**Project Proposal Format**

**The Satoyama Development Mechanism (SDM) 2020**

(Please keep the total length of the project proposal no more than 7 pages)

# Summary of the Proposed Project

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| **1. Organization name /country:** | | | | |
| **2. Project title:** | | | | |
| **3. Project site /country:** | | | | |
| **4. Executive summary of the proposed project:**  *Please provide an executive summary of SECTION 1 in 200-250 words, including project backgrounds, objectives, planned activities and outputs, as well as key features of the project:* | | | | |
| **5. Project duration:**  *mm/yyyy* to *mm/yyyy* | | | **6. Project type** (select **ONE** which your proposed project falls under)**:**  Community/field-based project implementation  Research activities  Activities to facilitate cooperation among IPSI members, including the holding of meeting, workshops, and conferences  Activities for capacity building and increasing awareness of IPSI through the production of educational materials and though dissemination and outreach activities | |
| **7. Size of project site:**  Hectares | | |
| **8. Number of beneficiaries:** | | |
|  | Persons | |
| (number of women among them | ) | |
| **9. Budget estimate** *(please extract these figures from SECTION 4)* **:** | | | | |
| *Requested amount (approximate maximum of 10,000 USD):*  USD | | *Co-financing:*  USD | | *Total:*  USD |
| **10. Contact person:** | | | | |
| 1. Name and position title |  | | | |
| 1. Mailing address |  | | | |
| 1. Telephone |  | | | |
| 1. Fax |  | | | |
| 1. E-mail |  | | | |
| **11. Partner organisation(s):** | | | | |
| ***Disclaimer:*** *The SDM Secretariat would like to use the contents of your proposal for a study to deepen our understanding on the IPSI members’ perceptions on SEPLS that they are working with. To do so, we will be careful to maintain the confidentiality of the information with which our audience can specify your organisation. Please express whether you accept our use of the contents of your proposal for such a study or not:*  Yes, I accept  No, I do NOT accept | | | | |

# SECTION 1: Project Outline

1. PROJECT STRATEGY
   1. Background

*Please describe the social/economic/environmental situation surrounding the SEPLS where the project is proposed, the state and trend of biodiversity, ecosystems and their benefits to people, major threats to the sustainability of SEPLS as well as challenges in addressing these threats, and elaborate on how the proposed project can change the current situation. (Under 250 words)*

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* 1. Objectives

*Please state a set of objectives, or intended outcomes, of the project. (Under 100 words)*

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* 1. Planned activities and outputs

*Please present a list of elaborated activities towards the achievement of the above stated objectives, possibly with major outputs by the end of the project period.*

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* 1. Key stakeholders to be involved in the project

*Please clarify which stakeholder will be involved, including local people/communities, national and local governments, private sector and CSOs as appropriate, and how to catalyse their meaningful involvement. (Under 100 words)*

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* 1. Risks and assumptions

*Please clarify your assumptions in designing the project strategy, or identify potential or anticipated risks associated with the proposed activities, and explain how you will cope with such risks. (Under 100 words)*

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1. KEY FEATURES OF THE PROJECT

*Please elaborate on key features of the project with respect to the following aspects:*

1. In what way does your project fall in line with the Strategic Objectives of the IPSI Strategy (See para 9 of the [IPSI Plan of Action 2013-2020](https://satoyama-initiative.org/wp-content/uploads/2018/06/IPSI-Plan-of-Action-2013-2020-finalized.pdf))? *(Under 150 words)*

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1. To which global sustainability goals and targets is your project likely to make tangible contributions, i.e. 2020 [Aichi Biodiversity Targets](https://www.cbd.int/sp/targets/) and 2030 [Sustainable Development Goals](https://sustainabledevelopment.un.org/?menu=1300) (SDGs)? *(Under 200 words)*

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1. What kind of progressive achievements, innovativeness and/or lessons can be demonstrated by the project? *(Under 100 words)*

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1. How can the long term continuation of the project be secured? *(Under 100 words)*

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# SECTION 2: Timeframe for the Project Implementation

*Please explain the timeframe for the project implementation following the table presented in the examples of responses.*

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| Key Activities | Year I | | | |
| 1st  quarter | 2nd | 3rd | 4th |
| Activity 1: |  |  |  |  |
| Activity 2: |  |  |  |  |
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# SECTION 3: Budget Estimate

1. BUDGET ESTIMATE (in US dollars)\*
2. Estimated total budget**\***

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1. Requested amount of funds from the SDM Programme (to be an approximate maximum of 10,000 USD )**\***

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1. Source and amount of co-financing

*Please provide the name(s) of source(s)/organisation(s) that provide other funds for the proposed project, and indicate the amount by organisation.*

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1. In-kind contributions

*Please describe the in-kind contributions that are planned for the proposed project.*

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1. BUDGET BREAKDOWN

*Please explain the financing plan for the project following the table presented in the examples of responses.*

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| Budget and source of finance (in USD) | | | | |
| Key Activities | Item | Co-financing | SDM | Sub-Total |
| Activity 1: |  | 0 | 0 | 0 |
|  | Sub-total | 0 | 0 | 0 |
| Activity 2: |  | 0 | 0 | 0 |
|  | Sub-total | 0 | 0 | 0 |
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| Total | | 0 | 0 | 0 |

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| IMPORTANT NOTE:  The expenses listed below are generally not eligible to be covered by the grant: |
| 1. Permanent/full-time staff, project directors/managers. Personnel expenses for directors and full-time staff, office rent including utilities and water charges 2. Expenses necessary for the routine operation of the organisations 3. Construction expenses 4. Equipment expenses, such as cars and computers, of more than US$200.   \**In case of uncertainty, please contact the secretariat for guidance on project expenses.* |

# SECTION 4: Project implementation organisation

1. INFORMATION ON THE ORGANISATION
2. Name of organisation

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1. Type of organisation: NGO/CBO, governmental, governmental research institute, academic/research institute, private company, or other (please specify)

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1. Mandate of the organisation *(Under 50 words)*

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1. PAST EXPERIENCES

*Please list project title, duration, funding source, outputs and related web-site of the project and describe how the experience will be applied to the proposed project*

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1. IMPLEMENTATION CAPACITY

*Please outline the existing human resources which you plan to allocate to the proposed project, with their respective roles in it.*

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DATE OF SUBMISSION: **XX/XX/2020**

Applications should be emailed to: [sdm@iges.or.jp](mailto:sdm@iges.or.jp)

***NOTE: As described in the Outline Document, successful applicants are required to submit the project evaluation report at the project end. The SDM Secretariat may directly or indirectly use the contents provided in the evaluation report as necessary, in relevant information materials, including IPSI Case Studies, for sharing your experiences in an SDM project with other IPSI members and beyond.***