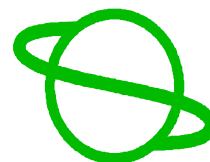


## Template A: Matching Grant Application Form



# NAMIBIAN COAST CONSERVATION AND MANAGEMENT (NACOMA) PROJECT



## MATCHING GRANT APPLICATION FORM

### 1. Introduction

#### Matching Grants – general

The NACOMA Project Sub-component 3.2., "Implementation of Priority Actions under the Management Plans at site and landscape level", will support small matching grants for targeted investments in specific Project intervention sites (ecosystems of biodiversity importance). A limited amount has been earmarked for this purpose and each targeted investment proposal will be considered on merits.

Entities responsible for the identification of targeted investment will be eligible to become involved as Executing Agencies, providing this is consistent with their institutional and legal mandates. Otherwise, they can designate another Executing Agency to implement targeted investments. Executing Agencies may be NGOs, CBOs, the private sector, academia, municipalities/Local Authorities, Regional Councils and line Ministries.

Eligible targeted investments will be those:

- ✓ reflected in the Project's work plans;
  - ✓ focusing on and around identified ecosystems of biodiversity importance as defined in the Project Appraisal Document;
  - ✓ aligned with site-specific management plans (including drafts) and/or the mainstreaming strategy;
  - ✓ aligned with community/local/regional/national priorities;
  - ✓ in compliance with the NACOMA Environmental Management Plan screening procedure and not listed in the Project's negative list of investments;
  - ✓ consistent with provisions described in the NACOMA Participation and Communication Plan;
  - ✓ executed by an Executing Agency with some proven technical management ability;
  - ✓ within the Project's funding ceiling; and
  - ✓ have M&E indicators aligned with the overall Project M&E plan.
-

Application Form instructions

1. Please fill out the attached Application Form on a Word document in English, letter size 12, single space.
2. Please provide precise and focused details for each section. There is no limit on word count.
3. Please fill out all cells and add information as needed. Where information is unavailable or irrelevant, please indicate this in writing and provide a short explanation.
4. Section 5 of the proposal provides a glossary of terms.
5. Please submit the Application Form via postal mail or fax to:

**NACOMA Project Coordination Office  
Erongo Regional Council  
461 Tobias Hainyeko Street  
Private Bag 5019  
Swakopmund  
Tel (064) 403905  
Fax (064) 403906  
Email:**

You are encouraged to call the Project Coordination Office to verify receipt of your proposal.

Deadline for applications

Matching Grant applications for the months XX-XX should be submitted to the NACOMA Project Coordination Office not later than \_\_\_\_\_.

***For further information on this Application Form, other NACOMA documents (Project Environmental Management Plan, Project Communication and Participation Plan, negative list of activities, Project M&E plan) and next steps kindly contact the Project Coordination Office at the above address via phone, email or fax. Assistance to complete this form can also be obtained at the above given address upon request.***

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**2. PERSONAL PARTICULARS**

**PARTICULARS OF APPLICANT**

*NAME OF ORGANISATION:* \_\_\_\_\_

*CONTACT PERSON:* \_\_\_\_\_

*POSTAL ADDRESS:* \_\_\_\_\_

*PHYSICAL ADDRESS:* \_\_\_\_\_

*TELEPHONE:* \_\_\_\_\_ *FAX:* \_\_\_\_\_

*CELL:* \_\_\_\_\_ *EMAIL:* \_\_\_\_\_

*BRIEF DESCRIPTION OF THE EXECUTING ORGANISATION (e.g. its legal status, previous related work it was involved in, governance structures, Monitoring & Evaluation ability, procurement expertise, financial management expertise)*

**TARGETED INVESTMENT LOCATION:**

\_\_\_\_\_

**REGION:** \_\_\_\_\_

**CONSTITUENCY:** \_\_\_\_\_

**TOWN / VILLAGE:**

\_\_\_\_\_

\_\_\_\_\_



**b) PARTICULARS OF PROJECT MAIN TEAM MEMBERS** (add rows as needed)

Name	Responsibility / Position	Contact Detail (phone number and email address if available)

**c) OTHER PARTICIPANTS, STAKEHOLDERS OR BENEFICIARIES**  
 (indicate all people (estimated number and their locations) that will be involved by the targeted investment and are not part of the project management, as well as those that will benefit (environmentally, socially and economically) from the targeted investment)

**d) OTHER PROGRAMS SUPPORTING THE TARGETED INVESTMENT**  
 (describe their involvement and contribution) (add rows as needed)

Name	Nature of support (if financial – please indicate amount and currency)	Contact details	Estimated duration of support

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**3. REFERENCE OR SUPPORTING DOCUMENTS** (*Attach other related or supporting documents to this Application Form, e.g. photos, maps, etc.*)

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**4. TARGETED INVESTMENT DETAILS**

a) TARGETED INVESTMENT TITLE: (or the main idea if the title has not yet been established)

b) TARGETED INVESTMENT BACKGROUND (provide background information about the targeted investment, a short description of the current situation in the activity area and motivation for the targeted investment)

c) TARGETED INVESTMENT OBJECTIVE/S (describe your SMART - Specific, Measurable, Achievable, Realistic and Time bound - objective/s) (add or remove as needed)

- Objective 1:

- Objective 2:

- Objective 3:

d) TARGETED INVESTMENT DESCRIPTION (indicate the targeted investment's activities on the ground. You may divide the activities into a number of main components) (add rows as needed)

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e) PROJECT RESULTS (indicate the expected results which will help achieve each stated objective, upon which the targeted investment's successes will be evaluated by the time of completion)

A large, empty rectangular box with a thin black border, intended for the user to write the expected results of the project.

f) ENVIRONMENTAL MANagements AND/OR SUSTAINABLE USE OF NATURAL RESOURCES BENEFITS EXPECTED (list all the environmental management and natural resources sustainable use benefits expected to be derived from the targeted investment)

A large, empty rectangular box with a thin black border, intended for the user to list environmental management and natural resources sustainable use benefits.

g) ACTION AND PROCUREMENT PLAN (for each of the results mentioned in Section e, develop an action and procurement plan following the outline below. The plan should cover the following categories: activity; responsible person; time frame; resources required – such as goods, manpower, consultants, other services, etc.-; budget and success indicators) (add rows as needed)

Result 1 (as in Section e):					
Activities	Responsible person in the team	Time frame	Resources required (goods, manpower, consultants, other services, etc.)	Budget	Success indicator
Result 2 (as in Section e):					
Result 3 (as in Section e):					

h) SELF CONTRIBUTION (if applicable, describe type of contribution from the applicant side e.g. material, labor, cash)

i) TARGETED INVESTMENT RISKS (describe possible risks and what will be done by the team to alleviate each of them)

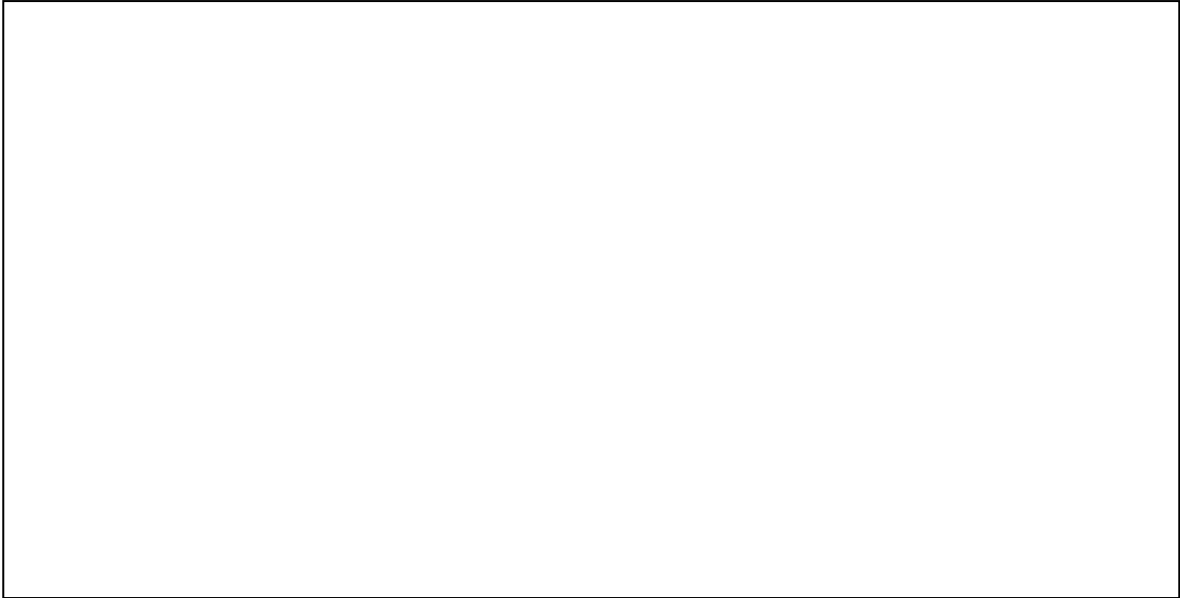
j) **MONITORING AND EVALUATION** (explain how the results of the targeted investment will be monitored and evaluated by the team)



k) **ALIGNMENT WITH COMMUNITY / LOCAL / REGIONAL / NATIONAL PRIORITIES** (list the community, local, regional and national priority issues that will be addressed by the project)



1) COMPLIANCE WITH NACOMA ENVIRONMENTAL MANAGEMENT PLAN AND FUTURE STEPS TO BE TAKEN (indicate whether your proposal is listed on the NACOMA negative list as indicated in the Environmental Management Plan and potential negative impact on the environment)



## 5. GLOSSARY OF TERMS

### Result/Output

- These are the end products of the targeted investment, mostly in tangible format; things that one can refer to as the products of a certain activity undertaken and input used, e.g. a fence (from a fence building activity).

### Input

- The resources that are needed to be engaged in the targeted investment activities to obtain desired output. These can be: personnel, equipment, supplies and finances.

### Risks

- Actions, which are mostly outside the targeted investment's control, with a potential to disrupt, delay or even stop the planned activities. They can be calculated human-based risks or unforeseen nature-orientated risks.

### SMART

The acronym SMART is unpacked as follows:

**S** – Specific (indicate who is involved, what is involved, where the activity should be, i.e. geographical and/or physical location)

**M** – Measurable (provide quantitative, i.e. numbers and percentages and qualitative indicators, i.e. type)

**A** – Achievable (indicate whether it is possible to implement the activity. Ask the question, can it be done?)

**R** – Realistic (indicate whether it is feasible in terms of human, material, financial resources and time available to implement the activity)

**T** – Time-bound (provide a timeframe. Indicate when the activity should be completed)

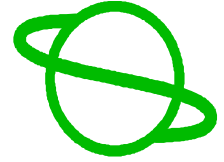
### Success indicator

- Tangible evidence that a particular activity has been carried out accordingly and produced desired result.

### Action plan

- A tool used to divide and structure a targeted investment into smaller and detailed elements, which are specific and manageable. In the plan specific activities to be carried out are listed and basic information on how are they going to be carried out is given.
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**Template B: Progress Report and Request for Matching Grant Disbursement**



**NAMIBIAN COAST CONSERVATION AND  
MANAGEMENT (NACOMA) PROJECT**

**PROGRESS REPORT AND REQUEST FOR MATCHING GRANT  
DISBURSEMENT**

(to be completed by grant recipient upon completion of a milestone and otherwise on quarterly basis)

Targeted Investment Number (as in the Matching Grant Agreement) \_\_\_\_\_  
\_\_\_\_\_

Targeted Investment Title \_\_\_\_\_  
\_\_\_\_\_

Matching Grant Recipient \_\_\_\_\_  
\_\_\_\_\_

Matching Grant Recipient Address \_\_\_\_\_  
\_\_\_\_\_

Executing Agency \_\_\_\_\_  
\_\_\_\_\_

Targeted Investment Director or Person Responsible \_\_\_\_\_  
\_\_\_\_\_

Location of Targeted Investment \_\_\_\_\_  
\_\_\_\_\_

Targeted Investment Start and End Dates (as indicated in the Grant Agreement)

Start: \_\_\_\_\_ End: \_\_\_\_\_

Changes (if any) in Start or End Dates \_\_\_\_\_  
\_\_\_\_\_

Period Covered by Report \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

*Disbursement Request*<sup>1</sup>

	N\$	US\$ equivalent
Total Matching Grant amount (as in the Grant Agreement)		
MG Funds received to date		
MG Funds spent to date <sup>2</sup>		
MG Funds balance		
MG Grant disbursement requested		

Report submitted by:

Name:

Title:

Signature:

Date:

**I. Narrative Report** (please use as much space as needed).

Targeted Investment activities completed in this period:

Problems or difficulties in Targeted Investment implementation:

How have these problems/difficulties been addressed?

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1 If the currency of the Contract for the grant is expressed in US dollars, please fill both columns. If the Grant is expressed in local currency please disregard the US\$ column.

2 This figure should match the total cumulative expenditure entered in column (4) of the Cumulative Expenditure Report table (see page 3).

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Assessment of Targeted Investment achievements to date based on indicators in Targeted Investment Action Plan:

Activities yet to be completed:

Request for additional technical assistance (if any):

Request for revision in Targeted Investment duration or activities (if any):

Additional remarks:

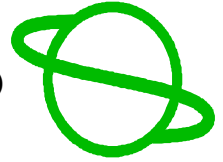
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Template C: Matching Grant Agreement



**NAMIBIAN COAST CONSERVATION AND  
MANAGEMENT PROJECT (NACOMA)**



**MATCHING GRANT AGREEMENT**

**CONDITIONS OF AGREEMENT**

Entered into and between  
**NACOMA PROJECT**  
(Hereinafter referred to as the “Grantor”)  
Herein represented by

**Mr/Ms.** \_\_\_\_\_

In his/her capacity as Coordinator of the NACOMA Project  
and representing the Ministry of Environment and Tourism

**On the one hand**

**And**

\_\_\_\_\_  
(Hereinafter referred to as the “Beneficiary”)  
Herein represented by

\_\_\_\_\_  
**Name of Executing Agency’s Representative**

Title of Targeted Investment: \_\_\_\_\_  
Number of Targeted Investment: \_\_\_\_\_

**On the other hand**

Agree herewith as follows:-

\_\_\_\_\_

1.

Whereas the Grantor provide financial support through a Matching Grants to promote environmental management and sustainable use of natural resources activities in the form of targeted investments in the Coastal Zone of Namibia;

And,

i) Whereas the above mentioned Targeted Investment, hereinafter referred to as “the Beneficiary” was successful in its application for financial support for the envisaged Targeted Investment described in “Targeted Investment Description” Section of Annex A, and shall perform the specified service under “Tasks and Activities” section of Annex A, which is made an integral part of this Agreement ("the Services").

ii) That “the beneficiary” shall produce all deliverables listed in “Deliverables” Section of Annex A within the time periods indicated in the “Timeframe” Section of Annex A of this Agreement.

**Now therefore the parties agree as follows:**

2.

2.1.

The name of the targeted Investment will be: \_\_\_\_\_ and the aims and purpose of the Targeted Investment is fully described in the attached Targeted Investment Proposal (see Annex C).

2.2.

This Agreement will come into effect from the date of signature and will remain valid until such time that the Beneficiary has fulfilled all its responsibilities and obligations in terms of this agreement as indicated in “Timeframe” section of Annex A, "Terms of Reference and Scope of Service", or any other period as may be subsequently agreed by the parties in writing.

3.

The Grantor will assist the Beneficiary with a Matching Grant to the total amount of N\$ \_\_\_\_\_ (in words \_\_\_\_\_) from the appropriate NACOMA Project Budget, payable to the Beneficiary on the following basis –

3.1.

\_\_\_\_\_ % of the Matching Grant on the date of signature of this agreement or such date as set out and agreed upon in Annex A, and

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3.2.

The remaining \_\_\_\_\_% will be paid in installments, upon written submission of a request for payment which shall be based on agreed deliverables and accompanied by acceptable progress and financial monitoring reports (see Annex B) with all the original receipts related to the Targeted Investment expenses.

3.3.

The correct and separate Beneficiary's Bank account details for this Targeted Investment, and into which the Matching Grant funds will be deposited, are as follows:

Bank: \_\_\_\_\_  
Branch Name: \_\_\_\_\_  
Branch Code: \_\_\_\_\_  
Account: \_\_\_\_\_  
Type: \_\_\_\_\_  
Account Name: \_\_\_\_\_

4.

The Beneficiary agrees and accepts full responsibility for the following:

4.1.

To plan, co-ordinate and implement the Targeted Investment as set out in the attached Targeted Investment Proposal/description and its approved budget in Annex B as well as to take a full responsibility for all procurement, disbursement and financial management of the Matching Grant with the overall aim of transparency and cost-efficiency.

4.2.

To liaise directly with the assigned NACOMA Project Coordinator being Mr./Ms. \_\_\_\_\_ or his/her alternate - Mr./Ms. \_\_\_\_\_, and channel all correspondence, be it technical or financial, through such NACOMA Project Coordinator.

4.3.

To submit regular progress reports on a quarterly basis in addition to progress reports for purposes of tranche release on a format that is agreed upon and is hereby attached to this Agreement as Annex B, "Progress and Financial Monitoring Report".

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#### 4.4.

Keep proper financial records of all original receipts and expenditure for the successful implementation of the Targeted Investment.

#### 4.5.

On completion of the Targeted Investment the Beneficiary shall submit to the NACOMA Project Coordinator a detailed technical Completion Report. The Report shall include the following:

- The name of the Targeted Investment
- Amount allocated
- Amount spent
- Duration of the Targeted Investment implementation so far
- Achievements and constraints
- Has the stated Targeted Investment objective been reached?
- Have all expected outputs been achieved?
- List of environmental management and natural resource sustainable use benefits achieved or expected to be achieved by the Targeted Investment
- Number of people and their associates who became engaged and benefited economically from the Targeted Investment in comparison to baseline situation
- Next steps for sustainability of activities

#### 4.6.

The Completion Report shall also contain a declaration to disclose particulars of any additional funding by other institutions.

The Report shall also include, where possible, visual materials such as photos, maps, graphs or similar material.

#### 4.7.

The parties agree that the Beneficiary in all its activities to implement and/or promote the Targeted Investment, including publications and/or press releases related to the Targeted Investment, shall mention and give recognition to the NACOMA Project as the provider of funds. The Beneficiary shall ensure that reporters and or journalists acknowledge this.

#### 5.

The Beneficiary guarantees and indemnifies the Grantor against any action, claim or loss, damage, costs, nuisance or injuries which the Beneficiary or any third party may suffer as a direct or indirect result, which may be sustained as a result of the Beneficiary's activities related to the Targeted Investment.

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6.

The Grantor reserves the right to withhold or terminate the funding of the Targeted Investment at any given time, should evidence be produced that the funds are being misused for purposes other than those set out in the approved Targeted Investment Budget and Procurement Plan (see Annex A). Funding of the Targeted Investment will also be withheld or terminated should the Targeted Investment activities not progress according to the indicated time frame or its objectives.

7.

The Beneficiary agrees that any funds received in terms of this Agreement shall be utilised solely for the Targeted Investment and no other purposes whatsoever. Upon provision of conclusive proof that any funds received in terms of this Agreement are misappropriated or cannot be accounted for, the Beneficiary shall be liable and required to pay back such funds to the Grantor upon demand.

8.

The Beneficiary accepts the responsibility to produce the outputs/results agreed to in this Agreement while bearing the cost of overruns and accounting for the use of any surplus.

9.

The Grantor (or its representative/s) reserves the right to inspect at any time and without the Beneficiary's approval the site, work, materials, relevant records, and documents related to the Targeted Investment as well as to inspect and assess if the mitigation measures recommended through the EIA process (where applicable) are implemented satisfactorily by the Beneficiary.

10.

Any equipment, tools or other assets (including infrastructure) acquired by the Beneficiary with funds obtained from the Grantor in terms of this Agreement shall remain the property of the Grantor for the duration of this agreement. When there are savings at the completion of the Targeted Investment, the Beneficiary will be allowed to use these funds to increase the scope of the Targeted Investment without having to undergo a process of formal approval. This is aimed at promoting cost-efficiency and provides an incentive for Executing Agency to negotiate better contracts and prices.

11.

The parties agree that should the Beneficiary fail to perform its obligations or fail to execute any action in terms of this Agreement and it becomes necessary to institute legal

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proceedings against the Beneficiary, the Beneficiary shall be liable for all legal costs, including attorney and client costs as well as any other fees that may become payable.

12.

No relaxation or indulgence in respect of any provision of this Agreement shall be deemed to be a waiver by the Grantor of any of its rights to enforce strict compliance in terms of this Agreement.

13.

The Beneficiary consents that the Agreement shall be governed by the laws of *The Republic of Namibia*, and the language of the Agreement shall be *English*.

14.

The Beneficiary will be responsible for undertaking any appropriate insurance coverage.

15.

Any dispute arising out of this Agreement, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of Namibia.

16.

The parties agree that the aforementioned conditions shall constitute the Agreement between the two parties and that no conditions, stipulations, guarantees or representations not stipulated herein, shall form part of this Agreement.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....:

**On behalf of the NACOMA Project:**

\_\_\_\_\_  
**MR./MS. ...**  
**COORDINATOR: NACOMA PROJECT**

**WITNESSES:**

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1. \_\_\_\_\_

2. \_\_\_\_\_

**On behalf of the Beneficiary:**

\_\_\_\_\_  
**MR./Ms. ...**

**EXECUTING AGENCY'S REPRESENTATIVE**

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Annex A - Terms of Reference and Scope of Service**

**{To be attached}**

Minimum sections should include

- Targeted Investment Description
- Deliverables
- Timeframe
- Budget
- Payment Schedule (including time of release of first tranche)
- Procurement Plan

**Annex B - Progress and Financial Monitoring Report Format**

**{To be attached}**

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