

# Questions and Answers

## Sustainable Small Grants Programme

### Closing the Caribbean Plastic Tap

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**Document status:** This is a living document and may be updated periodically to reflect additional questions and clarifications received during the application period.

#### 1. Introduction

This document consolidates questions received from interested applicants regarding the Sustainable Small Grants Programme (SSGP) within the Closing the Caribbean Plastic Tap (CCPT) initiative.

The responses provided are intended to support applicants in understanding the application process, eligibility requirements, and submission procedures.

In case of discrepancy between this document and the official Terms of Reference (ToRs), the ToRs shall prevail.

#### A. Eligibility criteria

**Q: What age range is considered “youth”?**

*A: Applicants must meet the legal age requirements in their respective country and be able to provide valid identification and legal documentation.*

**Q: Which countries are eligible for the grant?**

**A:**

*The eligible countries are:*

- *Antigua and Barbuda*
- *Grenada*
- *Saint Lucia*
- *Saint Kitts and Nevis*

- *Saint Vincent and the Grenadines*

**Q: Is the agriculture sector eligible?**

*A: Yes, agriculture-related initiatives may be eligible, provided that the proposed project clearly aligns with the objectives and focus areas of the SSGP, particularly in relation to plastic waste prevention, recyclable plastics, circular economy approaches, or reduction of plastic leakage.*

**Q: Are church groups eligible to apply?**

*A: Yes, if they can meet the legal, financial, and administrative requirements. If capacity is limited, partnerships with larger NGOs are encouraged.*

**Q: Can government departments partner with CSOs?**

*A: Yes, government entities may participate as partners. However, grant funds cannot be transferred directly to government agencies.*

**Q: Can multiple organizations from the same country apply?**

*A: Yes. Organizations may apply jointly through partnerships, but a lead organization must be identified*

**Q: Is a women-led NGO considered an MSME?**

*A: No. A women-led NGO is not automatically considered a Micro, Small, or Medium Enterprise (MSME), as NGOs and MSMEs are different types of entities.*

*However, women-led NGOs may still be eligible to apply under the programme, provided they meet the eligibility requirements outlined in the Terms of Reference (ToRs). Proposals demonstrating strong leadership by women and/or youth are encouraged across all eligible applicant types*

**Q: Can informal groups apply if supported by a government entity?**

**A:** *Informal groups may participate in proposed initiatives; however, applications must be submitted by an eligible lead applicant that meets the requirements outlined in the Terms of Reference (ToRs).*

*Government entities are not eligible to serve as lead applicants under the Sustainable Small Grants Programme (SSGP). Where relevant, informal groups are encouraged to partner with eligible organisations that can assume responsibility for grant management, reporting, and compliance requirements.*

**Q: Are government institutions eligible to receive funding?**

**A:** *No. Government agencies are not eligible to directly receive grant funding.*

**Q: Can a sole trader MSME apply?**

**A:** *Yes. Sole trader MSMEs may apply, provided they are legally registered and meet the eligibility requirements outlined in the Terms of Reference (ToRs).*

*Applicants must also demonstrate the administrative and financial capacity required to manage grant funds and comply with reporting and due diligence requirements under the programme.*

**Q: Can existing projects apply for support to scale implementation?**

**A:** *Yes. Existing initiatives may apply if they are moving from research, data collection, or policy work into implementation activities such as circular economy solutions, equipment purchase, or product development.*

*Applicants should clearly demonstrate the added value of the proposed grant support, including how it will contribute to increased impact, scalability, sustainability, or innovation in relation to plastic waste prevention and circular economy approaches.*

## **B. Timelines**

**Q: What is the deadline for Concept Note submissions?**

*A: The deadline for Concept Note submissions is 31 May 2026.*

**Q: What is the deadline for Full Proposal submissions?**

*A: For shortlisted applicants, the Full Proposal deadline is 31 July 2026.*

## **C. Budget**

**Q: What is the grant amount available per proposal?**

*A: Grant requests must range between:*

- *Minimum: €30,000*
- *Maximum: €80,000*

**Q: How is the country allocation structured?**

*A: The total grant pool is €400,000 across the five participating countries.*

- *Indicative allocation per country: €80,000*
- *Individual grant range: €30,000–€80,000*

*Proposals will be evaluated within their respective country allocation, based on eligibility, technical quality, alignment with programme objectives, and available funding.*

*The indicative country allocations may be adjusted based on the number, quality, and strategic relevance of proposals received across the participating countries.*

## **D. Selection process**

**Q: How will proposals be evaluated?**

**A:** *All eligible proposals will undergo a technical evaluation based on the criteria outlined in the Terms of Reference (ToRs). Proposals will be assessed according to their relevance to the programme objectives, technical quality, feasibility, expected environmental and social impact, sustainability, and alignment with the selected track.*

*The evaluation process will also consider institutional and financial capacity through the Due Diligence and Financial Capacity Questionnaire.*

*Proposals will be reviewed competitively within each participating country, taking into account available funding and the overall quality and strategic relevance of applications received.*

**Q: Is there a minimum number of grantees the programme intends to fund?**

**A:** *There is no fixed minimum number of grantees. Funding decisions will depend on:*

- *Budget availability*
- *Proposal quality*
- *Country allocations*
- *Compliance with grant requirements*

#### **E. Submission Process and Requirements**

**Q: What are the registration requirements for partners?**

**A:** *The registration requirements remain the same whether applying individually or through a partnership. The lead organization must submit all required documentation and complete the due diligence requirements.*

**Q: Is there a preference for certain types of projects?**

**A:** *There is no preference for specific technical solutions, provided the project:*

- *Addresses recyclable plastic waste*
- *Aligns with the identified Key Priority Areas (KPAs) and tracks*
- *Focuses on upstream or midstream plastic lifecycle interventions*

*Additional consideration will be given to projects involving women and youth.*

**Q: What are examples of “midstream” initiatives?**

**A:** *Midstream initiatives focus on keeping plastic in use through local recycling and product transformation.*

*Examples include:*

- *Converting plastic waste into furniture or construction materials*
- *Bottle-to-bottle recycling*
- *Local recycling initiatives that create new products from plastic waste*

*Note: Projects requiring large-scale industrial technologies or high capital investment may not be suitable for this grant mechanism.*

**Q: Can an applicant request the full country allocation?**

**A:** *Yes. Applicants may request funding up to the maximum grant amount available under the programme, provided that the proposed budget is realistic, well justified, and aligned with the scope and expected impact of the project.*

*However, funding decisions will be based on the quality of proposals received, available funding, and the overall objective of supporting impactful initiatives within each participating country.*

**Q: How are proposals submitted?**

**A:** *Applicants must first submit an Expression of Interest Form.*

*After submission:*

1. *A Google Drive folder will be created for the applicant*
2. *Supporting documents can then be uploaded*

*3. All communication and submissions will be handled via email*

*The contact email and submission instructions are included on the Terms of Reference (ToRs) of the programme, available on its dedicated website.*

**Q. When there is collaboration with two or more NGO partners, are details relating to the proposed implementation required at the Expression of Interest stage or can this information be provided as part of the subsequent application documentation?**

*A. When applying as a partnership, no further information is needed at this stage; you will need to provide additional details on the Concept Note Template, by May 31st 2026. Please keep in mind that your Concept Note must clearly identify the lead applicant and all partners, describe each partner's roles and responsibilities (including financial management, procurement, and reporting), and outline coordination mechanisms between partners.*