

Direct Beneficiary Grants Applications

(Date of issue of the call: **Wednesday 24th May 2023**)

CALL FOR APPLICATIONS

BENEFICIARY GRANTS FOR FARM AND FOREST PRODUCER ORGANIZATIONS TO DEVELOP FOREST and FARM BASED and END-MARKET DRIVEN INCLUSIVE BUSINESS TOWARDS CLIMATE RESILIENT LANDSCAPES AND IMPROVED LIVELIHOODS

With Support from Forest and Farm Facility (FFF), FAO Ghana, International Union for the Conservation of Nature (IUCN) Ghana, AgriTerra, Tropenbos Ghana, Forestry Commission of Ghana and the Ghana Federation of Forest and Farm Producers (GhaFFaP)

Background

Ghana is one of core countries in which the Forest and Farm Facility (FFF) phase II provides support. Phase II has the goal of scaling up the role of FFPOs to achieve **Climate Resilient Landscapes and Improved Livelihoods** through four outcomes (1) More enabling policy and legal frameworks for FFPOs delivered through more FFPO-inclusive governance and cross-sectoral processes, (2) Increased entrepreneurship, access to markets and finance through gender equitable value chains delivered through new capacity to provide business incubation within FFPOs, (3) Improved delivery of landscape scale mitigation, adaptation and climate resilience for climate change through direct engagement of FFPOs and integration with inclusive livelihood approaches and (4) Improved and equitable access to social and cultural services. The achievement of gender equality in the forest and farm sectors, including FFPOs is considered the right and smart way for gender transformation. More information on the FFF can be found under the following web-page <http://www.fao.org/forest-farm-facility/en/>.

The Ghana Federation of Forest and Farm Producers (GhaFFaP: www.ghaffap.org), a key partner of the FFF, is an umbrella federation of smallholder forest and farm producer organizations in Ghana working to promote farm forestry, community forestry and landscape scale production systems. GhaFFaP, with support from FFF, developed and launched its [Agenda 2030](#) in 2021, with strong links to the SDGs under four key strategic initiatives: GhaFFaP National Dialogue Series; GhaFFaP Sustainable Financial Transformation; GhaFFaP Green Ghana; and GhaFFaP Charcoal Producers in Forest Landscape Restoration.

Objective of this call for applications is to award direct beneficiary grants for organising forest and farm producers for development of farm forestry, and landscape based production systems based and end market driven (gender and youth) inclusive businesses in the forest, transition and savanna ecological zones of Ghana.

Expected group business initiatives could include, but not be limited to the following, under the 4 outcomes:

1. More enabling policy and legal frameworks for FFPOs delivered through more FFPO-inclusive governance and cross-sectoral processes

- Initiatives that will lead to changes in policy and legal documents in favour of the interest of the FFPOs through direct FFPOs engagement
- Prepare advocacy agenda of FFPOs approved by the General Assembly or the Board (or another legitimate and elected body) considering that the initiative should strengthening the participation of women youth and Indigenous Peoples in the approval body
- Actively work towards gender equality within the FFPO and empowerment of women members for active participation and leadership positions
- Participation of FFPOs in the strengthening or establishment of new cross-sectoral, multi-stakeholder policy processes

2. Increased entrepreneurship, access to markets and finance through gender equitable value chains delivered through new capacity to provide business incubation within FFPOs,

- FFPOs enterprises strengthening themselves to become sustainable
- Initiatives towards the strengthening of women's economic empowerment and female leadership in enterprises
- Develop the business expertise among the staff of the FFPOs
- Develop business plans
- Develop and/or strengthening business incubation support within the FFPOs, which provides services to their members
- Undertake value addition activities

3. Improved delivery of landscape scale mitigation, adaptation and climate resilience for climate change through direct engagement of FFPOs and integration with inclusive livelihood approaches

- Initiatives of FFPO management or direct engagement linked to increased mitigation and adaptation results in territories

- Initiatives towards strengthening the partnership with sub-national and national global climate or landscape restoration programmes
- Initiatives that channel funds to FFPOs to implement climate or landscape restoration programs
- Initiatives towards the inclusion of FFPOs in the climate and landscape level programs
- Initiatives for the capacity building of the FFPOs staff and preparation of climate risk analysis and climate resilient plans

4. Improved and equitable access to social and cultural services

- Initiatives seeking that the forest and farm producers receive improved social and/or cultural services offered and/or channelled by the FFPOs
- Initiatives for the participation of FFPOs in national level social development processes that include social and cultural rights
- Interventions under this outcome should target predominantly, but not exclusively: (i) the most marginalized and poor and (ii) women, (iii) youth and (iv) Indigenous Peoples

FFF Grant Amount

In 2023, in Ghana, the Forest and Farm Facility (FFF) commits to disburse a total of USD 330 000 for the Beneficiary Grants. Successful applicants will be supported with grant value ranging between USD 5 000 to USD 80 000 (maximum limit) to be provided directly to the beneficiary organisation in number from two to three separate instalments depending on the size of the grant, the nature of activities, the history of collaboration with the organisations and the outcome of the technical and administrative visits carried out by the FFF Country Facilitator. The grant value calculation will be evaluated based on the one proposed in the budget table by the applicant and it will be agreed by the First Committee and the Second Committee.

FFF will disburse grants to successful applicants whose proposals include an investment. FFF commits to support from 80 % up to 90% of the investment of the work plan. The application template must be in compliance with the investment support ceiling and the minimum beneficiary contribution for the related beneficiary group is set out at 10%, if the amount of the investments included in the work plan/application is below USD 10 000 and at 20% if the amount of the investments is above USD 10 000. The FFPO commits to match in cash the minimum contribution to the investment of the work plan. **The applicants should also clearly demonstrate specific value chains linking to markets and blended market financing opportunities. Applications by FFPOs with a private sector player who has capacity to provide co-financing and opportunities to upscale value addition by FFPOs are encouraged.** The FFPO selected as grantees will receive essential trainings in Governance and Financial management. ***At the time of the signature, successful applicants will provide a bank statement guaranteeing the availability of the matched beneficiary contribution.***

Project Duration

The applications should be designed to be completed within **12 months**, starting from the assignment of the grants.

Submission date and format

Applicants are requested to submit electronic applications using the format provided. Applications and application package should be sent to FAO Ghana (FAO-GH@fao.org) and copy the FFF National Facilitator (elvis.kuudaar@fao.org). For the application development, follow the guidelines provided and please visit the FFF website: www.fao.org/partnerships/forest-farm-facility and the GhaFFaP website: <https://ghaffap.org/>.

The deadline for submitting the applications to the above email addresses is **17hours GMT on Friday, 2nd June 2023**.

FFF Direct Beneficiary Grants Application Form

(The application must not exceed 4 pages A4 size with Time New Roman font size 11 – but list of participants and recommendation letter may be longer and is in addition to that 4 pages)

IDENTIFICATION

a) Name of Organization: ___(Enter name)_____

b) Postal Address: (Enter postal address)_____

c) Contact Person:_(Enter name and surname of contact person)_____

Email: ___(Enter email of the contact person)_____

Mobile no: _ Enter mobile number of the contact
person)_____

d) Registration status/No. (CBO, CFA, farmer group, NGO, Coop, etc):

_(Enter the registration status or registration number of the
organization)_____

(if registered, attach copy of registration, if not request a supporting letter from the Ministerial focal point)

f) Location of project (Ecological zone, region, district, project site)_(Specify the name of the ecological
zone, region, district, project site)_____

2. APPLICATION

a) Title: _____

b) Executive Summary (1/2 page)

1. Background on the organization

- a. Short history (1 paragraph)
- b. Main objectives and mandates (1 paragraph)
- c. Brief description of the members and leaders. Indicate estimated numbers, women and youth (1 paragraph)
- d. Organizational structure, rotation cycle of board if applicable, Management and Staffing of the organization (1 paragraph)
- e. Track record of the applicant organization (describe very briefly the past experience in doing equivalent work, and achievements (1 paragraph)
- f. Link to apex producer organization

2. Justification for the proposed direct beneficiary grant (in 2-3 paragraphs, describe the challenges being faced, the priorities and needs and the general rationale)

3. Overall objective of the direct beneficiary grant (Describe what you hope to achieve, with whom and where) and identify clearly to which FFF outcome and indicators is linked (1 paragraph)

4. Approach for gender equality and women's economic empowerment

5. Description of approach for youth and Indigenous Peoples (if applicable)

6. Impact of Profitability of Members

7. Location and outreach of producers' participants: please provide the specific location (villages, townships) where the direct beneficiary grant activities would take place and the estimated outreach (in numbers) in terms of members, producers and stakeholders (1 paragraph)

8. List and explain the expected outputs and identify clearly to which FFF outcome and indicators are linked (1 paragraph)

9. Expected outputs, activities and budget (Describe the main elements of what you will bring about (the outputs), with a more detailed description under each of precisely what the applicant organization proposes to do to bring that about (the activities))

Example

Output 1				
Nr.	Output			
1	<i>Inventory report of potential local products in six focal communities on which a business could be developed</i>			
Activities				
Nr.	Example of Activities	Budget (KHS)	Estimated duration (number of months (i.e.3))	Month to start the activity (i.e. August)
1.1	<i>Hire a business or agricultural development specialist</i>	50	3	
1.2	<i>Carry out field visits and interviews in all six communities</i>	100	2	
1.3	<i>Assess potential products based on their costs in terms of labor and capital, income</i>	60	2	

	<i>generation potential, social and environmental impacts, and other relevant criteria</i>			

Output 2				
Nr.	Output			
2				
Activities				
Nr.	Activities	Budget (KHS)	Estimated duration (number of months (i.e. 3))	Month to start the activity (i.e. May)
2.1				
2.2				
2.3				

10. List of names of potential producer participants

Nr.	Name	Job/Organization

Recommendation letter: please provide a letter of recommendation from an external party (i.e. from an Apex organization).

Rejection Criteria

The following criteria for rejection will be used for screening applications and can be used by applicants as a checklist before submitting their applications:

1. *Submission time and means*

- a. Submitted after the deadline;
- b. Submitted by means other than those stipulated in the *Guidelines for Preparation and Submission of Applications*;
- c. More than one application submitted by the same applicant, either as an individual agribusiness or as a jointly-submitting group.

2. *Format and completeness of the application*

- a. The application is handwritten;
- b. The application is not formulated using the prescribed form;
- c. The application is incomplete, not all the items in the prescribed form have been completed;
- d. The required supporting documents and attachments are not complete;

- e. No signature in the designated place of the applicant if individual, or of the applicant's legal representative if an organization.

3. Eligibility of Applicant

- a. The applicant is bankrupt, being liquidated or have its affairs administered by the courts;
- b. The applicant is not located in Ghana
- c. The applicant is not a registered member-based forest and farm producer organization or in exceptional circumstances a non-profit-making organization registered as local community-based organisation (CBO) dealing with forest and farm products in Ghana
- d. The applicant does not address nor has an impact on one or more of the Forest and Farm Facility (FFF) outcomes
- e. The applicant does not have a bank account registered in the name of the organization
- f. The applicant is not a Producer Organization focusing on integrating either agricultural landscapes and forestry, farm forestry or Community Forestry User Groups
- g. The applicant has been suspended or disabled by FAO, any other UN organization, EU or World Bank
- h. The applicant does not have in place an organization structure and qualified staff to carry out the activities
- i. The applicant does not have in place internal controls procedures consistent with standard practice and ensure transparency and accountability
- j. The applicant does not have good financial management procedures and record keeping and a has regular/ annual external audits
- k. The applicant does not have transparent and standard procurement procedures for goods and services
- l. The applicant does not have in place any procedures and processes against fraud, exploitation and good non-discriminatory working environment

4. Eligibility of the Investment

- m. The support requested exceeds the investment support ceiling;
- n. The contribution requested exceeds the maximum;
- o. The specified contribution by the beneficiary is not acquired specifically for the proposed investment or is part of previous investment or assets of the applicant;
- p. The business plan does not include the contribution of 20% to the total budget of the proposal
- q. The implementation period exceeds one year;

- r. The investment involves or leads to harmful or exploitative forms of labour and violates basic principles of non-discrimination, equal opportunities, occupational safety and health, and/or child labour prevention contrary to applicable national employment and labour laws and FAO's Environmental and Social Standards (ESS)¹;
- s. The investment has an adverse impact on the environment and sustainability of natural resources² and/or does not include a clear analysis of environmental risks and mitigation measures consistent with applicable national rules and regulations;
- t. The impact of the application submitted does not contribute to achieve the results of the FFF. The application does not clearly address one or more of the four outcomes to contribute to the delivery of the indicators;
- u. The expected results to requested amount are not financially adequate nor duly calculated, including the partners of the producers and the investments made by the organization for the implementation of the application;
- v. The quality of the application does not comply with the selection criteria in terms of
- w. Design: technical and administrative feasibility (objectives, results, products and activities)
 - a. Competence and capacity of the producer organization to carry out the proposed activities;
 - b. Complementarity and coordination with development programmes and other initiatives supported by sources internal or external funding and technical assistance;
 - c. Sustainability over time (e.g. assessed through the generation of services for persons/families who are members of the proposing organization);
 - d. Incorporation of training and learning processes;
 - e. Address at least one of the FFF's cross-cutting themes: gender equity, youth and indigenous peoples.

¹ Particularly ESS 7 – Decent work. FAO,2015: [Environmental and Social Management Guidelines](#)

² This applies if the investment includes technologies and practices that do not meet FAO's Environmental and Social Standards as outlined in [Environmental and Social Management Guidelines](#), FAO, 2015.