**WWF GEF Concept Development Grant (CDG) Request**

**Objective:**

The purpose of this document is to identify funding needs for the development of a WWF GEF Concept to a GEF Project Identification Form (PIF). The WWF GEF Concept Development Grant (CDG) can be made available as part of the WWF GEF Agency Management Unit’s support for the preparation of concepts with the ability to deliver significant transformational impacts.

**Instructions:**

To request a CDG, please follow the steps below:

1. Read the below criteria closely to determine if the concept is eligible.
2. Complete the CDG Request template.
3. Use the budget template to describe all anticipated expenses (e.g. travel, workshops, consultants, technical analysis, etc).
4. Submit the completed request to the WWF GEF Agency.

**Please take the following into consideration when requesting a WWF GEF Concept Development Grant**:

* CDG funds are for development of new concepts prior to submission of a PIF. CDG funds should not be used to replace a “post-PIF” GEF Project Preparation Grant (PPG) for development of a Project Document for GEF CEO Endorsement. Exceptions may be made for GEF Medium Sized Projects following the one-step process on a case by case basis.
* Requests for CDG funds must be justified, in amounts normally not to exceed $35,000, and be discussed with the WWF GEF Agency Management Unit in advance of request submission
* Note that CDG funds are made available to concepts as a one-time grant. Supplementary CDG funds will not be made available for the same concept after the grant is issued. Please plan accordingly!
* Requests for funding are not guaranteed.

1. **Concept Information**

|  |  |
| --- | --- |
| Concept Title: |  |
| Date: |  |
| Prepared by: |  |
| Office: |  |
| Duration of concept development  (MM/YY – MM/YY): |  |

1. **Brief Justification for a WWF GEF CDG (one paragraph)**

|  |
| --- |
| (E.g. travel, workshops, consultants, technical analysis, etc). |

**3. Anticipated Concept Development Budget** – A budget is needed for all anticipated expenses (e.g. travel, workshops, consultants, technical analysis, etc). \*\*Please note that CDG funds are meant to top-up already secured funds. The column “Other funding source(s)” should indicate dedicated staff time, committed travel, and other in-kind support. A funding match of at least 1:1 is expected

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Anticipated Expenses:**  Type of expense with brief description, e.g. travel, workshops, consultants, technical analysis, etc. | **WWF GEF CDG**  **(US $)**\* | **Other funding source(s):**  Provide the name of the funder, with brief description of expense | **Other funding source (US$)** | **Total Budget**  **(US $)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. *Add additional lines as needed* |  |  |  |  |
| Individual Totals: | [Total A: add line items above] |  | [Total B: add line items above] | [Add Total A and Total B] |

\*Not to exceed $35,000

**Annex 1**: Approved Concept Template

**Annex 2**: Timeline to develop a Concept into a GEF PIF