

Scaling up locally led restoration

REDAA Programme Grants: Stage 1 Concept Notes

Application form

For reference use only. Submissions must be made via an online form on the [IIED flexigrant](#) portal.



This Word version of the online application form is for drafting purposes only and has been developed to help applicants collaborate on their applications. Word limits must be respected and will be strictly enforced in flexigrant. Please ensure you check all content when transferring across.

Submit your application via an online form on flexigrant (<https://grants.iied.org>) by **30 June 2024, 23:59 British Summer Time (UTC+1)**

Please read the '[Guidance for Applicants](#)' document available on the REDAA website before drafting your answers.

REDAA is funded by UK International Development from the Foreign, Commonwealth and Development Office and managed by the International Institute for Environment and Development



INSTRUCTIONS

How to complete your application form

At any stage in the application process, you can save your work and return to it at a later time. The system will automatically save your work when you change pages, but we recommend that you also save your work at regular intervals to avoid loss of data. The questions and sections can be completed in any order.

Once you have completed all sections of the application a 'Submit application' button will become available at the top and bottom of this summary page. This button will become available once every page of the application is marked as 'Complete'.

When you click the 'Submit application' button you will be asked to confirm that you want to submit your application. Once your application has been submitted, you will be able to view your application, but you will NOT be able to modify it. Its status will appear as Under Assessment until the REDAA team reaches its final decision.

To print a copy of your application, click on the 'Print Form' button that is available within each of the application pages.

Before starting your application, please ensure you have read the following:

- [Guidance for Applicants](#)
- [REDAA Strategy](#)
- [Flexigrant Guide for Applicants](#)

We recommend reviewing each page of the application form to familiarise yourself with the questions before starting.

Application must be submitted in **English only**.

Panel reviewers will be asked not to penalise applicants for less-than-perfect use of the English language, and to take into account that English may not be the applicant's first language.

If you have any queries, please email the REDAA grants team at enquiries@redaa.org for assistance.

Questions marked with an asterisk (*) are mandatory.

The closing date for all applications is **30 June 2024, 23:59 British Summer Time (UTC+1)**.

In order to facilitate drafting and collaboration, you can also download a Word version of the application form. Please note that applications will **only be accepted via the flexigrant portal**. Any applications received on the Word form via email will be rejected.



PAGE 1 OF 6: APPLICANT DETAILS

This section asks for details of the **Lead Applicant** (the individual person leading the programme and taking overall responsibility for the programme and this proposal) and the **Lead Organisation** which is holding the grant agreement.

Please enter the contact details for the Lead Applicant *

When clicking the edit button on flexigrant, the following fields will appear:

Title	Sir, Mr, Mrs, Miss, Ms, Dr, Prof, etc.
First name <i>(must be the same name as the flexigrant account holder)</i>	
Last name <i>(must be the same name as the flexigrant account holder)</i>	
Position	
Related organisation	
Preferred contact number (please include the country dialling code) *	
Alternative contact number (please include the country dialling code)	
Email (All email correspondence with the Lead Applicant will be sent to the email address listed here) *	
Website	
Address *	

Position *

Provide the current job title of the Lead Applicant.

Secondary email address

You may wish to provide an alternative email contact to be copied into correspondence.

This can be a second email of the Lead Applicant, or the email of a colleague. Correspondence regarding the proposal will be copied (CC'd) to this email address.

Secondary phone number

You may wish to provide an alternative telephone contact. Please include the country dialling code.



Lead Organisation*

Provide full contact details for your organisation, including a website, contact number with full country code.

When clicking the edit button on flexigrant, the following fields will appear:

Name *	
Preferred contact number (please include the country dialling code) *	
Alternative contact number (please include the country dialling code)	
Email *	
Website	
Address. This should be the legally registered address of the Lead Organisation. *	

Lead Organisation acronym

Provide the short name/acronym of the Lead Organisation, if applicable.

(20 words max)

Lead Organisation type (dropdown choice in the flexigrant portal) *

Non-governmental organisation (NGO) or civil society organisation (CSO)	Yes / No
International non-governmental organisation (INGO)	Yes / No
Community-based organisation (CBO)	Yes / No
Indigenous People's Organisation	Yes / No
University or other academic institution	Yes / No
Research institute or think tank	Yes / No
Other	Yes / No

Subsequent question if the answer to the above question is "Other"
If you have selected Other, please specify the organisation type below *

(50 words max)

Lead Organisations must be a non-profit organisation. Applications received with private sector organisations or government agencies and departments named as the Lead Organisation will be rejected.



Location - Country (*dropdown choice in the flexigrant portal*) *

Select the country in which the Lead Organisation is legally registered.

REDAA is not able to accept programme proposals led by organisations in India. If activities in India are proposed, they should constitute a minor component of a programme which implements the majority of its activities in one or more other countries in the South Asia region. The costs of the minor component of activities in India in such a regional programme should make up no more than 25% of the budget.



PAGE 2 OF 6: PARTNERSHIPS

The Lead Organisation must partner with at least one other non-profit Partner Organisation. The minimum required partnership of two organisations (a non-profit Lead Organisation and a non-profit Partner Organisation) must include a research/academic organisation and an action-oriented non-profit organisation. Applications that do not meet the minimum partnership requirements outlined above will be rejected.

In addition to the Lead Organisation and the required non-profit Partner Organisation described above, other non-profit organisations, private sector organisations, government agencies and inter-governmental and UN agencies can be listed as **funded and non-funded partners**.

Government agencies and inter-governmental and UN agencies are not eligible to receive funding from REDAA. However, these agencies may be vital programme partners, and REDAA encourages in-kind partnership where relevant.

Partnership *

Provide the details of the Partner Organisations (mandatory and optional) below. Click the + sign to add another Partner Organisation.

Name of the Partner Organisation	Country in which the Partner Organisation is located	Partner Organisation type
		<i>(dropdown list in the flexigrant portal)</i>
		<i>(dropdown list in the flexigrant portal)</i>

Type of organisation dropdown

- Non-governmental organisation (NGO) or civil society organisation (CSO)
- International non-governmental organisation (INGO)
- Community-based organisation (CBO)
- Indigenous People's Organisation
- University or other academic institution
- Research institute or think-tank
- Private sector company
- Government agency or department
- Other

Subsequent question if the answer to the above question is "Other"

Partner Organisation – Other *

If you have selected **Other** in the table above, please specify the Partner Organisation type below, using the following format: Name of the Partner Organisation – Type of Organisation.



Applications that do not meet the minimum partnership requirements outlined in the instructions at the top of the page will be rejected.



PAGE 3 OF 6: ELIGIBILITY SCREENING

The questions in this section will be used to screen for your organisation's eligibility to receive a REDAA grant for the proposed programme. Please make sure you have read the [Guidance for Applicants](#) and the [REDAA Strategy](#) documents to check your eligibility before applying.

Other UK government funding *

Have you previously received or applied for funding for this programme (or a very similar programme) from other UK government funding sources? <i>(tick box in the flexigrant portal)</i>	Yes / No
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Subsequent questions if the answer to the above question is "Yes"

Other UK government funding *

Provide the name of the funder, the funding scheme, grant reference and status of the application in the following format:

Funder name - Funder scheme - Funder grant reference - application status (e.g. "DEFRA - Darwin Main - DAR0001 - Under assessment")

To add additional funder details, click on the + icon.

(200 words max)

Other UK government funding - Additional details

Provide any additional information relating to the funding reported above.

Turnover – Average annual income of Lead Organisation *

The expected annual expenditure on the proposed programme should not exceed 25% of the Lead Organisation's average annual turnover/income.

What is the most recent financial year for which you have available audited accounts? (e.g. "2022/23" or "June 2022 – May 2023"):

Income figure in currency of audit report *

Please list each of the three most recent years' income figures separately in the following fields, including the income figures in the currency stated in the reports, and the converted figures in GBP. Please convert the figures to GBP using today's exchange rates on [OANDA.com](https://www.oanda.com) (<https://www.oanda.com/currency-converter/en>).

The most recent years' figures should be listed under Year 1.



The currency figures entered above will be checked against the audit reports submitted.

Year 1: Income figure in currency of audit report: *

Year 2: Income figure in currency of audit report: *

Year 3: Income figure in currency of audit report: *

Currency of the audited annual report *

Please state the currency used in your audited annual reports

Exchange rate *

Please state the exchange rate of your currency to GBP using today's exchange rates on OANDA.com

Income figure GBP *

Using the exchange rate stated above, please convert the income figures stated in the report in GBP.

Year 1: Income figure GBP: *

Year 2: Income figure GBP: *

Year 3: Income figure GBP: *

Average annual income of the Lead Organisation

(automatically calculated in the flexigrant portal)

Programme budget *

Provide the total amount in GBP (British Pound Sterling) that you are requesting from the REDAA grant fund. This figure must be between **£1,000,000 and £1,500,000**.

Please do not include any proposed co-funding / matched funding in this figure. The full budget breakdown will be required at Stage 2 (Full Proposal).



Turnover – Proportion of funds requested in relation to average annual income

The expected annual expenditure on the proposed programme should not exceed 25% of the Lead Organisation's average annual turnover/income.
(automatically calculated in the flexigrant portal)

Concept Note applications that exceed the 25% financial threshold will be automatically rejected, so it is important applicants complete this section accurately.

Annual audit reports upload*

Attach the last 3 annual audit reports.
Acceptable formats .doc, .docx, .pdf



PAGE 4 OF 6: PROGRAMME SUMMARY

This section asks for high-level summary details of your proposed programme.

Programme title *

Provide a short but descriptive title for your programme which conveys what the programme is about.

(20 words max)

Programme duration

All programmes are expected to start on 1 February 2025 and end 31 January 2029 (4-year duration).

Programme summary *

Provide a brief summary of your programme, describing: the problem it is trying to address, its aims, and the key activities you plan to undertake. Write this section for a non-technical audience, using simple, jargon-free language.

In the event of receiving a high number of Concept Note applications, the programme summary may be used to conduct an initial sift of applications based on how well each meets the minimum technical and subject matter requirements. Therefore, it is important that applicants use this section to communicate clearly and succinctly what the programme will do, why, and how.

(200 words max)

Programme region and environment *

Indicate which region and environment your programme will be working in. *(tick box in the flexigrant portal)*

The Sahel in western and north-central Africa - Semi-arid Sahelian savannah	Yes / No
West Africa - Farm-forest landscape	Yes / No
West Africa - Wetland	Yes / No
Central Africa - Forest	Yes / No
Central Africa - Dryland	Yes / No
Central Africa - Wetland	Yes / No
Southern Africa - Urban	Yes / No
Southern Africa - Peri-urban	Yes / No
Southeast Asia - Peatlands in farm-forest landscape	Yes / No
Southeast Asia - Peri-urban	Yes / No
Southeast Asia - Coastal lands, including mangroves	Yes / No



South Asia - Mountain	Yes / No
South Asia - Peri-urban	Yes / No
South Asia - Coastal lands, including mangroves	Yes / No

Programme location *

Select which country(ies) your programme will be working in. Select all relevant countries

(in the flexigrant portal,

1. the countries available will depend on the region chosen in the previous section
2. selection will be made in tick boxes)

The Sahel in western and north-central Africa	
Burkina Faso	Yes / No
Chad	Yes / No
Gambia	Yes / No
Mauritania	Yes / No
Mali	Yes / No
Niger	Yes / No
Senegal	Yes / No
Nigeria	Yes / No

West Africa	
Benin	Yes / No
Burkina Faso	Yes / No
The Gambia	Yes / No
Guinea	Yes / No
Guinea-Bissau	Yes / No
Liberia	Yes / No
Mali	Yes / No
Mauritania	Yes / No
Niger	Yes / No
Senegal	Yes / No
Sierra Leone	Yes / No
Togo	Yes / No
Cabo Verde	Yes / No
Côte d'Ivoire	Yes / No
Ghana	Yes / No
Nigeria	Yes / No

Central Africa	
Angola	Yes / No



Burundi	Yes / No
Central African Republic	Yes / No
Chad	Yes / No
Democratic Republic of the Congo	Yes / No
Republic of the Congo	Yes / No
Rwanda	Yes / No
São Tomé and Príncipe	Yes / No
Cameroon	Yes / No
Equatorial Guinea	Yes / No
Gabon	Yes / No

Southern Africa	
Angola	Yes / No
Comoros	Yes / No
Lesotho	Yes / No
Malawi	Yes / No
Madagascar	Yes / No
Mozambique	Yes / No
Zambia	Yes / No
Zimbabwe	Yes / No
Eswatini	Yes / No
Botswana	Yes / No
Mauritius	Yes / No
Namibia	Yes / No
South Africa	Yes / No

Southeast Asia	
Cambodia	Yes / No
Lao People's Democratic Republic	Yes / No
Myanmar	Yes / No
Indonesia	Yes / No
Philippines	Yes / No
Viet Nam	Yes / No
Malaysia	Yes / No
Thailand	Yes / No

South Asia	
Bangladesh	Yes / No
Bhutan	Yes / No
Nepal	Yes / No
Pakistan	Yes / No
Sri Lanka	Yes / No



Maldives	Yes / No
India	Yes / No

If activities in India are proposed, they should constitute a minor component of a programme which implements the majority of its activities in one or more other countries in the South Asia region. The costs of the minor component of activities in India in such a regional programme should make up no more than 25% of the budget.



PAGE 5 OF 6: PROGRAMME DETAILS

This section asks for more detail about your proposed programme - what it seeks to achieve, what activities will be undertaken and how it will be managed.

Problem / Opportunity *

Describe the REDAA-relevant problem or opportunity that your programme seeks to address in specific locations.

(100 words max)

Background / Context *

Describe the background and context to this problem or opportunity – including who is being affected, how and to what extent, why it is relevant now, what previous research and action it builds on, what demand it responds to, what gap it fills and why this gap will not be filled without the programme.

If you cite other work in this section, please ensure you upload a reference list as an attachment [Max. 1 page] at the end of the application form.

(500 words max)

Outcomes – integrated action for nature, climate and people *

Describe one or more positive outcomes that will be directly achieved by the programme and the benefits that will be secured for nature, climate and people, including strengthened gender equality and social inclusion. Indicate how the outcomes directly address the problem or leverage the opportunity the programme addresses.

(500 words max)

Approach *

Please select which approach your proposed programme will incorporate. It is recommended that applicants focus on one of these approaches; however, more than one may be selected if well justified. (*tick box in the flexigrant portal*)

Legal tools to secure local rights and strengthen local nature stewardship and restoration	Yes / No
Finance mechanisms that support local nature stewardship and restoration	Yes / No
Productive ecosystem-based enterprises that are sustainable, equitable and climate-resilient	Yes / No



Research-to-action methods and activities *

Describe how the programme demonstrates “research to action” and the flow of logic – and associated activities – to move from research to action. This should include the context-appropriate methods that will be used and activities that will be undertaken to achieve the programme outcomes. Indicate what will be produced by these methods and activities, such as improvements in land and resources, tools and objects that are useful, or goods and services of value to people; and/or knowledge and communication products including reports, journal papers, briefing papers, blogs and videos; and/or preparedness of people ready to take further action based on their strengthened knowledge, skills and capabilities.

(500 words max)

Local leadership and partnership *

Explain how the programme will be led by organisations with effective systems supporting Indigenous Peoples and local communities’ work, which engage residents in a relevant area in programme design and implementation, ensuring the most marginalised don’t get left behind, and involve local staff strongly in the programme’s leadership. Describe investment by the programme in the systems and capability that strengthen local leadership by partners. Who are the key local stakeholders? Who are the main beneficiaries? How will they be engaged? What kinds of organisations and groups will you work with, and at what level do they operate (for example, local, national)?

(250 words max)

Programme management and value for money*

Describe previous and/or current examples of where the Lead Organisation has managed a project or programme of similar size or complexity to demonstrate appropriate technical and financial capacity and expertise to manage and implement this substantial programme with its planned outcomes successfully, including a robust approach to monitoring, evaluation and learning. Justify briefly how the proposed programme will deliver value for money in terms of the input cost and expected positive outcomes and impacts, and scale of those.

(250 words max)

On-granting to small, locally led restoration organisations*

Will your proposed programme structure include on-granting (e.g. a small grants programme) to small, locally led restoration organisations?	Yes / No
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Subsequent questions if the answer to the above question is “Yes”

On-granting *

If the proposed programme structure includes on-granting to small, locally led restoration organisations, describe briefly the nature of this on-granting component, an indication of the number of grants proposed, how this will be managed and why this approach is appropriate for achieving the proposed programme's objectives and outcomes.

(100 words max)

On-granting *

Confirm that the on-granting component will be less than 15% of the programme's total budgeted activities.

(tick box in the flexigrant portal)



PAGE 6 OF 6: SUPPORTING DOCUMENTS AND DECLARATION

On this page you will be asked to confirm your commitment to the programme and to confirm that the details provided in the application are a fair and accurate representation of the proposed programme. You can also upload any supporting documentation.

Supporting documents

If you cited other work in your responses, please upload a reference list as supporting documentation (max 1 page).

Acceptable formats: .doc, .docx, .pdf

Lead Applicant declaration *

As the Lead Applicant for this proposal, I confirm that the information provided is accurate and truthful to the best of my knowledge. I confirm that my organisation (department head/director) is aware of this proposal and has provided the appropriate approvals for me to submit the proposal for consideration on behalf of the organisation.

Tick box

Submission deadline

Concept Note applications must be submitted via an online form on [flexigrant](#) before **the deadline of 30 June 2024, 23:59 British Summer Time (UTC+1)**. Applications received after this date will not be considered. We recommend submitting in advance of the deadline in case of technical issues, as the helpdesk will not be staffed outside normal UK office hours.

