



BESF

BARBADOS ENVIRONMENTAL
SUSTAINABILITY FUND

CALL FOR PROPOSALS



Barbados Environmental Sustainability Fund Inc. (BESF)

First Call for Proposals

Background

Established in 2019, the Barbados Environmental Sustainability Fund Inc. (BESF) was formally incorporated as a non-profit company pursuant to the Charities Act of Barbados in 2022. The BESF is a private company whose Mission is to source and provide financial resources and technical support to enable environmental conservation and sustainability in Barbados.

Call for Proposals

The BESF is accepting proposals that align with its Conservation Strategic Goals. This a competitive process. Barbadian Students and Postdoctoral Researchers are invited to submit applications for tuition or research grants; click [here](#) for application details. For all other applicants, the process is comprised of two-stages:

Stage 1:

- **Screening:** based on the review of the applicant entity's institutional information.
- **Selection of Concept Notes:** applicants submit Concept Notes that are reviewed and filtered by the corresponding Technical Advisory Committee (TAC).

Stage 2:

- **Design, selection and grant approval:** The TAC advises the Board of Directors on which applicants should be invited to prepare Full Proposals based on the selected Concept Notes. Full Proposals are to be developed by the requesting entity, with the technical support of the BESF.

Stage 1, that is the call for Concept Notes from eligible entities that align with the BESF's strategic thematic areas, is open from **29 August 2024 through to 29 September 2024**.

Note, only Concept Notes submitted by applicants that pass the eligibility screening will be considered. The results of the selection process are final and cannot be appealed.

Who Can Apply?

For this Call, applicants may be one or a more (i.e., a partnership) of the following:

- Non-profit organisations
- Community-based organisations
- Government agencies
- Academia

- Private sector

Eligible organisations must also:

- Be a registered institution.
- Have minimum financial management and reporting demonstrable capacity.
- Have a vision and mission aligned with the BESF Strategic Priority Areas.
- Have a proven track record in project implementation.
- Have an institutional bank account for receiving financial support.
- Have been in operation in Barbados for more than two years and have project management experience (for medium and large grants, only).

Focal Areas

The BESF is accepting Concept Notes, and subsequently Full Proposals, for projects that align with one or more of its strategic thematic areas:

- Biodiversity conservation and management.
- Disaster risk management.
- Climate resilience through mitigation and adaptation.
- Renewable and non-renewable natural resource management, including fisheries.
- Renewable energy.
- Forestry, tourism and agriculture.
- Marine, coastal and terrestrial protected areas (PA).
- Ocean and coastal research.
- Integrated solid waste management.
- Integrated water resources management.
- Green and blue economy initiatives.
- Sustainable livelihoods and human well-being.

The BESF will also support projects that have one or more of the following cross-cutting themes:

- Financial tools, mechanisms and instruments.
- Environmental standards and legislation.
- Capacity building.
- Knowledge management.
- Research.
- Gender and vulnerable groups.
- Environmental education and stewardship.
- Communications, outreach, public relations.

Geographic Scope

The call is open to projects implemented in Barbados, only.

Grant Size and Duration

BESF has secured funding to award grants in three tiers: small, medium, or large. The respective funding range for each tier is shown below:

| Grant Tier | Funding Range (BBD) |
|------------|-----------------------|
| Small | Up to \$50,000 |
| Medium | \$51,000- \$100,000 |
| Large | \$101,000 - \$300,000 |

Grantees will be required to account for in-kind contributions and/or co-financing, to reflect the true extent of effort used in implementing projects.

Grants will typically be awarded for a maximum of a 2-years, and up to 3-years in special cases.

Eligible Expenses

Expenditures must be linked to project performance and necessary for the implementation of project activities. All expenditures must be incurred by the project end date, as defined in the Grant Agreement. Funding under the BESF can be used for:

- Contracting of specialists, individuals or corporations for specific products through a professional services contract.
- Services other than consulting services based on physical work that can be measured and for which standards exist, such as mapping, aerial photography, or satellite imagery.
- Field equipment and, where reasonable, office and computer equipment.
- Small constructions that do not have negative environmental or social effects.
- Fees for instructors or facilitators; training-related travel expenses; course registration fees from academic institutions; rental of training facilities; material for training, preparation, reproduction and distribution.
- Rentals, travel expenses, consumables and office supplies.
- Salaries and general administrative expenses, provided they do not exceed a threshold of 20% of the total project budget.

Indirect costs may be approved. These are overhead expenses incurred by an organisation as a result of project implementation, but which cannot be easily attributed to a specific project. These overheads are generally shared among projects and/or other operations (e.g., accounting and administrative services, utilities, technology support, facility maintenance, etc.). For indirect costs to be allowable:

- Applicants must present a well-documented indirect cost rate (e.g., organisation policy, audited financial reports).
- It must not be included in costs assigned to another budget line (e.g. salaries and general administrative costs).
- The rate must not exceed 10% of the total eligible direct costs.

Non-eligible expenses include, but are not limited to:

- The purchase of land, the resettlement of people or the removal or alteration of any physical or cultural property under any circumstances.
- Activities relating to the extraction or depletion of non-renewable natural resources (including forests, trees, minerals and oil/gas).
- Infrastructure or other activities that impact livelihoods or restrict access to natural resources.
- Operating or administrative costs of ministries, departments or agencies of the Government
- Salaries for any of the grantees' staff, with the exception of such salaries related to positions established specifically for the purpose of achieving the objectives of the project.

Co-financing

Co-financing is optional for small grants but a requirement for medium and large grants. Applicants of medium-sized grants are required to mobilise and/or demonstrate a minimum of 15-25% of the total project budget from other sources; while for large-sized grants, co-financing should be in the range of 25-40% of the total project budget. Co-financing can take the form of cash or in-kind contributions.

Documentation Requirements

At Stage 2, preselected applicants must provide:

- Formal letters of commitment, in case there is financial support from other institutions or other projects
- Declaration of no conflict of interest of each team member
- Entity's legal documents
- Copy of the audited financial statements (last 2 years)
- CV of each team member and their respective roles.
- Details of the special bank account for the project.

Applications with incomplete documentation will not be evaluated.

Financial Requirements

Approved Grantees are required to:

- Establish a separate interest-bearing bank account at an authorised financial institution before the receipt of the first tranche of funds from the BESF;
- Deposit all disbursements received from the BESF into the Bank Account established within two (2) business days of receipt from the BESF;
- Keep separate, accurate and up-to-date accounts of BESF funds in accordance with generally accepted accounting principles and standards;

- Maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired under the Grant to the extent and in such detail as will properly reflect all costs and expenses representing the Grant awarded. These records shall be maintained for a period of six (6) years after the final expenditure report is submitted;
- Ensure that internal controls are instituted with respect to the disbursements of funds under the Grant to safeguard all funds;
- Provide an independently verified financial statements accounting for all expenses incurred, financed under the Grant, in the execution of the Project at the completion of all activities; and
- Comply with all statutory requirements as regards legal, tax, accounts, audit or examination of accounts, annual reports and annual returns applicable to the Grantee under the laws of Barbados

Submissions

The BESF will be utilising an online Grant Management Platform to manage the entire grant-making programme, including the submission of applications to our competitive Call for Proposals. The platform allows users to submit applications, upload supporting documentation, track the status of their applications, and communicate with the BESF Secretariat. Access the platform here: <https://besf.submit.com/>

Applicants are required to register to the platform and apply by filling out and submitting the appropriate form. For guidance on utilising the BESF Grant Management Platform access a manual here: [ESF Grants Management Platform: Application Guidelines](#)

Hand delivered or emailed concept notes, proposals, or other documentation will not be accepted.

Project Specifications

This is a competitive, open call for proposals for small-, medium- and large-sized projects. Priority will be given to those that contribute to the BESF's strategic thematic areas and the relevant national strategies and goals of Barbados. Projects that are innovative and can demonstrate sustainability and/or replicability or scaling-up will be scored higher.

Concept Notes Evaluation Criteria

If the screening of the applicant is successful, the Concept Note will be evaluated considering the following criteria:

- Organisation Experience and Capacity (max 10 points)

(Institutional experience with project implementation and technical and financial management capacity relevant to the proposal)

- Relevance and Justification of the Proposed Project (max 20 points)

(a clearly defined problem to be addressed; SMART goal and objectives to achieve the desired outcomes; contribution of the project to the fulfilment of the BESF's strategic thematic areas, including cross-cutting themes, where applicable; contribution to conservation and environmental sustainability in Barbados)

- Approach (max 10 points)

(how the applicant proposes to achieve the stated goal and the high-level project activities outlined)

- Budget (max 15 points)

(budget falls within the requested grant tier, complies with eligible costs, is consistent with and adequate to cover all proposed activities; inclusion of in-kind contributions and/or co-financing for medium and large grants)

- Feasibility (max 10 points)

(coherence between the project goal and objectives and the actions to be carried out within the specified project period)

- Sustainability (max 5 points)

(how the project's outcomes will be maintained after the project's closing)

Concept Notes that meet a threshold of **50 points** will be considered for preselection and may be invited to submit Full Proposals.

Full Proposal Evaluation Criteria

The TAC will evaluate the Full Proposals received based on the following criteria:

- Strategic Relevance (max 10 points)

(contribution to the achievement of relevant national strategies and goals of Barbados; contribution to one or more of the BESF strategic thematic areas, including cross-cutting themes, where applicable)

- Concept and Approach (max 25 points)

(how the applicant proposes to address the identified problem, address potential risks, and facilitate monitoring, evaluation, and learning, within the specified project schedule)

- Budget and Financial Consistency (max 15 points)

(budget falls within the requested grant tier, complies with eligible costs, is consistent with and adequate to cover all proposed activities; inclusion of in-kind contributions and/or co-financing for medium and large grants)

- Compliance and Risk Register (max 10 points)

(the project complies with the BESF Environmental and Social Policy and Exclusion List; potential risks are identified, and realistic and appropriate mitigation measures provided)

- Project Impact and Sustainability (max 25 points)

(project beneficiaries are clearly identified and the expected impact clearly described; the extent to which women, vulnerable, marginalised and under-represented groups are included in project beneficiaries; extent to which the project is likely to deliver expected outcomes within the specified time period and budget; capacity of the project to generate changes for the medium or long term; possibility of maintaining

the project's outcomes after the project's closing; extent to which the project could be replicated or scaled)

- Organisation Capacity / Project Team (max 15 points)

(Demonstrated institutional project management experience and technical and financial management capacity relevant to the proposal and team composition)

Full Proposals that meet a threshold of **75 points** will be considered for approval. As this is a competitive process, and based on the funding available for the call in each grant award tier, the TAC will make recommendations to the BESF Board of Directors for the awarding of grants.

Timeline

Important dates and deadlines for the first BESF Call for Proposals:

| BESF 1 st Call for Proposals | Dates | Time |
|---|--------------------------------------|-----------------|
| Opening of the Call for Proposals | Thursday, August 29, 2024 | |
| Deadline for requesting any clarifications regarding concept notes | Thursday, 19 September 2024 | 5:00 PM |
| Deadline for submission of concept notes | Sunday, 29 September 2024 | 11:59 PM |
| Screening and evaluation of concept notes completed | *Sunday, 3 November 2024 | |
| Board decision and notification of invitation to prepare a full proposal | * Monday, 18 November 2024 | |
| Information session on completing the full proposal form | * Thursday, 28 November 2024 | |
| Deadline for requesting any clarifications regarding full proposals | * Monday, 9 December 2024 | 5:00 PM |
| Deadline for submission of full proposals | * Wednesday, 18 December 2024 | 11:59 PM |
| Screening and evaluation of full proposals completed | * Wednesday, 29 January 2025 | |
| Full proposals are amended and resubmitted (based on TAC recommendations) | * Wednesday, 5 March 2025 | |
| Evaluation results submitted to the Board for selection decision | * Monday, 14 April 2025 | |
| Notification of evaluation results to applicants | * Monday, 21 April 2025 | |
| Signature of Grant Agreements | * Monday, 12 May 2025 | |

*Indicative dates, only.



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Inquiries

Interested entities may submit inquiries to the BESF Secretariat via email: technicalofficer@besf.bb. For Stage 1, we strongly encourage that questions related to the submission of Concept Notes be submitted no later than **5:00 PM on Thursday, 19 September 2024**.

Signing of the Grant Agreement

Before signing the Grant Agreement, the applicants selected must provide any additional information requested by the BESF and make the adjustments recommended by TAC to improve the Full-Proposal.