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| Application Title |  |
| Country(ies) |  |
| Accredited Entity |  |
| Date of first submission/  Version number |  |
| Date of current submission/ version number | *[YYYY-MM-DD] [V.0]* |

Please submit the completed form to [ppf@gcfund.org](mailto:ppf@gcfund.org), using the following naming convention in the subject line and the file name:

***“PPF-[Accredited Entity]- [Country]-yyyymmdd”***

2020

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| **Notes** |
| * The PPF supports the development of projects and programmes and enhance their quality at entry into the Fund’s pipeline. With a view to enhancing the balance and diversity of the project pipeline, the PPF is designed to especially support Direct Access Entities for projects in the micro-to-small size category. International Accredited Entities seeking project preparation support from the PPF are encouraged to do so especially for LDCs, SIDS and African countries where no Direct Access Entity is accredited. All Accredited Entities are encouraged to articulate counterpart support for project preparation within their requests for support from the PPF. * A PPF submission should include below documents:  1. PPF request (this form) 2. [PPF No-Objection letter](https://www.greenclimate.fund/documents/20182/574715/Letter_to_GCF_02_-_No-objection_letter_for_the_Project_Preparation_Facility__PPF_.docx/86485d1f-1311-4efe-b47d-b653b0fb5c5c) (note1) 3. [Concept Note](http://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8)  * Please copy the National Designated Authority (ies) when submitting this PPF request. * Requests for support from the PPF should be submitted at the same time or following submission of a GCF Concept Note for a project or programme. * A guidance note is annexed to this application form and referenced throughout the document * Further information on GCF PPF can be found on GCF website [Project Preparation Facility Guidelines](https://www.greenclimate.fund/documents/20182/574766/Guidelines_-_Project_Preparation_Facility_Guidelines.pdf/f8b62701-a9ca-4b1e-9e23-e67f1b88abd4). |

**List of acronyms**

AE: Accredited Entity

GCF: Green Climate Funds

LDCs: Least Developed Countries

PPF: Project Preparation Facility

PMC: Project Management Costs

SIDs: Small Island Developing States

TORs: Terms of Reference

USD: United States Dollars

[Please add any other acronyms used in the PPF application here]

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| **A.** **Executive Summary** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Accredited Entity**  **(AE)** | Name:  Position:  Email:  Tel:  Full Office address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Has a Concept Note (note 2) been submitted in association with this request for support from the PPF?** | Yes  No  If yes, please indicate Project/Programme title:  *(Requests for support from the PPF should be submitted at the same time or following submission of a GCF Concept Note for a project or programme)* | | **Has a No-Objection Letter(note 3) been submitted for this request for support from the PPF?** | | | | | | | | | | | | | Yes  No  *(Please note that a PPF No-Objection Letter is a requirement for the submission of this request)* | | | | | | | | | | | |
| **Total Cost** | Total cost of Project Preparation activities: US$  Amount requested from GCF PPF: US$  Grant  (amount: ) Repayable Grant  (amount: ) Equity  (amount: )    Counterpart funding from the AE: US$ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Anticipated Duration** | Number of months to implement the Project Preparation activities: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Summary of the request for Project Preparation support** | *(Please provide a maximum 200 words brief description of the Project Preparation activities to develop the Concept Note into a Funding Proposal with support from the GCF’s Project Preparation Facility.)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **B.** **Description of Project Preparation Activities** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activities *(note 4)* and Outputs  *(Please select Activity Areas (note 5) as needed)* | | Month  *(Please shade the implementation period from the starting month of the Output and Activity in the schedule. Please also indicate the month of completion of each deliverable with “X” in the corresponding cell)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| **Activity 1:**  PPF activity area: Choose an item.  *(Please provide a 50-100 words description for each sub-activity and the associated output.)*  Output 1: | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2:**  PPF activity area: Choose an item.  *(Please provide a 50-100 words description for each sub-activity and the associated output)*  Output 2: | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3:**  PPF activity area: Choose an item.  *(Please provide a 50-100 words description for each sub-activity and the associated output)*  Output 3: | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 4:**  PPF activity area: Choose an item.  *(Please provide a 50-100 words description for each sub-activity and the associated output)*  Output 4: | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Estimated time for submission corresponding full Funding Proposal to the GCF  *(Please indicate the month with ‘X’.)* | |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |

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| **C.** **Justification of the Project Preparation Request** |
| *(Please provide rationale for the AEs’ need to receive GCF Project Preparation fund to strengthen development of the corresponding funding proposal. Especially for international AEs, please outline counterpart resources that will complement GCF PPF fund also in the budget table in section E.)* |

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| **D.** **Implementation Arrangement** |
| *(Please include information on implementation arrangements for proposed Project Preparation activities, including an implementation map to illustrate the implementation of the PPF application and a narrative description of the roles and responsibilities of the different entities involved in the project (accredited entity, executing entities, NDA, if*  *applicable, and other actors). This implementation map should include the entities involved in the PPF activities, the legal relationships between them and the flow of funds, as well as the envisioned project staff and consultants. Please provide information regarding the essential skills and experience for technical staff. Please provide TORs for all consultants to be contracted with PPF activities.)*  (Name of AE) will be responsible and accountable to the GCF for the overall design, development, management, implementation and supervision of activities financed through this PPF in accordance with the (Name of AE)’s policies and procedures. [if applicable, (Name of the AE) will be responsible for determining that the sub-grantee(s) have the ability to perform successfully the activities under its overall guidance, management or supervision, according to the terms and conditions of the agreement between the GCF and the (Name of the AE)].  (Name of AE) will submit a Funding Proposal to the GCF that is supported by the PPF resources as detailed in section E below “Budget details and disbursement schedule” within 2 years of approval of this application, as per GCF Board Decision B.13/21. |

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| **E. Budget (note 6) Details and Disbursement Schedule** | | | | | |  |
| Outputs and Activities | Quantity | Unit cost (e.g. rate) | Duration (e.g. days) | Total cost  (USD) | Amount provided by AE (USD) | Amount requested from GCF (USD) |
| **Activity 1:** | | | | | | |
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| **Sub-total** | | | |  |  |  |
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| **Activity 2:** | | | | | | |
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| **Sub-total** | | | |  |  |  |
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| **Activity 3:** | | | | | | |
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| **Sub-total** | | | |  |  |  |
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| **Activity 4:** | | | | | | |
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| **Sub-total** | | | |  |  |  |
|  | | | | | | |
| **Grand total of operation costs** | | | |  |  |  |
|  | | | | | | |
| Contingency (up to 5%) | | | |  |  |  |
| Other costs and fees (note 7), if applicable | | | |  |  |  |
| **Grand total** | | | |  |  |  |
| **Disbursement and Reporting Schedule (note 8):**  *(Please indicate the proposed disbursement and reporting schedule.)*  For reporting purposes, all outputs as approved in the PPF application together with a draft Funding Proposal should be provided along with the completion report. | | | | | | |

**Annex I: PPF Funding Application Guidance note**

**Note 1: PPF No-Objection letter**:   
Please note that the PPF No-Objection Letter is different from the Funding Proposal No-Objection Letter. PPF No-Objection Letter template can be downloaded from [here](https://www.greenclimate.fund/documents/20182/574715/Letter_to_GCF_02_-_No-objection_letter_for_the_Project_Preparation_Facility__PPF_.docx/86485d1f-1311-4efe-b47d-b653b0fb5c5c).

**Note 2: Concept Note.**See [here](http://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8) to download the Concept Note template.

**Note 3: PPF No-Objection letter**.  
Template for PPF No-Objection Letter can be downloaded [here](https://www.greenclimate.fund/documents/20182/574715/Letter_to_GCF_02_-_No-objection_letter_for_the_Project_Preparation_Facility__PPF_.docx/86485d1f-1311-4efe-b47d-b653b0fb5c5c).

**Note 4**: **Environmental and Social Safeguards and gender studies.**

**If seeking support from the GCF’s PPF for project preparation studies related to environmental and social safeguards**:

please 1) specify the provisional environmental and social risk category in Section A.14. of the Concept Note, 2) provide a brief justification of this initial categorisation and annex a screening report of potential environmental and social risks and impacts. This should be consistent with the environmental and social management system of the accredited entity specified during the GCF Accreditation, (Definitions of GCF risk categories can be downloaded [here](http://www.greenclimate.fund/documents/20182/24943/GCF_B.07_11_-_Decisions_of_the_Board_-_Seventh_Meeting_of_the_Board__18-21_May_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b)), and 3) provide Terms of Reference of the environmental and social safeguards studies.

**If seeking support from the** **GCF’s PPF for project preparation studies related to gender:**

Please provide Terms of Reference of the gender studies.

Please ensure that ESS studies and Gender studies are separated in the description of activities as these should be presented separately when the FP is submitted to GCF.

**Note 5: PPF activity areas.**

The PPF can provide support within the following project preparation activity areas:

1. Pre-feasibility and feasibility studies
2. Environmental, social (guidance can be downloaded [here](http://www.ifc.org/wps/wcm/connect/e280ef804a0256609709ffd1a5d13d27/GN_English_2012_Full-Document.pdf?MOD=AJPERES) and [here](http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines)), and gender studies (guidance can be downloaded [here](http://www.greenclimate.fund/documents/20182/574712/Form_09_-_Gender_Assessment_and_Action_Plan_Template.pdf/3f4b8173-fbb2-4bc7-9bff-92f82dadd5c0))
3. Risk Assessments (including legal and regulatory due diligence)
4. Identification of programme and project level indicators

Other activities of direct relevance for Direct Access Entities that the PPF can support are as follows:

1. Pre-contract services, including the revision of tender documents
2. Advisory services and/or other services to financially structure a proposed activity
3. Other project preparation activities, where necessary, and with sufficient justification

Please also note that consultations of stakeholders should ideally be consolidated in order to avoid stakeholder fatigue and improve efficiency of the use of PPF resources.

**Note 6**: **Sub-total costs.**Such costs must be provided for each activity, and broken down by the “cost categories” (e.g. Consultants, Travel, Equipment, Training & workshops, Others). Please provide sufficient breakdown of costs to enable effective review.

**Note 7**: **Other costs.**

Other costs may include below. For detailed information, please refer to the [PPF guidelines](https://www.greenclimate.fund/sites/default/files/document/guidelines-project-preparation-facility-guidelines.pdf).

* Project management costs (PMCs):
* PMCs are the direct administrative costs incurred to execute a PPF. In most cases, these costs are directly related to the support of a dedicated project management unit (PMU) which manages the day to day execution related activities of the PPF.
* **PMC budget threshold is up to 7.5 percent** **of total activity budget and contingency**.
* PMCs should be shown as a separate component in the budget with detailed breakdown. It should include the cost of preparing externally audited expenditure statements.
* AE fee:
  + The use of AE fee will be subject to reporting and certification. It is intended that AE fees are used to support the implementation of GCF PPF activities and other eligible GCF-related activities.
  + **AE fee is up to 8.5% of total activity budget + contingency + PMC**

**Note 8**: **Disbursement schedules.**

Please use the text below for disbursement schedules:

For PPF requests of 12 months or less:

• 1st Tranche: 90% of total grant, which equates to USD ………..(………….. US Dollars) only will be disbursed upon or after effectiveness of the Grant Agreement and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.

• Final Tranche: 10% of total grant, which equates to USD ……………… (………….. US Dollars) only, will be transferred upon submission of a project completion report and final Audit Report. Submission of a completion and audit report will be furnished no later than three (3) months after the completion of the PPF Support.

For PPFs of 12 months or more:

• 1st Tranche: 50% of total grant, which equates to USD ………..(………….. US Dollars) only will be disbursed upon or after effectiveness of the Grant Agreement and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.

• 2nd Tranche: 40% of total grant, which equates to USD ……………… (…………..US Dollars) only, will be transferred (provided that at least 70% of the 1st Tranche has been incurred) upon submission of an interim progress report and Certified Financial Report and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.

• Final Tranche: 10% of total grant, which equates to USD …………… (…………. US Dollars) only, will be transferred upon submission of a project completion report and final Audit Report. Submission of a completion and audit report will be furnished no later than three (3) months after the completion of the PPF Support.

**For AEs with a Framework Agreement with the GCF, the following paragraph should be filled out and added in the main body text.**

Disbursements will be made in accordance to *[Clause xx] “Disbursement of Grants”* and *[Clause xx]* “*Use of Grant Proceeds by the Delivery Partner*” of the Framework Readiness and Preparatory Support Grant Agreement entered into between GCF and *[AE’s name]* on *Click or tap to enter a date*.