

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
Rue Mauverney 28, CH-1196 Gland, Switzerland
Tel. +41-22-999-0170, Fax +41-22-999-0169
E-mail: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

**Operational Guidelines for the Triennium
2006-2008**

as amended by Standing Committee Decisions SC29-13, SC30-13 and SC34-18.

Contents

Guidelines for the Operations of the Small Grants Fund

- I. Introduction
- II. Eligibility to apply
- III. Forms of assistance available
- IV. Funds available for allocation
- V. SGF's project cycle
- VI. Terms of agreement
- VII. Reporting to donors

Format for "Request for funding"

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
Rue Mauverney 28, CH-1196 Gland, Switzerland
Tel. +41-22-999-0170, Fax +41-22-999-0169
E-mail: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

**Section A
Guidelines for the Operation of the Small Grants Fund**

Contents

- I. Introduction**
- II. Eligibility to apply**
- III. Forms of assistance available**
- IV. Funds available for allocation**
- V. The SGF project cycle**
- VI. Terms of agreement**
- VII. Reporting to donors**

I. Introduction

1. The Small Grants Fund was established by the Conference of the Contracting Parties (COP) to the Ramsar Convention at its 4th meeting (1990), with the name “Wetland Conservation Fund”, as a mechanism to assist developing countries in implementing the Convention and to enable the conservation and wise use of wetland resources. At its 6th meeting in 1996 the Ramsar COP, through Resolution VI.6, adopted the current name of the Fund and decided that countries with economies in transition should also be eligible for funding.
2. As its name indicates, the SGF is for small-scale projects and does not replace the need for most developing countries and countries in transition to have access to much more substantial levels of funding in order to ensure the conservation and sustainable use of their wetland resources. The SGF offers a maximum of 40,000 Swiss Francs per project and is intended to play a catalytic role. The SGF has an important niche as a funding programme which can allow countries to address relatively small-scale projects or use SGF funds to make the necessary preparations for seeking funding from other sources for larger scale activities.

II. Eligibility to apply

3. In line with the criteria established for SGF eligibility by COP6 Resolution VI.6, all countries and overseas territories on the List of Aid Recipients established by the Development Assistance Committee (DAC) for the Organisation of Economic Cooperation and Development (OECD), effective from 2006 for reporting on 2005, 2006 and 2007 (as available in Section G of these guidelines) shall be eligible for receiving assistance from the SGF. In practical terms this means that all developing countries and those overseas territories included in the OECD DAC List provided in Section G of these guidelines have access to the fund. Countries which are not signatories to the Convention are also able to apply to the Fund, but only for so-called ‘preparatory assistance’ to allow

them to progress toward adhesion to the Convention, and not for the other forms of assistance (see Section III below for further details).

4. ***Important Notes***

- a) The 7th Meeting of the COP (San José, Costa Rica, May 1999), through Resolution VII.5, decided that in future years the Standing Committee should make funding for new projects conditional upon satisfactory compliance with reporting requirements for previous grants to the same country under the Fund.
- b) The 30th meeting of the Convention's Standing Committee (January 2004) has authorised the Ramsar Secretariat to cancel, at its discretion in consultation with the Standing Committee Chair and the Chair of its Subgroup on Finance, any project which has not complied satisfactorily with its reporting requirements within three years of the date of the signing of the project contract.
- c) All project proposals must be endorsed and submitted by the Ramsar Administrative Authority in each eligible Contracting Party. No proposal can be considered that has not been countersigned by the Authority.

III. Forms of assistance available under the SGF

5. The SGF is open to eligible Contracting Parties and those overseas territories included in the DAC List for:
 - a) activities that clearly contribute to the implementation of the Convention's Strategic Plan 2003-2008. Preference will be given to projects that are aimed at implementing particular priority aspects of the planning done by the Contracting Party, on the basis of the Strategic Plan, for the implementation of the Convention in the triennium 2006-2008; and
 - b) emergency assistance related to maintaining the ecological character of designated Ramsar sites;and to eligible non-Contracting Parties for:
 - c) 'preparatory assistance', to allow non-Contracting Parties to progress toward adhesion to the Convention.

Implementation of the Strategic Plan 2003-2008 during the triennium 2006-2008

6. The Strategic Plan 2003-2008, adopted by Ramsar COP8 (November 2002) is available in the Ramsar Web site at http://ramsar.org/key_strat_plan_2003_e.htm or in hard copy upon request.
7. Contracting Parties were invited before Ramsar COP8 (November 2002) to establish provisional national targets for the implementation of the Convention during the period 2003-2005. The COP then adopted Resolution VIII.26 in which the Conference urges those Contracting Parties which have prepared the provisional targets and actions to amend them as necessary in the light of the final version of the Strategic Plan, and to communicate the revised targets and actions to the Secretariat not later than 30 June 2003.

8. COP8 also strongly urged those Contracting Parties that had not yet prepared national targets and actions for their implementation of the Strategic Plan during 2003-2005 to do so and to communicate their targets and actions to the Secretariat not later than 30 June 2003.
9. Ramsar COP9 (November 2005) adopted Resolution IX.8 on “Streamlining the implementation of the Strategic Plan of the Convention 2003-2008”. The Annex to this Resolution provides “A Framework for the implementation of the Convention’s Strategic Plan 2003-2008 in the 2006 -2008 period”, which lists a number of Key Result Areas (KRAs) for each of this framework’s Strategies.
10. A Contracting Party, when considering submitting a project to the SGF for funding, should clearly consider how the project fits in with its national planning for the implementation of the Convention, and in particular which action(s) in the Strategic Plan and Key Result Areas for implementation of the Strategic Plan in the 2006-2008 triennium the project will address, and indicate this in its project proposal.
11. The maximum amount to be requested from the SGF for each project should not exceed Swiss Francs 40,000. Since resources in the Fund are limited, Parties are strongly encouraged to make a pre-selection of the most significant project that they would like to seek funding for and **to submit to the Ramsar Secretariat only one project per year.**

Emergency assistance

12. Eligible Contracting Parties (see II above) may request emergency assistance for work in connection with wetland sites included in the List of Wetlands of International Importance which have suffered damage or are in imminent danger of damage as the result of technological developments, pollution, other human interference or natural phenomena such as hurricanes or drought. Such assistance may be made available to draw up an emergency plan to safeguard the site or to take urgently needed actions.
13. The maximum amount to be requested from the SGF for each emergency assistance project should not exceed SFr. 40,000. Emergency assistance can be sought at any time and the decision on such allocations is made jointly by the Chairperson of the Convention’s Standing Committee, the Chairperson of the Standing Committee’s Subgroup on Finance, and the Secretary General of the Convention, following the advice of the appropriate Regional Representatives on the Standing Committee.

Preparatory assistance

14. Eligible countries (see II above) that are not yet Contracting Parties to the Convention, but have clearly signaled their intention to accede, may apply for a grant from the SGF to support activities necessary for completing their accession including *inter alia* preparatory workshops, and the identification, boundary delineation, and mapping of the first site to be included in the List of Wetlands of International Importance, as required for accession to the Convention. The maximum amount for each preparatory assistance project is fixed at SFr. 25,000. It should be noted that if resources in the SGF are scarce, such assistance will receive a lower priority than assistance to Contracting Parties.

IV. Funds available for annual allocation
--

15. The SGF is administered by the Ramsar Secretariat under the supervision of the Standing Committee, pursuant to the Terms of Reference for the Financial Administration of the Convention.
16. The Fund is financed from voluntary contributions and any additional revenues received by the Ramsar Secretariat, and so the year-to-year allocations cannot be guaranteed. Each year, the Ramsar Secretariat undertakes an active fund-raising campaign with the support of the Contracting Parties, in particular the Regional Representatives in the Standing Committee and the International Organization Partners of the Convention.
17. The Ramsar COP has established a target for SGF funding of one million US dollars per year, but unfortunately this target has not yet been reached for any year.

V. SGF project cycle

18. The project cycle during the triennium 2006-2008 is attached in Annex I.

Notification

19. Each year the Ramsar Secretariat will invite the Administrative Authority of the Ramsar Convention in the eligible countries to submit, if they wish, a project proposal to the SGF, indicating the deadline for submission. Along with this notification, countries receive copies of these Operational Guidelines and its attachments. These materials are also available in the Convention's Web site at any time.

Formulation of project proposals

20. All project proposals MUST be submitted using the format attached to these Operational Guidelines. This "Request for Funding Form" contains both the detailed project proposal and Project Summary Form, which should be endorsed by the Ramsar Administrative Authority in the country.
21. It should be noted that:
 - Projects should, in general, be implemented within a one-year period.
 - Countries are unlikely to gain support for more than one project in any year because of the lack of sufficient funds available to the SGF. Thus, countries are encouraged to make a pre-selection of potential projects and submit to the Ramsar Secretariat only the one considered to be the top priority for advancing the implementation of the Convention in the country.

Advisory service of the Ramsar Secretariat

22. The Ramsar Secretariat offers an advisory service to those preparing a project submission who wish to seek guidance on how to prepare it. In order to do this, a draft of the project should be sent to the Secretariat at least two months before the deadline for submission of projects. Those responsible for preparing the submission are advised to consult the document entitled *Identifying, Preparing and Drafting a Project Proposal*, available in the Ramsar Web site at http://www.ramsar.org/sgf/key_sgf_advice_e.htm or in hard copy upon request.

Submission of project proposals

23. ALL projects must be endorsed by the head of the Administrative Authority of the Ramsar Convention in the country concerned. Formal submission of projects must be made by the deadline established in Annex I for the years 2006, 2007 and 2008.
24. **Exception:** Emergency assistance projects may be submitted at any time of the year. Once the Ramsar Secretariat has undertaken a technical and feasibility analysis of the proposal, the Secretary General shall seek the advice of the appropriate Regional Representatives on the Standing Committee, and, following this, the Secretary General, the Chairperson of the Subgroup on Finance, and the Chairperson of the Standing Committee will take a decision, usually within a maximum of three months of having received the request.

Assessment of projects

25. The Ramsar Secretariat makes a technical and feasibility assessment of all projects received using the Project Proposal Assessment Form (see Section C, attached). During this process, the Secretariat may invite views, as appropriate, from members of the Convention's Scientific and Technical Review Panel (STRP), and may seek the advice of the Regional Representatives in the Standing Committee. If required, the Secretariat may also seek the technical advice of the Convention's International Organization Partners (BirdLife International, IWMI-The International Water Management Institute, IUCN-The World Conservation Union, Wetlands International, and WWF International).
26. **Important note.** Prospective project developers are urged to consider the enclosed Project Proposal Assessment Form (Section C) and, in particular, the so-called Stage II assessment designed to determine the relative priority of projects. Reference to that form will show that the project assessment process is biased in favour of the following types of projects:
 - i) those projects which are of high technical quality, as judged by the presentation of their Objectives, Activities and Methods, Budget, and Capacity to Implement the Project;
 - ii) those projects which directly address a high national implementation priority;
 - iii) those projects from the least developed countries among the OECD DAC list;
 - iv) those projects from countries which have received no, or few, previous allocations from the SGF;
 - v) those projects involving the Ramsar Administrative Authority working in partnership with other Ministries;
 - vi) those projects where the SGF funds are being effectively multiplied several fold through other funds or in-kind contributions to the project;
 - vii) those projects which are of importance at the regional level; these are given a higher priority than those involving more than one country, which in turn are considered more important than simply national and then local projects.

Approval of projects

27. The Ramsar Secretariat submits its recommendations for funding to the Regional Representatives in the Standing Committee from regions where requests for funding have been received; this occurs at least two weeks in advance of the dispatch of these recommendations to the Standing Committee in anticipation of the meeting when the decisions on funding will be made. This allows Regional Representatives to express their views on the recommendations prepared by the Secretariat before they are dispatched to

all Standing Committee members. The Standing Committee's Subgroup on Finance considers the Secretariat's recommendations together with any views expressed by the Regional Representatives at its meeting prior to the Standing Committee meeting, and in turn transmits its recommendations to the Committee for final decision.

28. **Important Note.** Ramsar COP7 (San Jose, Costa Rica, May 1999), through Resolution VII.5, decided that the Standing Committee should make funding for new projects conditional upon satisfactory compliance with reporting requirements for previous grants to the same country under the Fund.

Transfer of funds

29. The Ramsar Secretariat prepares the agreements with the Ramsar Administrative Authorities receiving project funding (see VI below). The contract duly signed by the Ramsar Administrative Authority must be returned to the Ramsar Secretariat within three months; otherwise the funding will be automatically cancelled and assigned to another project.
30. Recipients receive an initial payment of 60% upon receipt by the Secretariat of the agreement duly signed. The 40% balance of the funds is retained pending the submission of an acceptable Final Report (see Section D, attached), which should include a statement of expenditure for the funds provided.

Progress Report and Final Report

31. Each recipient agency is required to provide a Progress Report on the implementation of SGF-funded projects nine months after receipt of the first payment and a Final Report up to six months after completion of the project. The standard forms for both the Progress and Final Reports are attached (Sections D and E). Both Progress and Final Reports MUST be submitted with the endorsement of the Ramsar Administrative Authority in the country.
32. **Important note.** To assist the Secretariat with its evaluation and reporting to donors, the Final Report should include copies of any materials produced under the project. Published materials must be submitted with the final report in both hard and electronic copy (for example PDF), with suitable photographs illustrating the activities undertaken. Materials produced with SGF funding should acknowledge the origin of the funds.
33. Final reports are also requested in electronic as well as hard copy format.
34. In accordance with Ramsar COP7 Resolution VII.2, the Administrative Authorities of recipient countries are strongly urged to consider involving their nominated National Focal Point for the Convention's Scientific and Technical Review Panel (STRP) in SGF project monitoring and evaluation.
35. The person responsible for executing the project is encouraged to maintain regular contact with the appropriate Regional Coordinator and Assistant in the Ramsar Secretariat and the designated focal point in the Ramsar Administrative Authority.

Follow-up by the Ramsar Secretariat

36. The Ramsar Secretariat reviews Progress and Final Reports, the latter with the use of the adopted Project Evaluation Form attached (Section F). During implementation, and after projects are completed, Secretariat staff follow up and monitor SGF projects. Where

possible, when traveling to countries that have received SGF funding, they visit project sites and meet with those responsible for project implementation.

VI. Terms of Agreement to be concluded with agencies receiving SGF assistance

37. An agreement will be concluded between the Ramsar Secretariat and the Administrative Authority of the Convention in the recipient country, or an appropriate agency or organization designated by the Administrative Authority to administer the funds on its behalf. In this agreement the following will be set out:
 - i) the extent and purpose of the financial assistance granted;
 - ii) the obligations of the recipient agency;
 - iii) the obligation of the recipient agency to mark all equipment and all products arising from assistance provided under the Fund with the Ramsar Convention name and logo.
38. The Secretariat, in agreement with the Administrative Authority of the recipient country, shall be allowed to visit the project site and/or the project implementing agency or agencies, and/or to designate one of the partners or collaborators to do so on its behalf, in order to have a first-hand appraisal of the progress made during implementation and/or the results obtained after completion of the project.
39. These agreements are governed by Swiss law.

VII. Reporting to donors

40. To report to the donors and for general promotion of the SGF, the Ramsar Secretariat prepares for each year an Allocation Report, which is also available through the Convention's Web site.
41. In addition, the Ramsar Secretariat provides donors with summary reports of project results prepared on the basis of the Final Reports received from the beneficiaries.

Annex I

Project cycle during the triennium 2006-2008

(subject to confirmation each year)

2006

Invitation to submit projects: By 20 January 2006 the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal, if they wish to, on the basis of the Provisional Operational Guidelines 2006-2008, to be approved by the Standing Committee at its 34th meeting on 10-14 April 2006. Any amendments made by the Standing Committee to these Provisional Guidelines will be advised to Contracting Parties in May 2006.

Deadline for submission of the project: 30 June 2006

Advisory service: Contracting Parties requiring the advice of the Secretariat on the preparation of the project proposal should submit a draft no later than 30 April 2006.

Project assessment by the Ramsar Secretariat : July/August 2006

Additional fundraising effort by the Ramsar Secretariat : August 2006

Submission of recommendations for funding to the Standing Committee: September 2006

Standing Committee decision on funding: by electronic circulation and consultation, November 2006

Contracts to Contracting Parties for projects that have been funded: by 30 December 2006

Transfer of funds: as soon as the signed contract is returned to the Ramsar Secretariat

2007

Invitation to submit projects: By 20 January 2007 the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal, if they wish to, on the basis of the Operational Guidelines 2006-2008.

Deadline for submission of the project: 30 June 2007

Advisory service: Contracting Parties requiring the advice of the Secretariat on the preparation of the project proposal should submit a draft no later than 30 April 2007.

Project assessment by the Ramsar Secretariat : July/August 2007

Additional fundraising effort by the Ramsar Secretariat : August 2007

Submission of recommendations for funding to the Standing Committee: September 2007

Standing Committee decision on funding: by electronic circulation and consultation, November 2007, or at the 35th meeting of the Standing Committee, depending on the timing of that meeting.

Contracts to Contracting Parties for projects that have been funded: by 30 December 2007

Transfer of funds: as soon as the signed contract is returned to the Ramsar Secretariat

2008

Invitation to submit projects: By 20 January 2008 the Administrative Authority of eligible Contracting Parties will be invited to submit a project proposal, if they wish to, on the basis of the Operational Guidelines 2006-2008.

Deadline for submission of the project: 30 June 2008

Advisory service: Contracting Parties requiring the advice of the Secretariat on the preparation of the project proposal should submit a draft no later than 30 April 2008.

Project assessment by the Ramsar Secretariat : July/August 2008

Additional fundraising effort by the Ramsar Secretariat : August 2008

Submission of recommendations for funding to the Standing Committee: September 2008

Standing Committee decision on funding: at the 36th meeting of the Standing Committee, immediately prior to COP10

Contracts to Contracting Parties for projects that have been funded: by 30 December 2008

Transfer of funds: as soon as the signed contract is returned to the Ramsar Secretariat

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

**Section B
Request for Funding**

Note. Please complete and enclose both Section B.1 “Project Summary and Endorsement Form” (follows in this section); and Section B.2 “Detailed Project Proposal”, following the section structure and guidance provided below on what to include in each section of the proposal. Thank you.

Please return both the Project Summary and Endorsement Form and the Detailed Project Proposal to:
Small Grants Fund (SGF), Ramsar Convention Secretariat,
28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: ramsar@ramsar.org

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
Rue Mauverney 28, CH-1196 Gland, Switzerland
Tel. +41-22-999-0170, Fax +41-22-999-0169
E-mail: ramsar@ramsar.org Web: www.ramsar.org/

**Ramsar Small Grants Fund for
Wetland Conservation and Wise Use (SGF)**

**Section B.1
Project Summary and Endorsement Form**

Please fill in sections a, b, c, f, g, h and i, and either section d or section e.

- a. Country requesting support:
- b. Title of project proposal:
- c. Category of assistance requested (Please consult the Operational Guidelines and indicate one option only):

Contracting Parties:

Implementation of the Ramsar Strategic Plan 2003-2008. Please indicate relevant Operational Objective(s):

or

Emergency assistance

or

Non-Contracting Parties:

Preparatory assistance

Please fill in **either** section **d** or section **e** below:

- d.** If the financial support sought from the Small Grants Fund is requested to carry out part of a larger project, please indicate:
- Title of the main project:
 - Duration of the main project:
 - Total cost of the main project:
 - Amount requested from the Ramsar Small Grants Fund:
 - Have the main project and the other funds been approved: Yes No
 - If yes, please indicate the sources of these funds, showing whether the source is in-country or external:
- e.** If the proposed project is a stand-alone activity, please indicate:
- Duration of the activities to be covered by SGF grant:
 - Amount requested from the Ramsar Small Grants Fund:
 - Other financial contributions (including in-kind) – indicate whether these are from in-country or external sources:
- f.** Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for preparing the project:
- g.** Name and address (including phone/fax numbers and e-mail address) of the institution or person responsible for executing the project:
- h.** Summary (maximum 500 words)
Describe background, justification, objectives and intended follow-up. Indicate if the project will be carried out in a Ramsar site(s) or how it otherwise contributes to the implementation of the Ramsar Strategic Plan 2003-2008 and the fulfillment of its objectives:

- i. **Endorsement of this project application by the Ramsar Administrative Authority:**
Please confirm the importance of this proposed project in relation to your national Convention implementation priorities. **Please tick (✓) only one of the following statements:**

1. The project's outcomes will deliver significantly increased implementation capacity for a high national priority. OR	<input type="checkbox"/>
2. The project's outcomes will deliver increased implementation capacity for a lower national priority. OR	<input type="checkbox"/>
3. The project's outcomes will not directly lead to increased implementation capacity	<input type="checkbox"/>

Institution/Agency:

Name/Title:

Date:

Signature:

Please return this form along with the Detailed Project Proposal to:
Small Grants Fund (SGF), Ramsar Convention Secretariat,
28 Rue Mauverney, CH-1196 Gland, Switzerland. Fax: +41 22 999 0169, E-mail: ramsar@ramsar.org

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

Rue Mauverney 28, CH-1196 Gland, Switzerland

Tel. +41-22-999-0170, Fax +41-22-999-0169

E-mail: ramsar@ramsar.org Web: www.ramsar.org/

Section B.2

Structure and contents of Detailed Project Proposal

Notes:

- i) Please follow the section headings and sequence and the guidance for what to include in each section.
- ii) Please use a maximum of **five (5) pages** (A4 size paper) to provide detailed information on your proposal, following the headings and instructions given below. Kindly type (or print clearly), do not use margins of less than 1.5 cm and do not use letters smaller than 10-point font size. Thank you.

Details of proposal

A. The problem(s) to be addressed

In this section identify the problem(s) that can be usefully addressed by this project. Determine the underlying causes of the problem(s) and the aspects that can be addressed by this proposal and SGF support.

B. Background and justification

Background information should include sufficient factual and descriptive information to put the problem(s) in its local, provincial, national, or regional context. It should include relevant sectoral information, government objectives, policies, plans and ongoing programmes. The amount of background information presented should be limited to that which is essential to understand the current circumstances. If the project will be carried out at a certain location(s), the site(s) should be clearly described and ideally a map should be attached to show the location of the site(s). The justification information should identify the beneficiaries of a solution to the problems to be addressed and the rationale for SGF support.

C. Objective(s)

General Objective(s):

Please study the Ramsar Convention Strategic Plan 2003-2008

(http://ramsar.org/key_strat_plan_2003_e.htm) and the Annex to Resolution IX.8

(http://www.ramsar.org/res/key_res_ix_08_e.doc) and indicate the issues you are addressing in this project, and to which operational objectives and Key Result Areas (KRAs) of the Plan they relate.

Specific Objective(s):

The objective states the results to be achieved by the project. These results should address and solve the problems and issues identified in Section A. Objective statements should define the intended results that should have been achieved by the end of the project. For clarity and ease of understanding, objectives should be written in standard grammatical patterns and phrases, e.g.

...to achieve the wise use of..., ...to raise awareness of wetland values..., ...to reinforce the capacity of institutions to..., ...to identify the wetlands....

D. Outputs

Outputs are results or products of the project to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary used should describe the finished products or a completed result, e.g. “a feasibility study”, “trained personnel”, “a management plan”.

E. Activities

Explain all the activities that will be undertaken to produce each output. Explanation of the activities should be detailed and analytical so that at the end of this section the methodology of the project is clear. The vocabulary should describe actions that will be taken, e.g. “implementation of training”, “consultation with ministries”, “conducting seminars”.

Objectives	Outputs	Activities

Use the table above to summarize the activities undertaken to produce each output. After completing the table, a full description of these activities should be provided, including details such as, for example, type of materials to be produced, number of publications to be printed, number of people attending workshop, cost of food and lodging, etc.

F. Work Plan

A schedule should be presented for production of all the outputs of the proposed project during the life of the project. This work plan should indicate the order in which activities will be undertaken so as to show the sequence and relationship between activities.

Outputs & Key Activities	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Output 1												
Activity 1:												
Activity 2:												
Output 2												
Activity 3:												
Activity 4:												

G. Follow Up

Intended follow-up after completion of the project timetable.

H. Budget

The SGF provides a maximum of Swiss francs (SFr.) 40,000 per project, but there is a maximum of SFr. 25,000 for “Preparatory Assistance” projects submitted by non-Contracting Parties.

Please provide the budget costs in **your local currency and converted to Swiss Francs (SFr.) – but NOT in any other currency.** Please distinguish between the amounts to be covered by the SGF grant and by counterpart funding (if any). If there is counterpart funding, please indicate whether the funds have been secured and, if so, from which organization these funds will come. Also, distinguish very clearly between counterpart funds coming from, or proposed to come from, sources within and from outside the country.

In this section a detailed budget should be presented. All items (especially salary costs) for which support is requested from the SGF must be justified in the activity section. Please include unit costs (e.g. monthly salaries, number of copies and unit cost of publications etc.) where appropriate. Present the budget for a one-year period: the SGF contribution should be spent during a one-year period, in line with the work plan provided.

In preparing the project budget, an SGF project proponent should include a budget line for Secretariat travel and subsistence for an assessment and advisory visit to the project during its implementation. The Secretariat will provide, as part of its SGF Advisory Service, an estimate of the appropriate sum to be included in each project proposal since this will vary depending on the geographical location of each project.

In addition to the cash funds in the budget, please also provide additional information in this section of the project proposal about any additional “in-kind” contributions to the project (e.g. provision of office accommodation; provision of technical equipment; work time of personnel paid from other sources, etc.).

Use the format below for the project budget tables. In addition to providing the *budget summary* and the *overall itemized budget*, if the proposed project involves more than one separate output, please provide an *itemized budget* separately for each of these outputs using the *overall itemized budget* table format for each.

i. Budget summary

Exchange rate applied: 1 Swiss franc (SFr.) = xx [local currency]

Funding Source	Total funds (local currency)	Total funds (Swiss francs)
Ramsar SGF	000.00	000.00
Implementing Organization	000.00	000.00
Other sources of funding	000.00	000.00
TOTAL	000.00	000.00

ii. Overall itemized budget

Exchange rate applied: 1 Swiss franc (SFr.) = xx [local currency]

Description of budget item (include unit costs where appropriate)	Ramsar SGF (local currency)	Implementing organization (local currency)	Other sources of funds (local currency)	Total (local currency)	Total (Swiss francs)
1. SALARIES / WAGES / CONSULTANCY COSTS					
1.1 Supervisory Staff <i>No. of persons & duration of employment on this project:</i>					
1.2 Consultants / Experts <i>No. of persons & duration of employment on this project:</i>					
1.3 Field Staff / Equipment operators <i>No. of persons & duration of employment on this project:</i>					
1.4 Office Staff <i>No. of persons & duration of employment on this project:</i>					
1.5 Daily workers					

<i>No. of persons & duration of employment on this project:</i>					
SUB-TOTAL:					
2. TRAVEL & ACCOMMODATION COSTS					
2.1 Air fares					
2.2 Other travel costs					
2.3 Accommodation					
2.4 Meals					
SUB-TOTAL:					
3. RAMSAR SECRETARIAT PROJECT VISIT: TRAVEL & ACCOMMODATION COSTS					
3.1 Air fares					
3.2 Other travel costs					
3.3 Accommodation & meals					
SUB-TOTAL:					
4. EQUIPMENT: PURCHASE, HIRE & RUNNING COSTS					
4.1 Hiring vehicles					
4.2 Fuel & maintenance					
4.3 Hiring equipment					
4.4 Purchase of equipment					
SUB-TOTAL:					
5. OFFICE RUNNING COSTS					
5.1 Computer costs					
5.2 Telephone & fax					
5.3 Photocopies					
5.4 Office supplies					
5.5 Other (please specify):					
SUB-TOTAL:					
6. COST OF PUBLICATIONS, VIDEOS/DVDs, CDs etc.					
6.1 Preparation					
6.2 Printing / reproduction					
6.3 Distribution (postage)					
6.4 Other (please specify):					
SUB-TOTAL:					
7. COST OF WORKSHOP(S)/ TRAINING COURSE(S)					
<i>Dates of workshop(s)/ course(s):</i>					
<i>No. of persons attending:</i>					
7.1 Air fares					
7.2 Transportation					
7.3 Per diems					
7.4 Rental of Facilities					
7.5 Speakers' fees					
7.6 Translation costs					
SUB-TOTAL:					
8. MISCELLANEOUS					
8.1 (please specify):					
8.2 (please specify):					
SUB-TOTAL:					
TOTAL:					

iii. *Itemized budgets for separate outputs*

As necessary, please provide here a separate budget table for each distinct output of the project, using the format of the *overall itemized budget* table in section H. ii above:

I. Project Management Arrangements

A plan for management and implementation arrangements of the project should be prepared. The Administrative Authority of the country seeking the funds has the overall responsibility and legal accountability for the implementation of the project. This section should include information on the agency or body executing the project and describe institutional and technical capacities to undertake the work.

If the implementing agency is not the Ramsar Administrative Authority, general background information on the implementing agency should be provided, including details about the institutional and/or working relations with the Administrative Authority. It should be borne in mind that the Administrative Authority is ultimately responsible vis-à-vis the Ramsar Convention for the use of the funds provided under the SGF, including the submission of Interim and Final Reports.

J. Bibliography

Please list only key references.