



Applicant Guidance Webinar Sustainable Small Grants Programme

Monday May 11, 2026



Closing the Caribbean Plastic Tap



Ministero degli Affari Esteri
e della Cooperazione Internazionale



AGENZIA ITALIANA
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AGENDA

- 1. Welcome & opening**
- 2. Quick recap: Concept Note application process**
- 3. Concept Note Template**
- 4. Practical guidance for Concept Note submission**
- 5. Due Diligence and Financial Capacity Questionnaire**
- 6. Questions and Answers (Q&As)**



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Concept Note Application Process



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Recap: Concept Note Application Process

1. Review Terms of Reference (ToRs)

- ✓ Access Programme website:
 - ✓ <https://engage.iucn.org/topic/sustainable-small-grants-programme-closing-caribbean-plastic-tap>

2. Submit Expression of Interest Form (EoI)

- ✓ Submit Expression of Interest Form (Annex 3) to obtain link to dedicated Google Drive folder (by May 15th, 2026)

3. Submit Concept Note Application Documents

- ✓ Prepare Concept Note Template (Annex 1)
- ✓ Complete the Due Diligence and Financial Capacity Questionnaire (+ supporting documentation) (Annex 2)
- ✓ Upload materials to your Google Drive folder (PDF) by May 31st, 2026
- ✓ Send email confirmation
- ✓ Applications must be submitted English (PDF)

4. Confirmation

- ✓ Applicants receive written confirmation from SSGP Management Team

Concept Note Template



Concept Note Template: Sections

- **Section 1: Contact information**

- Name
- Position (job title)
- Telephone
- E-mail
- Address

- **Section 2: Project title**

- **Section 3: Project summary**

- Purpose
- Location
- Target beneficiaries
- Tip: 300 to 400 words max.

- **Section 4: Objectives**

- 2 to 3 objectives

- **Section 5: Key activities**

- Brief explanation of main activities planned
- Tips:
 - Bullet list: Activity title + short description
 - 150 to 300 words max.

- **Section 6: Expected outcomes**

- Anticipated results
- Tip: 150 to 250 words max.

- **Section 7: Estimated budget**

- **Section 8: Timeline**

- Max. 12 months
- Finalised by August 1st, 2027

Guidance for Concept Note development



Drafting concise and focused sections

- Focus on the problem, solution, beneficiaries, and expected impact
- Keep responses practical and realistic, avoid overly broad ideas
- Use clear, direct language
- Stay within the suggested word limits
- Ensure activities, outcomes, budget, and timeline are logically connected



Ensure alignment with Programme objectives and funding tracks

- Clearly indicate whether the proposal aligns with **Track A** or **Track B**
- Show how the project contributes to:
 - reducing plastic waste leakage,
 - advancing circular economy solutions,
 - and/or supporting livelihoods and inclusion
- Explain how the project benefits women, youth, MSMEs, or local communities
- Demonstrate how the project contributes to at least:
 - KPI 1 (plastic waste collected/diverted/recycled)
 - plus, at least one additional KPI



Present clear activities, outcomes, and realistic budgets

- Activities should describe *what the project will do*
- Outcomes should describe *what will change as a result*
- Budgets should match the scale and duration of activities
- Proposed timelines should be achievable within the 12-month implementation period
- Include measurable and realistic expected results where possible
- Ensure proposed costs align with eligible expenses under the programme



Common mistakes to avoid

- Submitting incomplete applications or missing annexes
- Selecting the wrong funding track for the proposed activities
- Proposing projects unrelated to plastic waste prevention or circularity
- Confusing activities with outcomes/results
- Submitting unrealistic budgets or timelines
- Requesting funding for non-eligible expenses
- Failing to explain how the project will contribute to reducing plastic waste leakage
- Providing vague descriptions
- Proposing standalone awareness campaigns without broader implementation components
- Providing unnecessary detail at Concept Note stage
- Failing to consider project sustainability
- Uploading documents in the wrong format or after the deadline



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Due Diligence and Financial Capacity Questionnaire



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Due Diligence: purpose and why is important

- To validate the organisation's financial, operational, and governance capacity, as well as its compliance, to manage funds.
- This form allows us to collect standardized information to assess eligibility and risks.
- To ensure compliance with the donor's and IUCN's policies
- To reduce the risk of misuse of funds.
- To improve transparency
- It allows for the design of technical support and proportionate controls

Required information

- Organisation Information :
 - legal information:
(type,
legal constitution,
founding document
- Governance and legal:
 - Type of governing body (board,
committee)
 - Obligations:
 - registration,
 - social security,
 - taxes
- Financial:
 - Audit
 - Financial statements.
 - Accounting system
 - Policies
 - Bank accounts
 - Control
- Financial capacity:
 - Operating Budget
 - Funding received
 - Income

Required information

- Management and personnel
 - Total number of full-time staff
 - Financial staff
 - Time management recordkeeping
- Internal controls and records keeping
 - Procedures
 - Accounting records
 - Supporting Documentation
- Relationships
 - Member of IUCN
 - Worked with IUCN

Supporting Documentation requirements

- Legal:
 - Constitution, founding document, Statutes
- Operative:
 - Certificate of tax, social security compliance, registration,
- Finance:
 - Audits
 - Financial Statements
 - List of main donors for the past two years
 - Policies
- HHRR
 - Timesheet

Importance of accurate and complete responses

- Streamlines the evaluation process and reduces requests for clarification.
- Provide the most recent versions of the documents.
- Signed due diligence.
- Reduces the need for additional checks.
- There is no minimum or maximum weighting or score; the evaluation takes into account all areas included in the form.
- If you are missing any documents or they are still being prepared, please be sure to indicate this.

Reminder: Next steps

SSGP launch

30 april

**Webinar #1:
Templates
review**

11 May

**Submission
of questions**

15 May

**Webinar #2:
Q&A
session**

26 May

**CN deadline
reception**

31 May

Q&A: Please write your
question on the chat





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We look forward to receiving your proposal!

Feel free to reach out if you have a question

Contact: plasticgrants@iucn.org



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