

Strengthening Caribbean fisherfolk to participate in governance

Fisherfolk Strengthening Fund

Call for applications

1. Project background

The Caribbean Natural Resources Institute (CANARI) is requesting applications from fisherfolk organisations in the 17 project countries under the *Strengthening Caribbean Fisherfolk to Participate in Governance* project: *Fisherfolk Strengthening Fund*. The countries involved in the project are Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and Turks and Caicos Islands. The *Fisherfolk Strengthening Fund* is a small grant facility that will be used to build the capacity of fisherfolk organisations to participate in fisheries governance and management (please see examples of possible projects below).

The project, *Strengthening Caribbean Fisherfolk to Participate in Governance*, which is funded by the European Union Europe Aid Program, is being implemented over a four year period (2013 - 2016). The goal is to *improve the contribution of the small scale fisheries sector to food security in the Caribbean through building the capacity of regional and national fisherfolk organisation networks to participate in governance*. The specific objectives are to:

1. Strengthen the regional Caribbean Network of Fisherfolk Organisations (CNFO) and its network of national fisherfolk organisations in the CARICOM countries.
2. Build capacity of regional and national networks of fisherfolk organisations and their individual members to participate in Caribbean fisheries governance and management at the national and regional levels.
3. Enhance communication within and among networks of fisherfolk organisations for exchange of information, collaboration, and development of consensus on policy for the governance of Caribbean fisheries in relation to food security.
4. Improve the effectiveness and equity of participation of fisherfolk in decision-making processes in governance of Caribbean fisheries in relation to food security.

The project is being implemented by CANARI, in partnership with the Centre for Resource Management and Environmental Studies of the University of the West Indies (UWI-CERMES), Panos

Caribbean, Caribbean Network of Fisherfolk Organisations (CNFO) and the Caribbean Regional Fisheries Mechanism (CFRM). For more information on the project please see the project [webpage](#).

2 The Fisherfolk Strengthening Fund

The *Fisherfolk Strengthening Fund* (FSF) will accept applications that request grant funds for projects on capacity building and communication for policy influence. For example, applications may include projects such as:

- a. developing a strategy and action plan for a fisherfolk organisation to improve organisational development (governance, management, financial management, human resource development, etc.) and business development
- b. convening training workshops on leadership, team building, financial management, resource mobilisation, communication, marketing or networking to strengthen the management and operation of fisherfolk organisations
- c. developing a communication and advocacy strategy and action plan for a fisherfolk organisation to promote the achievements of the organisation, and influence policy development and implementation
- d. developing and disseminating communication and advocacy products, such as brochures, dossiers and policy briefs to promote the organisation's messages and raise its profile
- e. developing and implementing a promotional campaign to attract new members and to provide orientation to potential executive members
- f. promoting the strengthening and/or formation of primary and national fisherfolk organisations
- g. developing skills and increasing knowledge of project cycle management (project identification, formulation, implementation, monitoring and evaluation, and reporting)
- h. developing skills and increasing knowledge of project proposal writing (e.g. for European Union [EU], United Nations Development Programme Global Environment Facility Small Grants Programme [UNDP GEF SGP])
- i. facilitating exchanges among fisherfolk organisations within the region to share experiences in forming and developing guidelines for the operation of fisherfolk organisations and policy influence
- j. providing training on computer literacy for members of the fisherfolk organisation to access and disseminate information on sustainable fisheries development, fishing technology, etc.
- k. purchasing of equipment to improve access to information and communication among members (e.g. computers for the organisation)

3. Eligibility and announcement

The FSF will be made available to all registered fisherfolk organisations (at the regional, national and local levels) in the 17 project countries and will be used to strengthen their capacity to participate in fisheries governance and management.

A registered fisherfolk organisation can be a fisherfolk cooperative, association or any similar non-profit entity.

If however, you are unregistered, and you are an informal grouping of fisherfolk that can provide proof of viable operations, including acceptable management and accounting procedures, for at least two years prior to your application to FSF, the application will be considered.

The call for applications is open from **September 12 to October 13, 2014**. Organisations are invited to submit proposals using the attached application form.

4. Applicant criteria

- Applicant fisherfolk organisations must be located in one of the 17 project countries (provided in **paragraph 1 of 1. Project background**).
- Applicant fisherfolk organisation must have been active for at least 2 years prior to applying for a small grant (provide minutes of regular meetings and/or annual general meetings, audit reports, active members, etc. as evidence).
- Applicant fisherfolk organisation must have a bank account with signatories and have in place the necessary management structures and accounting procedures to ensure accountability for project funds.
- Applicant must be a fisherfolk organisation. Applications from individuals will not be considered.

5. The award

- Grants can be for a **minimum of €1,000 (US\$1,342.00)** to a **maximum of €10,000 (US\$13,420.00)**
- Grants will be awarded using the criteria set out in **Section 7**.
- Any small grant project must be completed within **one year** from the signature of the small grant contract.

6. Process for granting an award

- CANARI and a panel of selected experts in coastal and marine fisheries governance and management, and project management from the region will review the proposals and provide a written response to each proposal within six weeks of the closing date.
- Unsuccessful applicants will be advised of the reasons for not being selected, as part of CANARI's commitment to capacity building.
- The schedule for disbursement of grant funds will be worked out with the grantee and will largely be determined by the approved project work plan.
- All grant payments will be issued directly to the grantee organisation by CANARI.

7. Criteria for assessment of applications

Each application will be assessed in terms of the following:

- Project will contribute to achieving the objectives of the *Strengthening Caribbean Fisherfolk to Participate in Governance* project.
- Project is addressing an important problem or need regarding strengthening the capacity of the fisherfolk organisation(s).
- Project has clearly defined objective(s) and expected results.
- Activities planned will likely produce the expected results within the proposed timeframe.

- Project budget is specific and clear.
- Applicant organisation has the capacity to successfully manage and implement the project.
- Applicant organisation has a proven track record, partnerships, and support from fisherfolk to ensure that the project will achieve results that are significant and sustainable.

8. Reporting

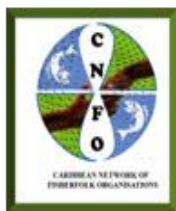
- The grantees will be required to keep in touch with CANARI by email, Skype and other appropriate means of communication on progress or challenges with implementation as far as is feasible.
- The grantees will be required to submit periodic reports and a final report as agreed between CANARI and the grantee. These reports will provide CANARI with information on the status of project activities and expenses. CANARI will provide the templates for these reports.

9. Request for project proposals

If you believe that your fisherfolk organisation meets the above criteria and would like to apply for funding, please fill out the attached project proposal form, with supporting documentation, and submit it to:

Caribbean Natural Resources Institute
Attention: Terrence Phillips
 Building 7, Unit 8
 Fernandes Industrial Centre
 Eastern Main Road, Laventille
 Trinidad and Tobago, West Indies
Email: Terrence@canari.org

If you have any questions about completing an application please contact Terrence Phillips at terrence@canari.org.



Strengthening Caribbean fisherfolk to participate in governance

Fisherfolk Strengthening Fund

Application form

1. Introduction and instructions

The *Fisherfolk Strengthening Fund* (FSF) will be used to support projects on capacity building and communication for policy influence (please see *Call for applications* document for details).

If you believe that your fisherfolk organisation meets the criteria set out in the *Call for applications document*, and would like to apply for a grant, please fill out the application form below. The completed application, with supporting documentation, can be submitted by email or fax, or sent by registered mail to:

Caribbean Natural Resources Institute
Attention: Terrence Phillips
Building 7, Unit 8
Fernandes Industrial Centre
Eastern Main Road, Laventille
Trinidad and Tobago, West Indies
Email: Terrence@canari.org

Period for receipt of applications and project proposals is September 12 to October 13, 2014.

Please type or print all information. Continue answers on separate sheets if necessary.

3. Project proposal

A. Organisation information

Name of fisherfolk organisation that will be managing and implementing the project

Legal registration agency (with which registered), date, number (as applicable)

Mailing Address – Where you want your mail (hard copies of material) sent. Please provide a full address.

Official address – from which your office operates, if different from mailing address above. Be sure to include the country in which your office is located.

Project Lead Contact – Provide the name and contact information for the person responsible for correspondence with CANARI regarding this project.

Family Name	First Name	Middle initial(s)
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Position or role in the organisation

Phone (Mobile)	Phone (Work)	Email address
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Authorised signatory – Provide the name and contact information for the person who is authorised to sign contracts on behalf of the fisherfolk organisation.

Family Name	First Name	Middle initial(s)
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Position or role in the organisation

Phone (Mobile)	Phone (Work)	Email address
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Reference - Provide the name and contact information of someone from a government agency (e.g. fisheries department or cooperative department) who can vouch for your organisation.

Family Name	First Name	Middle initial(s)
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Position or role in the organisation		
Phone (Mobile)	Phone (Work)	Email address

Capacity to manage projects - Has the organisation received grants from other organisations? If so, please provide details of the three most recent awards including name of the project, the amount, the name of the donor and the grant period.			
Project title	Amount (USD)	Donor	Grant period
1.			
2.			
3.			
Does the organisation expect to receive other grants during the proposed duration of this project? If so, list the organisations that have your proposals under review and the titles of the projects submitted for their review.			
Project title	Amount (USD)	Donor	Grant period
1.			
2.			
3.			

B. Information on the beneficiary fisherfolk organisation(s)

Regional or National Fisheries Organisation (NFO) applying for a project to benefit their organisation or their member fisherfolk organisations within the project countries should fill out the table below to specify which organisation(s) will benefit from the project. Use separate sheets if necessary. Please provide **documentation (e.g. letters as expressions of interests) from each organisation** mentioned to show that they are aware and have consented to participate in the project.

Beneficiary fisherfolk organisations - List the fisherfolk organisation(s) which will receive assistance under the FSF. Describe their role in the implementation of the project, the expected result/benefit to the organisation and the number and gender of the target beneficiaries.

Name of and address of fisherfolk organisation	Role	Expected result/ benefit	Beneficiaries in organisation	
1.			Male	Female
2.			Male	Female
3.			Male	Female

C. Eligibility

Please check the appropriate boxes below.

Country of operation - Have you operated in Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and Turks and Caicos Islands in the last 2 years?

Yes ☐

No ☐

If you answer is no, please do not submit this form as you are not eligible for a grant under the FSF. If yes, please complete the applicable sections below.

Registered fisherfolk organisations - Please indicate below how your organisation is registered.

Non-governmental organisation (NGO)

☐

Community-based organisation (CBO)

☐

Association

☐

Cooperative

☐

Non-profit company

☐

Other

☐

Informal organisation - Can you provide documented evidence from a recognised institution that you have been in operation over the last two years?

Yes ☐

No ☐

Funds control- CANARI grantees that receive advances of grant funds may deposit them in a bank account kept in local currency or U.S. dollars. CANARI normally pays grantees periodically by wire transfer of U.S. dollars to the grantee bank account. Access to the bank account must be limited to authorized individuals. Bank balances should be compared each month with your accounting records. If petty cash is not kept in a bank, it is very important to keep the cash in a strong safe and have strict controls over cash custody and disbursement.

1. Does your organisation have a bank account in the name of your organisation to which grant payments could be made by wire transfer in the event of a grant award?

Yes ☐

No ☐

If the answer is no, then the organisation will have to open a bank account before the award is made.

2. Are all bank accounts and check signers authorized by the organization's Board of Directors or Trustees?

Yes ☐

No ☐

D. Project proposal information

Project brief

Complete the table below providing a concise summary on the proposed project to be funded under the FSF. The information you provide is meant to give the reviewers a clear understanding of your project and show how you will go about implementation. The guidance notes for each section outline the type of information required.

Name of project - A good title should paint a quick picture of the key idea(s) of your project. Be specific (e.g. what do you want to achieve, who will benefit, in what country).

Statement of the problem(s) or issue(s) to be addressed (max 200 words) - A project must address a need or problem (e.g. inadequate capacity, need to influence a policy issue). Be specific.

<p>Overall goal of the project - The goal should be stated as the solution to the problem/or issue stated above.</p>
<p>Specific objectives - This is specifically what the project will accomplish in order to achieve the goal. Please limit your specific objectives to a maximum of three. Be as specific as possible, ensuring the objectives are specific, measurable, attainable by the end of the project, relevant and time bound.</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>Target beneficiaries of the project. List each type of beneficiary and, if possible, give numbers by gender (male or female).</p>
<p>Expected results for each objective. Note an objective may have more than one result and may be tangible (e.g. a product such as a policy brief, training manual, strategic plan, number of persons trained in a workshop, equipment purchased) and/or intangible (increased support for fisherfolk organisation(s), increased awareness of policy issue). Please set them out as numbered points.</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>Main activities to be implemented to achieve the specific objectives goal and expected results. Please set them out as numbered points under each specific objective.</p> <p>Objective 1:</p> <ol style="list-style-type: none"> a) b) c) etc. <p>Objective 2:</p> <ol style="list-style-type: none"> a) b) c) etc. <p>Objective 3:</p> <ol style="list-style-type: none"> a) b) c) etc.
<p>Contribution to project objectives - State how the project will contribute to the achievement of the specific objectives of the <i>Strengthening Fisherfolk to Participate in Governance</i> project (max 300 words)</p>

<p>Project potential risks - (max 150 words)</p> <p>This section deals with planning for circumstances that can lead to not achieving your project goal <u>which are outside of the control of the project</u>. This section should for example answer the following questions:</p> <ul style="list-style-type: none"> • Could the project be affected by any social and/or economic risks (such as labour strikes, beneficiaries unwilling to try new techniques, participants unwilling/unable to be involved in project activities, high turnover of project staff)? • Could the project be affected by any environmental risks (such as flooding, hurricanes, pollution incidents)? • Could the project be affected by any other risks including, but not limited to, political and financial risks (such as the economic crisis, civil unrest, government policies that are against your project idea, weak political/agency support)? <p>If the answer was yes to any of the three above questions, please describe the type of risks involved in the project and the proposed measures to be undertaken to minimize potential adverse impacts.</p>
<p>Sustainability - Describe how the results will enable fisherfolk to effectively participate in fisheries governance and management beyond the life of the project. (max 150 words)</p>
<p>Monitoring and evaluation plan - Describe here how you will know: (1) whether the project is on track (within budget and meeting deadlines) and how you will be able adapt or rectify if it is off track (monitoring); (2) whether the project is achieving the results you want (evaluation). Indicate who is responsible for monitoring and evaluation and whether you have factored in participatory monitoring and evaluation (i.e. involvement of beneficiaries and wider stakeholders). (max 300 words)</p>
<p>Project duration - State the number of months and proposed start and end dates. The project duration should be no more than 1 year (12 months) from the date of signature of the contract.</p>
<p>Grant amount - Amount requested under FSF (USD).</p>

<p>E. Budget:</p> <p>Please provide all information in United States Dollars (USD)</p>
<p>Counterpart contribution: Please list any other sources of funding (cash contributions proposed or received) that contribute to achieving the project goal. These may include external services required (e.g. strategic planning consultancy, preparation of project proposals consultancy) that will not be funded by this project. Please include the estimated consultancy fees and expenses and the cost for any equipment.</p>
<p>In-Kind Contributions: Please enter the amount of your organisation's contributions or partner organisation's contributions that are to be directed to this project. These could be the dollar value of time volunteered for project implementation (including participation of fisherfolk in workshops, advice from fisheries agencies, etc.) that will not be funded under this project.</p>
<p>Total amount requested from the FSF: USD</p>

Total estimated cost of project (FSF, in-kind and counterpart contribution): USD					
<p>Budget detail: Please provide a breakdown of the proposed project budget. Your budget must relate to the actions in your proposed project. Please explain how your budget was calculated in the boxes below or attach your workings to help the reviewer understand how it relates to your project plan. Please submit figures based on recent quotes and be as accurate as possible, ideally to the nearest USD 100. An example is provided to assist you in filling out this section. Delete these when you are completing your application.</p> <p><i>Ensure all budget lines in this section ONLY cover costs related to this project (USD)</i></p>					
Specific objective	Action #	Description	Quantity	Unit cost	Total Cost
<i>1. Develop a communication plan</i>	<i>1.1 1 Host a half day meeting of all members</i>	<i>Room rental for half-day</i>	<i>0.5</i>	<i>50/day</i>	<i>25</i>
	<i>1.1.2 Contract consultant</i>	<i>Professional services</i>	<i>6</i>	<i>250 /day</i>	<i>1500</i>
Grand total					

F. Work plan

List each of your specific objectives and associated actions identified above, and identify which months the actions will take place in.

[illegible]

G: Supporting documents

Copies of the following documents must be submitted with this completed form. Scanned copies of original documents appropriately labelled are sufficient.

- i. ☐ Certificate of registration (or its equivalent) of the fisherfolk organisation
- ii. ☐ Proof of organisation's bank account
- iii. ☐ Most recent annual general meeting (or its equivalent) report
- iv. ☐ If the applicant is an informal fisherfolk organisation, proof of existence of the organisation e.g. list of members of the steering/executive committee, minutes of meeting, fisherfolk organisation strategy and action plan and/or business plan, previous grant report (s), letters of recognition by and/or references from development partners and other related agencies may be submitted.

Applicants may be also be asked to submit the following forms.

- i. Copy of the by-laws or constitution of the organisation
- ii. Fisherfolk organisation development strategy and action plan and/or business plan
- iii. Most recent external audit report

H: Certification

I hereby certify that all information provided in this form and supporting documents is correct.

.....

**Name of
signatory for the organisation
(please print)**

.....

Signature

.....

Date

Anyone providing false information will have their application rejected. Incomplete forms and absence of required attachments may result in your application being rejected.