



## Grant Process - Overview

Environmental Equity and Justice Partnership (EEJP) has a carefully crafted **Grant Process** keeping in view the specific needs and requirements of grassroots organisations. Our process strives to be accessible and inclusive, in addition to being fair, objective and transparent. We keep on learning and incorporate new ideas to keep abreast with changing needs.

## Overall Strategy

The program strategy revolves around the following key elements:

- **Expert Body in Advisory Role**  
An Advisory Board comprising of experts from environment and other crossover areas is constituted. A sound understanding of the root causes of environmental problems and an ability to see the 'big picture' is what characterises these members. Well connected to communities on the frontline environmental work, they ensure that the perspective of those most impacted by environmental injustices is not lost. The Board has a much richer connection beyond selection.
- **Simple yet effective grant making process**  
EEJP Process has been designed keeping in view the specific needs of grassroots organisations. It strives to be accessible and inclusive, in addition to being fair, objective and transparent. Application formats are kept simple yet meant to ensure a good funnel for innovative ideas and practices wherein the community benefits and sustainability aspects are well integrated. Process is meant to be evolving to meet changing needs.
- **An inbuilt mentoring component**  
Mentoring component is blended into the overall program. EEJP serves like an incubator of grassroots initiatives and mentors them with the aim of building and enhancing their capacities and preparing them to assume larger roles.
- **Building a grantees' network**  
The program purpose is not to set off few short-term activities but to bring in significant change in the area of environmental justice. EEJP does not view its grantees' as mere receiver of funds but as long-term associate and partner. The program envisions a specific role for them within the process, during as well as after the grant period.
- **Dissemination of knowledge products**  
Knowledge products on diverse range of issues are the most direct outcome of the program. EEJP places strong emphases on their dissemination among a wider audience largely through list serves, website, and other specific mechanisms to promote sharing.

## Grant Procedure - Basic Principles

The award of grants under EEJP is subject to the following principles:

### **Transparency**

The availability of grants are publicised widely and in an easily accessible way. All grants awarded will be published on website with due observance of the requirements of confidentiality and security.

### **Equal Treatment**

The grant award process is completely impartial. A multi layered selection process ensures this.

### **Non-cumulative**

No single beneficiary may receive more than one grant under EEJP in a given grant cycle.

### **Non-retroactivity**

Grants, as a rule, only cover costs incurred after the date on which the grant contract is signed. A grant may be awarded for an action, which has already begun only where the applicant can demonstrate the need to start the action before the contract is signed. No grant may be awarded retroactively for actions already completed.



### **Non-profit**

Grant would not have the purpose or effect of producing a profit for the awardees. Profit is defined as: a surplus of aggregate receipts over costs for the action in question at the time when the request is made for final payment of a grant for an action.

### **Eligibility Criteria**

The eligibility criteria relate to three different aspects:

1. **Eligibility of the applicant:** this refers to the applicant's legal and administrative status.
2. **Eligibility of the action:** this refers to the types of activities, and sectors or themes and geographical areas covered by the Call for Proposals.
3. **Eligibility of costs:** this details the types of costs, which may be financed. In brief they must be real costs, which will actually be incurred and are necessary for carrying out the project.

The Eligibility Criteria in case of Applicants as well as Actions have been detailed out under the respective program components. The eligibility criteria should not be confused with the grant award criteria.

### **Grounds of exclusion:**

Some applicants, despite fulfilling the eligibility criteria mention above, may be excluded from participating in the program or the award of grants if, at the time of the call for proposals, they:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by EEJP as a condition of participation in the call for proposals or fail to supply this information;
- c) have attempted to obtain confidential information or influence the Selection Team during the evaluation process of current or previous calls for proposals.
- d) have failed to deliver output or met EEJP requirements in the past.

### **Eligibility of Costs** (*Applicable only to Environmental Small Grants*)

Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs, not lump sums (except for travel). It is in the applicant's interest to provide a realistic and cost-effective budget.

### **Eligible Direct Costs**

To be eligible under the Call for Proposals, costs must:

- be necessary for carrying out the action and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- be recorded in the Grantee's accounts or tax documents, be identifiable and verifiable, and be backed by originals of supporting documents.

### **Ineligible Costs**

Broadly speaking the following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchase of assets, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries at the end of the action;

### **Application Process**

EEJP adopts a two-stage Application Process. The first stage is the **Submission of Concept Note**. All applicants interested in receiving support under EEJP should submit a Concept Note in the prescribed format only. The Concept Note should be no longer than 3-pages and should attempt to explain in a concise manner the problem statement, goals and objectives of the intervention, activity outline and expected outcome, success indicators, follow up/ sustainability plan and a broad budget outline. Submissions can be made in English or Hindi.



Applicants whose concept notes are short-listed for further consideration will be asked to submit **Full Proposal** along with requisite supporting documents at a short notice of two weeks. This again has to be submitted in the prescribed format. Applicants should check their proposal for completeness, including all supporting documents asked under the program.

#### ***Application Limit***

Under both components combined - Environmental Small Grants and Environmental Fellowship - an applicant may submit **only one application** during the current grant cycle for consideration. Applications under Strategic Grants will be considered under Environmental Small Grants and not treated separately.

In case more than one application is received from an individual, EEJP will randomly select one and disqualify the other/s. Applicants should not expect EEJP to select the 'more worthy' proposals from among the several submissions. EEJP may even decide to disqualify all the applications linked to a single applicant.

#### ***Participation in future grant cycles***

The program does not restrict reapplication by EEJP Awardees under the subsequent grant cycles. This is only allowed for new activities. However EEJP will give preference to new applicants.

#### **Evaluation Criteria**

There is a set of Evaluation Criteria as part of the Grants procedure. Evaluation criteria consist of both, the Selection and Award criteria.

The **Selection criteria** are designed to assess applicant's financial and operational capacity to complete the proposed action: the applicant must have stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate, where appropriate, in its funding. Applicants and their partners must also have the necessary professional competencies and qualifications to complete the proposed action.

The verification of financial standing does not apply to persons in receipt of fellowships.

The **Award criteria** are used to assess the quality of proposals against the set objectives and priorities, so that grants are awarded to actions that maximise the overall effectiveness of the program. The award criteria relate, in particular, to the **relevance** of the action and its **compatibility** with the objectives of the grant programme, to the **quality**, expected **impact** and **sustainability** of the action, and to its **cost-effectiveness**.

The criteria are precise, non-discriminatory and not prejudicial to fair competition.

#### **Impartiality and Confidentiality**

All members of the selection team stand by the principle of Impartiality and Confidentiality. Any member who has a potential conflict of interests due to a link with any applicant may withdraw from the evaluation process. There is a conflict of interests where the impartial and objective exercise of the functions of a member of the evaluation team is compromised for reasons involving family, emotional life, economic interest or any other shared interest with an applicant.

No information about the evaluation or comparison of proposals or decisions about the grant award shall be disclosed. Any attempt by an applicant to influence the process in any way may result in the exclusion of its proposal from further consideration.



## Notification of Applicants

EEJP notifies the successful applicants in writing shortly after the decision is taken. Unsuccessful applicants will also be informed stating the specific reasons for the same. A decision to reject an application or not to award a grant may be based on one or more of the following grounds:

- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant was not eligible;
- the action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- the proposal was not relevant enough or the applicant's financial and operational capacity was not sufficient, or the proposals selected were considered superior in these respects;
- the proposal was considered technically and financially inferior to the proposals selected.

EEJP's decision to reject an application or not to award a grant is final.

## Disbursal Schedule

The first pre-financing payment, which covers 50% of the amount of the contract, is paid after both parties have signed the contract. A mid-term report (activity as well as financial) has to be submitted. On approval of the report 40% of the contract amount is released. The final payment of 10% is made only after receipt of the final report and the certified utilisation report.

In case of fellowships after both parties have signed the contract disbursement of the fund will be on quarterly basis, that is 25% of the total approved amount in every three months. However fellowship for the last quarter will be in two instalments, 50% in the beginning of last quarter and 50% after submission of the final report.

If the grantee fails to implement the action as undertaken and agreed in the contract, EEJP reserves the right to suspend payments, and/or to terminate the contract. The contribution may be reduced, and/or the organisation may demand full or partial repayment of the sums already paid, if the grantee does not fulfil the terms of the contract.

## Mentoring

Mentoring is a crucial element of EEJP. Every grantee is linked to an expert who keeps an oversight on the activity progress as well as acts as a mentor.

In case of Fellowship, the individual additionally links (formally or informally) with a local mentor (either an expert or an organisation) before submission of the Concept Note. The process requires that the applicant should have discussed the idea with the mentor and developed a plan in consultation. Clarity on role of the mentor is also vital.

## Grantees Meet

Grantees Meet is hosted once every year and brings together the awardees under the current grant cycle. Planned in a workshop mode, the meeting serves as a capacity building measure and provides a platform for a discussion based face-to-face interaction among groups and individuals. Participation in the meeting is compulsory.

The Final Grantees Meet at the end of three years will collectively bring together all the EEJP Awardees. For the awardees, it would be an opportunity to showcase their work and achievements before a wider audience and for EEJP it would act as an evaluation tool.

## Dissemination of Results and Knowledge Products

The program expects knowledge products coming out of the supported initiatives that will enhance understanding of the communities on emerging environmental issues. EEJP proactively works at disseminating the results and knowledge products to benefit a larger community. All the knowledge products are made



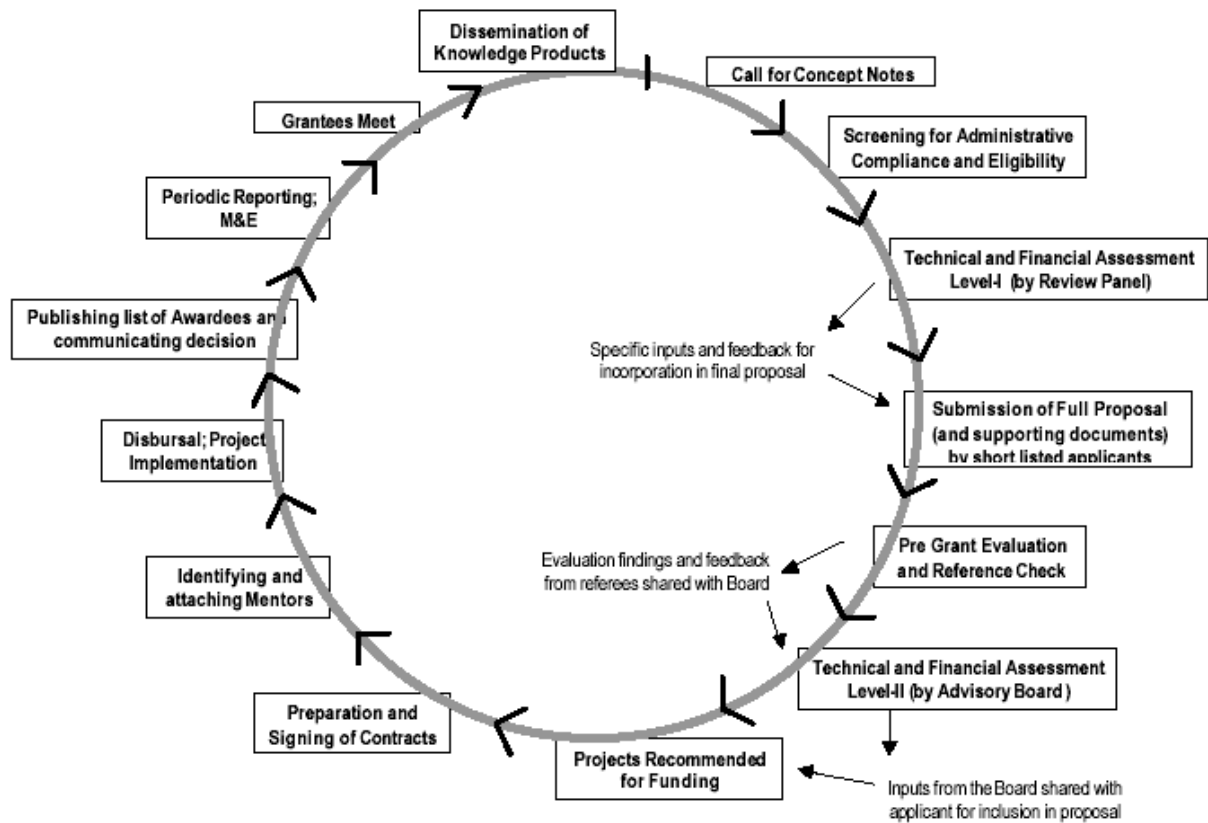
available on EEJP website. EEJP also encourages grantees to look for other available spaces and forum at their levels to disseminate knowledge. The final EEJP publication too will capture some of the work.

**Alumni Network**

EEJP’s Alumni Network offers opportunities for peer learning, lends wider exposure by linking up with other networks, and acts as a think tank. The Alumni network provides a platform to the grantees to stay connected with the issue of environmental justice, catalysing conversations and incubating new ideas. Alumni also give back to the existing program by way of mentoring; giving feedback; and acting as program ambassadors. Since it is not possible to bring the alumni together on regular basis, the exchange is facilitated largely through list serves and similar medium.

**Grant Cycle**

A typical EEJP Grant Cycle looks like this:



**Timeline** (subject to revision without prior notice)

**Grant Cycle 1**

Deadline for Submission of Concept Note:	31 July 2009
Submission of Full Proposal (only short listed applicants):	September 2009
Decision on Awardees:	October 2009
Project Implementation/ Advance Payment:	November 2009



Grantees Meet: March 2010

### **Grant Cycle 2**

Fresh Call for Concept notes: November 2009  
Deadline for Submission of Concept Note: February 2010  
Submission of Full Proposal (only short listed applicants): April 2010  
Decision on Awardees: June 2010  
Project Implementation/ Advance Payment: June 2010  
Grantees Meet: October 2010

### **Grant Cycle 3**

Fresh Call for Concept notes: July 2010  
Deadline for Submission of Concept Note: November 2010  
Submission of Full Proposal (only short listed applicants): December 2010  
Decision on Awardees: February 2011  
Project Implementation/ Advance Payment: February 2011  
Grantees Meet: June 2011  
Final Grantees Meet: March 2012