



Samoa Emissions Reduction Program (Samoa ERP)- Component 2

Issuance Date:	05 December 2024
Type of Solicitation:	Funding Proposals- Greening the Tourism Industry
Closing Date and Time:	03 February 2025
Submit Questions to:	erp@mnre.gov.ws
Submit Concept Papers to:	erp@mnre.gov.ws
Supported by:	New Zealand Ministry of Foreign Affairs and Trade
Managed and implemented by:	Ministry of Natural Resources and Environment

FUNDING PROPOSAL

Lead Organization:

Project Title:

Submission Date:

1. General Information

Organization Name	
Organization Address	
Website	
Phone Number	
Date Established	
Brief Organizational Profile and Legal Status	
Organization Size (Annual Revenue, in WST)	
Board of Trustees or Board of Directors	<i>Please list names, nationalities and positions of the Board of Trustees or similar governing body. Please insert more rows if required.</i>
Name	Contact Number and Email Address
Organization Contact Person/s	Name: Position in the organization: Email:
Name, Position, and Signature of Authorized Representative	<i>On behalf of the Applicant to this Call for Concept Papers identified above, I hereby certify that, to the best of my knowledge, this application in its entirety contains only true and current information:</i> Name: Designation: Date:

2. Project Information

Proposed Project Title	
Geographic Coverage	
Target Beneficiaries	
Proposed Partners	
Project Timeframe	
Requested Budget (WST)	
Proposed Cost Share (WST)- <i>if any</i>	

3. Technical Narrative

I. PROJECT DESCRIPTION

Project Background Instructions: Please provide a brief description of the development needs to be addressed. The description should describe the main development challenges the project seeks to address in line with priority areas of the Samoa ERP. Please also describe the situation that led to the decisions or opportunities to propose this grant project.

A. Project Background, Problem & Opportunity

Project Goal Instructions: In view of your answers to the two questions above, state the goals of your project. The goals should include how your proposed project will achieve specific outcomes within the selected priority areas of the Samoa ERP.

B. Project Goal

Integrated Development Approach Instructions: Describe how the project will address the identified problems or needs through approaches that integrate broader climate change and resiliency ambitions of the Samoan Government.

C. Integrated Development Approach

Gender Equality and Social Inclusion Instructions: Outline any steps the project will take to promote equal opportunities for beneficiaries, including groups of people considered most vulnerable or marginalized.

D. Gender Equality and Social Inclusion Focus

Sustainability Instructions: Please provide a detailed description regarding how the project will ensure project outcomes will be sustained in the long term.

Please provide detailed explanation of how the project will be financially sustainable after receiving grant support from the Samoa ERP, builds on existing activities and partnerships done by the project proponents, and long-term plans of existence and continuity. Please elaborate on project preparatory works that have been done.

IMPORTANT: Also highlight by when the project can be operationalized after receiving the grant.

E. Sustainability

II. PROPOSED ACTIVITIES

Instructions: Insert as many spaces for additional activities as needed below. Briefly describe the major activities necessary to achieve the anticipated project outcomes and impacts in the spaces below. Please provide details of what will be done, who will benefit? Who will participate? What are the beneficiaries' roles and responsibilities in delivering the project results?

III. TARGETED OUTCOMES

Instructions: List the expected outcomes of the project in the space below. The outcomes reflect the changes the project will affect or contribute to. Please describe each targeted outcome, and provide a brief description of what will constitute success of the project (what the results of the project would look like)

IV. INSTITUTIONAL CAPACITY AND PAST PERFORMANCE

Instructions: Briefly describe your organization's ability to successfully implement the proposed project and brief description of the management of the proposed project. Highlight partnerships (if any) and similar projects undertaken in the past three years.

4. Summary Budget

Instructions: The table below is a broad guidance of how this funding proposal will need to elaborate its financial plans and cash projections. The project proponent is encouraged to add as many details as possible and descriptions to clearly articulate and addresses what the selection criteria and scoring matrix is looking for. Financial plans and cash projections will also need to include the estimated amount of necessary labor/salaries, travel, capacity building expenses (i.e., training and training related expenses for the applicant), and other direct costs, such as the cost of equipment, insurance, etc.).

All amounts must be presented in WST dollars. Use the attached Excel file underneath the next table to provide detailed breakdown of outputs, activities, costs, duration, etc.

[Refer attached Workplan and Budget for Details]

ITEM	Total Amount	Annual Amount			What this will cover
		Year 1	Year 2	Year 3	Please provide as much details as possible under each of the items by adding more rows.
A. Direct Project Cost					
B. Administrative Cost					
C. Applicant's own Contributions					
D. Partners Contributions					
E. Amount Requested from Samoa ERP					
TOTAL PROJECT COST					