peoples' knowledge, governance systems, land and natural resources, etc.
26. How does your proposed project promote biodiversity conservation/management? Please specify the knowledge and practices of indigenous peoples' communities that will fuel the project's activities for biodiversity conservation/sustainable management.
27. How does your proposed project contribute to enhancing the resilience and adaptation to climate change of the indigenous peoples who will benefit from the project? Please specify the knowledge and practices of indigenous peoples' communities that will fuel the project's activities for resilience/adaptation to climate change.
28. Please specify how your proposed project will promote gender mainstreaming and indigenous women's empowerment.
29. Will the project promote indigenous youth empowerment? Please provide a description of who is considered young (men and women) in the indigenous peoples' community/ies that will benefit from the project.
30. Will the project encourage the inclusion of indigenous people with disabilities and their accessibility needs in project activities/implementation? If so, how?
31. What are the issues and problems that the project will address? Why are these issues critical to the indigenous peoples' community?
32. What is the objective of the project to be financed by the Indigenous Peoples Assistance Facility? Please indicate how the achievement of the objective will be measured.
33. Please enumerate and describe the activities to be funded by the grant (kindly note that the maximum project duration for projects is 36 months – 32 months for the implementation of activities and 4 months for reporting, starting from the grant agreement date). Kindly include other activities funded by other donors if applicable:
34. Please include information on the number of indigenous people expected to directly benefit from the project and indicate the approximate percentage of youth and women.
35. Please include information on the number of indigenous people expected to indirectly benefit from the project and specify the percentage of youth, women and people with disabilities.
36. Please list the people who will be responsible for implementing the proposed project, providing a brief summary of their curriculum vitae and describing their relevant skills. Kindly specify the role that indigenous members, youth and women will have in implementing the project, including in the management of financial resources.
37. Please describe any previous engagement of the applicant with the indigenous peoples' communities which will benefit from the proposed project (e.g. previous projects and activities implemented with the communities):
38. How have indigenous or tribal peoples been involved in the project design and how will they be involved in the implementation and evaluation phases? Please describe:

Commented [LM4]:

Commented [LM5R4]: Check

Commented [PVKS6R4]:
Seems ok in translations

39. What are the anticipated results of the project and how will results be measured? (Please include indicators and identify activity/ties that will be carried out for each result). Please include the project's results/activities/indicators on adaptation to climate change and biodiversity conservation. To complete this section, we recommend that you read the [IPAF Guidelines](#), where specific examples are provided.

Commented [LM7]: To add the hyperlink

40. Please describe the expected changes that will occur with the indigenous or tribal beneficiaries as a result of the project.

41. How will the project be implemented? Please describe the project implementation arrangements, including the management and coordination mechanism/structure and accessibility needs, specifying the role of indigenous women, youth and people with disabilities in project management and coordination. Kindly specify where the coordinator of the project will be located (please note that this location should be in the area in which the project will be implemented).

42. How will the implementation of the project be monitored and evaluated? Please describe the role the communities will have in monitoring and evaluating the project. Please specify the role of indigenous women and youth in project monitoring/evaluation.

43. How will the project be sustainable after the period of grant implementation? Please describe how the results and benefits realized through the project are maintained and continued after the end of the project. Please provide information on which aspects the project will be sustainable and how (e.g. political sustainability; social sustainability; institutional sustainability; economic and financial sustainability; technical sustainability; environmental sustainability; cultural sustainability). See [IPAF Guidelines](#).

Commented [LM8]: To add the hyperlink

Grant information

44. Budget must be submitted in US Dollars only. Proposed project budget requests range between US\$20,000 and US\$70,000. What is the total amount in US Dollars requested from the Indigenous Peoples Assistance Facility for the proposed project?

45. What is the amount in US Dollars contributed by the applicant organization? (Should be minimum of 20% of the amount requested from the IPAF). Please also specify if there are additional sources of funding.

46. Please provide a detailed itemized project budget in US Dollars and for a maximum period of 32 months for implementing activities and 4 months for reporting on results and expenses (administrative and personnel costs cannot exceed 20% of the amount requested from IPAF). In preparing the itemized budget, please ensure that it refers to the objective and activities described in questions 32 and 33. The total project budget includes the amount requested from IPAF plus the 20% contribution by applicant and any other contribution).

Itemized Budget

(Quantity and cost per unit)	Total Cost in U.S. \$	Amount Requested from the Indigenous Peoples Assistance Facility U.S. \$	Contribution by the grant recipient U.S. \$ (should be minimum of 20% of the requested amount)	Other funding (specify source of funding)	Year 1	Year 2	Year 3
Administrative costs							
Personnel costs							
Objective 1 (as listed in question 32)							

Activity 1.1 (as listed in question 32)							
Activity 1.2 (and so on)							
Objective 2 (if applicable)							
Activity 2.1 (and so on)							
TOTAL	U.S. \$	U.S. \$					

47. Please attach a detailed work plan. The work plan should cover a maximum period of 32 months for implementing the activities and 4 months for reporting on results and expenses, starting from the grant agreement date.

48. **Final Reporting Requirements:** (a) Work Plan Budget at the submission of the application; (b) Statement of Expenditures within 4 months of the completion date, together with a statement of assurance from the highest authority of the project/organization (template will be attached to the letter of agreement); (c) Completion Report within 4 months of the project completion date; (d) If the organization is subject to external audit, the annual external audit report. In any case the grant recipient shall maintain or cause to be maintained a financial management system including records and accounts, and prepare financial statements; (e) upon request the organization will have to provide financial reports audited by independent auditors. The organization shall retain all relevant financial records for up to 3 years after the project completion date and allow full audit access.

49. **Documents Attached:**

- a. Copy of the certificate of legal registration as a non-for-profit organization under applicable law (applications received without a copy of the legal registration will not be considered eligible);
- b. Work Plan for a maximum of 32 months for implementing activities and 4 months for reporting (three years in total).
- c. Evidence of Free, Prior and Informed consent (letter from the beneficiary community signed by the leader/s and representatives of the community) of the community/ies benefiting from the project. For non-indigenous organizations, evidence of the FPIC delegating the applicant organization to apply on their behalf and stating the free, prior, and informed consent by the communities who will benefit from the project.

Commented [PVKS9]: Doubt shall we include the cv of question 36

50. **The following documents will need to be available upon request:**

- (A) documentary evidence of the organization's financial and control capacity to receive and manage funds, under applicable law;
- (B) the latest annual audit of the organization's accounts or any other external or internal assessment of the organization's internal controls;
- (C) organization profile, financial policy, operations manual.

51. In case your proposal is not selected for financing by the IPAF, do you agree to our sharing your proposal with other donors?

YES NOT

Checklist for applicants

Before submitting this application form, please check that all the following eligibility criteria are met:

- Your proposed project is directly benefiting an indigenous peoples' community or organization.
- Your organization is legally registered as a non-for-profit organization and its headquarters is located in an [IFAD developing Member State](#).
- You are enclosing a copy of the certificate of your organization's legal registration in the country of grant implementation.
- Your organization has an established bank account in its name in a bank that accepts international transfers (details of bank account have been indicated under item 6 of the application form).
- Your organization has the financial and control capacity to receive and manage funds under applicable law, and upon request can provide a copy of the annual audit of the organization's account or any other external or internal assessment of the organization's internal controls.
- The implementing organization has gender balance and intergenerational participation in its governance body, and women, youth and, if applicable, people with disabilities participate in decision-making.
- Your organization is not implementing an IFAD grant at the time of the application.

Commented [LM10]: To be updated

-
- The proposed project budget request to the Facility range between US\$20,000 and US\$70,000.
 - The budget is in US Dollars and is itemized as indicated in item 46 of the application form. The budget for personnel and administration does not exceed 20 per cent of the amount requested from the IPAF.
 - The budget includes a match amount, to be financed by the applicant organization, that should be a minimum of 20 per cent of the amount requested from the IPAF.
 - Your application form does not exceed 20 pages.
 - Your organization is submitting only one application under the 2022 call for proposal.
 - You are enclosing a detailed work plan for a maximum period of 32 months for implementing activities and 4 months for reporting, as indicated in item 47 of the application form.
 - You are enclosing evidence of the FPIC process and consent agreement by the indigenous peoples' communities who will benefit from the project.
-