



GUIDELINES FOR APPLICANTS

The purpose of this Guidelines for Applicants is to provide simple, easy-to-follow guidance on how to submit an **Expression of Interest** and, if eligible, later a **Proposal** to the **LMMA Grant (23-509-GRA)** at the Pacific Community (SPC) grants call.

You must read the guidelines carefully and follow the instructions provided. They tell you who can apply, how much can be applied for, and how to apply.

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1. INTRODUCTION

1.1 The Pacific Community

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 member countries and territories.

SPC has our headquarters in Noumea, New Caledonia, and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as offices in the Solomon Islands and France. SPC works across the Pacific and has staff in nearly all of our Pacific Island country and territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. For more information about SPC and its work, visit the website: <https://www.spc.int/>.

1.2 FAME Division

FAME (SPC Division of Fisheries, Aquaculture and Marine Ecosystems) main's work is to provide the 22 SPC's member countries and territories with the information they need to make informed decisions on the management and development of their aquatic resources and help to provide the tools and strengthen the capacity needed to implement these decisions.

FAME is composed of two programmes: the Oceanic Fisheries Programme and the Coastal Fisheries Programme. The Coastal Fisheries Programme (CFP) has the goal of ensuring that fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation.

For more information about FAME and the work that we do, visit the website: <https://fame.spc.int/>

This small-grant opportunity fits within the Community-Based Fisheries Management work of the Coastal Fisheries Programme. The Division is currently implementing the PEUMP Programme with the LMMA Network International as a partner on the Community-Based Fisheries Management area of work.

The PEUMP Programme started in July 2018 and will be implemented until April 2025. It addresses some of the most serious challenges faced by Pacific countries.

Among these are the increasing depletion of coastal fisheries resources; the threats to marine biodiversity, including negative impacts of climate change and disasters; the uneven contribution of oceanic fisheries to national economic development; the need for improved education and training; and the need to mainstream a rights-based approach and to promote greater recognition of gender issues to ensure inclusiveness and positive changes for Pacific Island people. The seven-year PEUMP programme is funded by the European Union (EUR 35 million) and the government of Sweden (EUR 10 million). It is implemented by the Pacific Community (SPC), the Forum Fisheries Agency (FFA), the Secretariat of the Pacific Regional Environment Programme (SPREP) and the University of the South Pacific (USP) in close collaboration with Non-Government Organisations and the national authorities.

1.4 Grants at SPC

SPC's grant activities are guided by the principles of **high ethical standards** (accountability and transparency, freedom from perceived impropriety and influence, no conflicts of interest, confidentiality and proprietary information), **risk management** and **social and environmental responsibility** and are carried out under our [Grant Policy](#).

Any grant awarded by SPC must comply with the following principles:

- **Co-financing:** applicants must support the implementation of actions either by contributing their own resources (i.e. staff time, in kind) or by providing funding from third parties (in the form of public or private assistance obtained elsewhere).
- **Non-retroactivity:** In no circumstances will SPC award a grant for actions that are already completed.
- **Non-cumulation:** the total amount awarded in the grant agreement is a maximum amount. The amount cannot be increased or accumulated in any circumstances.
- **No-profit rule:** no grant may give rise to profits (i.e. income and expenditure for the action must balance). The no-profit rule applies to the action and not necessarily to the grant beneficiary.

At SPC, grants can be awarded to grantees through a competitive granting process. A **multi-stage competitive grant** awards a grant through pre-qualification of applicants on the basis of calls for expressions of interest (EOI), and then provides for a capacity development stage – proposal design and submission – during which SPC supports applicants that have met the EOI criteria, followed by a formal call for proposals. The multi-stage grant modality provides a fair chance for organisations to access grants through a process that allows them to receive support in preparing proposal documents and submission. For further information or enquiries about SPC's grant activities, please visit the Grants page on our website: <https://www.spc.int/grants>.

2. LMMA Grants under the PEUMP Programme

2.1 Purpose

The LMMA Network International is a grassroots network dedicated to advancing locally led natural resource management. It was founded on the belief that local communities are best positioned to manage coastal resources but are often left unempowered through international initiatives or government efforts. Therefore, only a few communities are receiving adequate support and actively managing their resources in the region when securing food and livelihood require all fishing grounds to be sustainably managed. In order to tackle resource management at the right scale, LMMA is promoting both the 100% Solution and the Regional Framework on Scaling-Up Community Based Fisheries Management (see appendix 1) where coastal communities can receive support to manage their resources and is currently implementing activities towards scaling Community-Based Fisheries Management in partnership with SPC under the PEUMP Programme funded by the EU and Government of Sweden.

A key component of this work is to find cost-effective ways to support as many communities as possible in managing their resources and creating opportunities for cross-learning between communities but also sustainable communication channels for government and communities to share information and feedback on work and issues from both sides. Currently the PEUMP Programme is supporting community network set-up and operations, community exchanges, radio programmes,



capacity development of local government information toolkit development and dissemination through local partners. The LMMA Network would also like to give opportunities to smaller organizations to contribute to scale-up community-based fisheries management through a small-grant programme.

2.3 Duration

Projects supported under this Call are expected to start in the second half of **2023**. Projects may last for up to a **maximum of 12 months**. All project activities and deliverables are expected to be completed **by 31 December 2024**.

2.4 Reporting Obligations

The grantee will be expected to provide SPC with:

- a. Financial reports on expenditure of the grant
- b. Narrative reports on progress towards outcomes, and outputs and activities implemented.

The grantee will be required to keep supporting documents for acquittals, and make them accessible to SPC or SPC's auditors, for the time specified in the grant arrangement. The types of supporting documents that are required to be kept will be specified in the grant agreement.

Specific reporting requirements will be decided in the grant agreement, based on the results of the capacity assessment of the potential grantee.

2.5 How to apply

The Expression of Interest is done by completing the Word version of the EOI form and by sending an email to: grants@spc.int

EOI submissions are due by **11:59 p.m. on 7 April 2023 (Noumea time)** with the subject line **EOI 23-509 LMMA PEUMP GRA**.

Further details on eligibility, the stages in the grant process, and what can be supported are found in the sections below.

3. ELIGIBILITY AND EVALUATION CRITERIA

To be able to receive funds, applicants must ensure that they meet the criteria set out in this section.

Close attention must be paid to the eligibility and evaluation criteria as applicants must meet these criteria if they want to be considered for a grant.



3.1 Eligibility criteria

Eligibility Criteria																									
Who can apply?	<p>Applicants must be a duly registered organisation based in an eligible SPC Pacific Island member country listed below.</p> <p>Note: An organisation can only submit ONE Expression of Interest</p> <p>Grants will only cover projects in the following SPC member Pacific Island countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, Vanuatu.</p>																								
Budget	<p>To be eligible, project proposals will need to have a budget of up to a maximum of EUR 10,000</p> <p>Grant amounts equivalent to EUR10,000 in PICTs currencies are as follows:</p> <table border="1"> <tbody> <tr> <td>SBD</td> <td>86,000</td> <td>AUD</td> <td>16,000</td> <td>USD</td> <td>11,000</td> </tr> <tr> <td>VUV</td> <td>1,200,000</td> <td>TOP</td> <td>26,000</td> <td>TVD</td> <td>16,000</td> </tr> <tr> <td>PGK</td> <td>38,000</td> <td>NZD</td> <td>17,000</td> <td></td> <td></td> </tr> <tr> <td>FJD</td> <td>24,000</td> <td>WST</td> <td>29,000</td> <td></td> <td></td> </tr> </tbody> </table>	SBD	86,000	AUD	16,000	USD	11,000	VUV	1,200,000	TOP	26,000	TVD	16,000	PGK	38,000	NZD	17,000			FJD	24,000	WST	29,000		
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FJD	24,000	WST	29,000																						
Duration	<p>To be eligible, project proposals will need to be implemented within the following timeframe:</p> <ul style="list-style-type: none"> • Minimum: <i>none</i> • Maximum: 12 months 																								
LMMA Programme alignment	<p>Proposed projects must be aimed at implementing cost-effective ways to expand and/or sustain community-based fisheries management and/or also at increasing community representation so their voices can be better heard and taken into account by governments.</p> <p>Applicants are encouraged to be innovative, trial, pilot or test new approaches and be inclusive in the stakeholder reach.</p>																								
What may be funded	<p>These grants are intended to cover the costs of implementing proposed projects, including associated core costs. The types of costs and activities that may be covered include but are not limited to:</p> <p>The eligible costs must be:</p> <ul style="list-style-type: none"> • Incurred in the course of the action, with the exception of costs relating to final reports and audit certificates. • Indicated in the estimated overall budget of the action. • Necessary for the implementation of the action. • Identifiable and verifiable, in particular being recorded in the accounting records of the grantee. • Compliant with the requirements of any applicable tax legislation. • Reasonable and justified, and that comply with the requirements of sound financial management, in particular regarding efficiency. 																								



	<p>Beneficiaries must take care to avoid any unnecessary or excessively high expenditure.</p> <p>PEUMP funds will provide up to a maximum of 95 % of the total eligible costs of the project. The applicants are required to provide a minimum of 5% co-financing. PEUMP grants must be based on the actual costs incurred by the beneficiaries.</p>
What will NOT be funded	<p>The following costs are ineligible under these grants:</p> <ul style="list-style-type: none">• Debts and debt service charges (interest).• Provisions for losses or potential future liabilities.• costs declared by the beneficiary(ies) and financed by another action or work, programme.• Purchases of land or buildings.• Currency exchange losses.• Credit to third parties.• Salary costs of the personnel of national administrations unless they relate to the cost of activities that the relevant public authority would not carry out if the action was not undertaken, as attested by contract, mission letter or terms of reference of the specified personnel.• Costs leading to personal or private profit.• Any purchases of goods and services for which supporting documents are missing.• Salary costs of the personnel of national administrations, except if stated in the Special Conditions and if they relate to activities which the relevant public authority would not carry out if the Action were not undertaken”

3.2 Evaluation Criteria

Evaluation Criteria	<p>The following criteria will be used to evaluate proposals:</p> <ul style="list-style-type: none">• Potential of activities to provide sustainable support to a significant number of communities in managing fisheries resources compared to the amount of the grant and/or of the mechanism to raise community voices effectively and sustainably to government (40/100)• Potential of activities to be further scaled-up and sustained. (15/100)• Inclusion of women, youth and marginalized groups (15/100)• Soundness of budget in relation to the activities proposed (30/100)
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4. GRANT PROCESS

4.1 Key Dates

Please see the proposed timetable for CEOI process below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
CEOI advertised	10/03/2023
CEOI Closing Date	7/04/2023
Shortlisting of Applicants	21/04/2023
Capacity Development and assessment	May 2023
CFP Closing Date	At the latest 30/06/2023
Final evaluation and award (At the latest)	31/08/2023
Commencement of Agreement/Project implementation (At the latest)	18/09/2023
Conclusion of Agreement/end of Project	31/12/2024

4.2 Call for Expressions of Interest

Before submitting a full proposal for SPC funding, all potential applicants must first express their interest in these grants. The Call for Proposals will then be restricted to applicants who have passed through the Expressions of Interest (EOI) stage.

Prior to expressing your interest in these LMMA Grants, please ensure that you have read these Guidelines and that you meet the eligibility criteria for receiving a grant.

At this stage, SPC will not ask you to develop a full proposal but simply to provide general information about your organisation, your objectives, and the type of activities for which you would like to receive funding.

The Expression of Interest is done by completing the Word version of the EOI form and by sending an email to: grants@spc.int with the subject line **EOI 23-509 LMMA PEUMP GRA**.

All EOIs must be received by SPC no later than **11:59 p.m. on 7 April 2023 (Noumea time)**. SPC reserves the right to exclude any EOI not received by the deadline or submitted in a format other than that prescribed.

Applicants may request clarification before submitting their EOI by sending an email to grants@spc.int.

SPC will then carry out preliminary checks on applicants who have expressed interest. SPC will assess applicants to ensure they meet the EOI eligibility criteria. Applicants who meet the criteria will be invited to attend information sessions/capacity building workshops before submitting a full proposal under a closed call for proposals.

SPC will send an acknowledgement of receipt to applicants. SPC will be able to provide feedback to unsuccessful applicants upon request.



4.3 Grant information sessions

Applicants who submit an EOI and meet the eligibility criteria will be invited to attend capacity building and grant information sessions. Applicants are strongly encouraged to attend. These sessions will provide support to short-listed applicants in the development of their full proposals.

4.4 Call for Proposals and Awarding of Grants

After the EOI process and the capacity development and grant information sessions, SPC will issue a closed Call for Proposals to shortlisted applicants. This means applicants shortlisted following the EOI will be invited to submit a detailed project proposal, including a concept note for their project and a budget.

Submission details including deadlines, formats, process, and the evaluation criteria will be defined in the Call for Proposals. A technical committee will review complete submitted proposals and make recommendations for the awarding of grants.

An organisational capacity assessment and some due diligence checks will be undertaken between the applicant and SPC before the final selection of grants.

Once the final selection of grants has been made, SPC will make public information about the successful applicants who will receive a grant, including their name, the name of their project, and the amount of the grant.

Unsuccessful applicants to the closed Call for Proposals will be notified, and feedback will be provided on their submissions, if requested.

SPC and the grantee will sign a grant agreement setting out the terms of SPC's financial support to the project. The grantee partner must report regularly to SPC on the implementation of its project, including any problems encountered. The grant agreement will also define the technical and financial reporting obligations to SPC, including any grant management measures requested by SPC based on the capacity assessment.

Your participation in the grants call confirms your acceptance of SPC's conditions of participation in this multistage competitive grant process.



Appendix 1: The LMMA 100% Solution and the Pacific Community Regional Framework for Action on Scaling-Up CBFM in a nutshell

The 100% Solution

To ensure sustainable coastal fisheries provide benefits to Pacific people in terms of food, nutrition, livelihood, culture and health. Achieved through:

A Larger Geographic Reach - Significant results may not be achievable in a single community but need joint action over wider areas and include ALL communities, providing them with rights and support to sustainably manage coastal resources.

A More Integrated Scale of Management - Community livelihoods and resilience depend on more than fish, including watersheds and land management, waste management, disaster preparedness. But all can be addressed through Access to Information and Community-Based Adaptive Management (CBAM).

An Inclusive Scale of Strengthening Institutions and Stakeholders (Vertical Scale) - Recognizing rights and improving governance at traditional and local levels while building institutions at all levels, developing policies and capacities, partnerships, networks and an enabling and supportive environment.

For more information on the 100% Solution, please visit the LMMA Network website at www.lmmanetwork.org

The regional framework for action on scaling-up Community-Based Resource Management

This Framework for Action aims to improve coastal fisheries management by scaling up CBFM in PICTs through a combination of direct CBFM actions supporting communities and actions to enabling CBFM.

Direct CBFM Actions

Objectives	Outcomes
<p>Objective 1: Information, awareness and communications - Coastal communities and relevant stakeholders regularly receive information that supports resource management and are able to provide feedback and raise concerns through appropriate and effective communication mechanisms.</p>	<p>1.1. All coastal communities and relevant stakeholders have sufficient, regular and timely information to support resource management and build community resilience.</p> <p>1.2. Community leaders (men, women and youth), people fishing and harvesting marine resources, including marginalized groups, are empowered to provide feedback and information to government, raise concerns, contribute to decision-making, inform policy and share experiences with other communities and stakeholders.</p>
<p>Objective 2: Joint action at site level - Communities with most need are supported for site management planning, monitoring, enforcement, as appropriate</p>	<p>2.1. Adequate number of priority communities are directly supported to sustainably manage marine resources to have a noticeable national impact on human wellbeing and health of fisheries.</p> <p>2.2. Where appropriate, local communities have the means of tools and capacity to monitor and enforce (or participate in enforcing) national and/or community management rules in their own coastal areas, in collaboration with national and subnational authorities</p>

Enabling CBFM Actions

Objectives	Outcomes
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Objective 3: Strong and up to date management policy, legislation, planning and operational guidance – CBFM scaling-up is adequately supported in policy and legislation.	<ul style="list-style-type: none">3.1. User rights and CBFM mandate and framework are clear and supported, both directly and indirectly, in legislation, policies and plans at national, subnational and local level.3.2. Monitoring, control, surveillance and enforcement is adequately regulated and implemented across all levels, including community and other authorised officers in their respective coastal area, as appropriate.
Objective 4: Organisational and individual capacity – Fisheries agencies develop the organisational and individual capacity to adequately support CBFM at both national and subnational level as appropriate	<ul style="list-style-type: none">4.1. Adequate resources are secured, including staff, operational budget and infrastructure to support scaling up of CBFM at national and subnational levels.4.2. Adequate technical capacity is available to support scaling up of CBFM at national and subnational levels.4.3. Adequate coordination mechanisms support scaling up of CBFM
Objective 5: Ecosystem and inclusive approaches – Cross-agency and multi-stakeholder collaboration helps reduce threats to the environment, enhance adaptation to climate change, improve human wellbeing, strengthen disaster risk management, and ensure equitable access to benefits	<ul style="list-style-type: none">5.1. Effective mechanisms are in place for the identification and resolution or mitigation of external or non-fisheries threats (ecosystem approaches)5.2. All community members (men, women, youth and marginalised groups) are involved in transparent decision-making and equitably access benefit

The framework can be downloaded here: [Link](#)