Tree Funding

Application Form

for Potential Project Partner

This semi-directive application form guides you through submitting a full project description and required documents. The application form and associated documents will be submitted to [support@treesisters.org](mailto:info@treesisters.org).

Please read the Tree Funding Guide, available [here](https://www.treesisters.org/partner-with-us/reforestation-partner), for enquiries about the application process, our priority list, and the list of required documents.

How to draft your application? Fill up each section one by one following the guidance text provided in grey and in italic which can be deleted afterward.

Answer to the best of your knowledge. Please be brief. Provide examples, quantity and references with links when possible.

[Basic facts](#_gjdgxs)

[Project description](#_tyjcwt)

[a. Relevance of the project](#_3dy6vkm)

[b. Links with past and present project(s)](#_1t3h5sf)

[c. Project partner(s)](#_4d34og8)

[d. Project beneficiaries](#_2s8eyo1)

[e. Logical framework](#_17dp8vu)

[f. Sustainability/Success](#_3rdcrjn)

[g. Safeguards](#_26in1rg)

[h. Restoration work](#_lnxbz9)

[Project Human Resources](#_35nkun2)

[Applicant organisation](#_44sinio)

[Financial & Administrative](#_2jxsxqh)

[Implementation partner](#_z337ya)

[List of documents to attach to this application](#_3j2qqm3)

# Basic facts

|  |  |
| --- | --- |
| **Project title** | **………………………………………………………………………………………………** |
| Submission date | **………………………………………………………………………………………………** |
| Country | ……………………………………………………………………………………………………. |
| (wanted) starting date | *(Format: yyyy/mm)* …………………………………………………………………. |
| Method | *(Pick one)*   * Reforestation of recently deforested areas * Afforestation of deforested areas for a long time period (e.g. of abandoned marginally productive agricultural land) * Regreen farmlands with trees * Ecologically-focused restoration (enhancing ecosystem functioning) * Forest Landscape Restoration (Restoring landscape for multiple benefits at landscape level) * Forest conservation/avoided deforestation or degradation High Conservation Value Forest * Other - Please state? |
| Forest type | *(Pick one)*   * Tropical montane/cloud forest * Tropical moist/rainforest * Tropical monsoon/deciduous forest (with a drier season) * Tropical dry deciduous forest (with a pronounced dry season) * Tropical wetlands forest (tidal or mangrove forests) * Woodland/tree savannas (drier conditions inc. semi-arid climate) |
| Project area | Nearest city/town:............................................................................................  Region/Province: ...............................................................................................  Coordinates: ..........................................................*(format: dd°mm’ss’’N/E; dd°mm’ss’’E)*  Altitude: ….………… m *(format: no decimals)*  Extent estimate: . ……………... sqkm *(format: no decimals)* |
| WWF Ecoregion ([*Reference*](https://www.worldwildlife.org/biome-categories/terrestrial-ecoregions)) | ……………………………………………………………………………………………………. |
| Estimated restoration potential (number of trees to plant/regenerate) if applicable | .*…………………………………………………………………………………………………...* |
| Annual cost/budget | £ …………………………………………………………………………………………………. |
| Cost per planted/regenerated tree if applicable | £.…………………………………………………………………………………………………. |
| Name of organisation | ……………………………………………………………………………………………………. |
| Establishment year | *(format: yyyy/mm)* |
| Pilot project period, if any | *(format: yyyy/mm to yyyy/mm)* |
| Website, if any | http://…………………………………………………………………………………………. |
| Application contact details | Title: ........................................................................................................................  Name: .....................................................................................................................  Email: ......................................................................................................................  Phone: .................................................................................................................... |
| Implementation partner |  |
| Other partners/subcontractors involved in the project | * ………………………………………………………………………………………... * ………………………………………………………………………………………... * ………………………………………………………………………………………... |

# Project description

*It must not exceed more than 3,500 words. Follow the guided structure as set out below. Keep the titles but erase the guidance text (in grey and italic) afterward.*

## a. Relevance of the project

* *Objective(s) of the project.*
* *Relevant aspect of the context in which the project is to take place (e.g. socio-economic, political, climate-related and environmental conditions/issues, including drivers of deforestation).*
* *Contribution of the project towards alleviating or addressing any environmental issues or aspects.*
* *Contribution of the project towards alleviating or addressing any socio-economic issues or aspects.*
* *Contribution of the project towards empowering women.  
   If applicable, explain to what extent the project has so far achieved satisfactory results?*

## b. Links with past and present project(s)

*If the project is an extension of or relates to a previous project(s) or pilot project, describe how the proposed project relates to them.*

* *Short description of past project(s) (objective, approach).*
* *Explain if the applicant organisation contributed to the previous linked project(s). If yes, how?*
* *Explain to what extent the previous project has achieved satisfactory results.*
* *Explain the value-added or enhancement(s) that the proposed project aims to bring.*
* *If applicable, state any particularity(ies) of the proposed project compared to previous interventions.*
* *If applicable please describe to what extent the new project pursues new objectives, takes a different approach or seeks to benefit the target group.*
* *If the proposed project varies much from the past intervention, could you explain why?*

## c. Project partner(s)

*Applicant’s partner(s), if any, in relation to the proposed project.*

* *Length of collaboration(s).*
* *Describe the experience, capacities and resources of the partners relevant to the proposed project.*
* *If applicable please describe how the proposed project has/will develop relations between partners. (local/national/international authorities, organisations/networks/private businesses and other donors)*

## d. Project beneficiaries

* *Link with forest/trees.*
* *What’s the vision to foster the local people’s relationship with the trees, if needed?*
* *Relevance of beneficiaries in view of the project goals/deforestation.*
* *(rough) Estimate of the number of beneficiaries in proportion (by gender, by sector and social/financial distribution).*
* *How the beneficiaries view the partnership’s utility and legitimacy.*
* *How the proposed project has contributed or will contribute to encouraging the local people mobilizing around the vital role of trees and forests.*
* *Describe how the beneficiaries are involved in the project. If applicable please include how the project seeks to engage them further.*

## e. Logical framework

*Specify the project’s objectives, goals/expected results, and activities, as well as indicators to be applied using the table below. For projects with several desired goals and many activities, add as many lines as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project elements** | **(short) text description** | **Indicators and means of verification** | **Assumptions** |
| Long-term objective[[1]](#footnote-0) |  |  |  |
| Immediate objective[[2]](#footnote-1) |  |  |  |
| Goal 1[[3]](#footnote-2) |  |  |  |
| Activities (of goal 1)[[4]](#footnote-3) |  |  |  |
|  |  |  |
|  |  |  |
| Goal 2[[5]](#footnote-4) |  |  |  |
| Activities (of goal 2)[[6]](#footnote-5) |  |  |  |
|  |  |  |
|  |  |  |

* *How, and with which methods, is the project to be carried out to meet its goals?*
* *How often does your organisation visit to monitor/support the project on the ground? And how?*
* *Is the project followed/reviewed by independent monitoring/assessors? What are they auditing?*
* *What will be the role of your organisation to achieve these goals?*
* *How the project is articulated to avoid potential factors which could hinder the project objective? How the method of project management acknowledges this?*

## f. Sustainability/Success

* *How does the project ensure people live harmoniously with trees/forests?*
* *If applicable, how is the project building relationships between various sectors of the community, and beyond?*
* *How do existing projects link up to future ones or overall work-streams?*
* *What will happen when you pull out of the project or when the project ends?*
* *How does the project ensures that neither the local partners, nor the project’s beneficiaries enter in a relationship of dependency?*
* *If applicable, how do you ensure that your concept is scalable in the future?*
* *Share insights from failed and successful projects with others. Are you sharing your learnings to others in the reforestation sector? If yes, how? If not, why?*

## g. Safeguards

* *Issues and risks:*
  + *How does the organisation deal with the risks of drastic climate disruption/natural disaster?*
  + *How does the organisation deal with corruption and power games (inside the team or inside the community, or external from powerful parties/people)?*
  + *How does the project contain the possible displacement of deforestation outside of the intervention area (in nearby forests)?*
* *Forest uses:*
  + *What is the land tenure of the reforestation sites?*
  + *What is the associated forest use rights?*
  + *If applicable, refer here any legally-binding agreements/enactments which control forest use or regulate forest management.*
  + *What the forest will be used for, and if applicable, to whom it may be sold to?*
  + *If a certain amount of the funded forest/trees are for commercial use, give a rough estimate/proportion on the amount. What will it be used for and to whom will it be sold to?*
* *Tree procurement:* 
  + *Could you describe the sources of tree seeds, seedlings, and saplings?*
  + *How do you guarantee trusted sourcing (native, non-GMO/clones, organic)?*
* *Chemicals:* 
  + *Are you, or others (partners, local communities, other organisations/projects), using any chemicals under the project or in the project area? If yes, which one? Why? CAS registration number.*
  + *Have you ever/will you consider taking steps to look at less damaging solutions? Which ones?*
  + *Have you ever/will you consider taking steps to ensures pesticide risk reduction? Which ones?*

## h. Restoration work

* *Describe the method used. If derived from traditional practices/knowledge, please explain what and why.*
* *Describe the characteristics of the restored/protected trees. Including proportions of native species; proportion of conifers; any use of non-tree species.*
* *If a planting project - what, how, who, when and how often, do you survey the planted or regenerating trees? And provide with advice/other support?*
* *In the case of several sponsors/donors involved in the same project area, how do you avoid confusions in tree reporting such as the double counting of trees?*
* *In the case of several sponsors/donors co-funding the same activity, how do you manage the reporting? Will you be able to provide separate tree accounting and socio-economic impacts reporting for TS funds invested? If impossible, why?*

# Project Human Resources

*If the project is in elaboration, roughly estimate numbers.*

|  |  |
| --- | --- |
| **Project Human Resources** | |
| How many (paid) full-time staff? |  |
| How many (paid) part-time staff? What do they do? |  |
| How many volunteers? What do they do? |  |
| How many non-locals? What do they do? |  |
| How many locals? |  |
| How many men? |  |
| How many women? What do they do? |  |
| If less than 50% of women, why? |  |
| How many women in managerial roles? |  |
| If no women occupying managerial roles, why? |  |

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* *How do you see/perceive increasing women’s involvement? If applicable, what’s the plan for increasing women’s involvement?*
* *How do you see perceive full appropriation of the project by the locals? If applicable, what’s the plan for increasing local’s involvement at the managerial level? And in particular, local women occupying managerial positions?*

# Applicant organisation

|  |  |
| --- | --- |
| **Organisation identity** | |
| Title/name of organisation and abbreviation if applicable |  |
| Legal status of the organisation |  |
| National/state-level authority/authorities that the organisation is registered with |  |
| Registration details [identifying number, etc.] |  |
| Date of registration |  |
| Organisation full address |  |
| Organisation contact details |  |
| Organisation’s mission/vision |  |
| **Description of governance structure** | |
| Nature of the organisation’s governing body/committee/board [e.g. Board of Trustees] |  |
| Organisations signatoree(s) - title and name |  |
| **Employees** | |
| How many (paid) full-time staff? |  |
| How many (paid) part-time staff? |  |
| How many are volunteers? |  |
| How many men? |  |
| How many women? |  |
| If none, why? |  |
| How many women in managerial roles? |  |
| If none, why? |  |
| **Policies and due diligence procedures** | |
| Do you have any code of conduct?  If yes, please attach. |  |
| Any Corporate Social & Environmental Responsibility? If yes, please attach any report. |  |
| A complaints/whistleblower set-up? If yes please explain. |  |

* *How do you choose and train your local leaders and managers? If you are not working through local implementing partners.*

# Financial & Administrative

*Fill up a*  [Budget Form](https://drive.google.com/open?id=11xUHXg20EMtA7rBVWaMHJomOpch-8MlM)*. Then copy/paste finished budget plan below*

# Implementation partner

*To fill up if the project is implemented by a partner. This excludes partners/subcontractors supporting project implementation (e.g. accounting, event organisation, transport, capacity building, research, etc.*

|  |  |
| --- | --- |
| **Organisation identity** | |
| Title/name of organisation and abbreviation if applicable |  |
| Legal status of the organisation |  |
| National/state-level authority/authorities that the organisation is registered with |  |
| Registration details [identifying number, etc.] |  |
| Date of registration |  |
| Organisation full address |  |
| Organisation contact details |  |
| **Description of governance structure** | |
| Nature of the organisation’s governing body/committee/board [e.g. Board of Trustees] |  |
| Organisations signatoree(s) - title and name |  |
| **Employees** | |
| How many (paid) full-time staff? |  |
| How many (paid) part-time staff? |  |
| How many volunteers? |  |
| How many men? |  |
| How many women? |  |
| If none, why? |  |
| How many women in managerial roles? |  |
| If none, why? |  |
| How many non-locals? |  |
| How many locals? |  |
| **Policies and due diligence procedures** | |
| Do you have any code of conduct?  If yes, please attach. |  |
| Any Corporate Social & Environmental Responsibility? If yes, please attach any report. |  |
| A complaints/whistleblower set-up? If yes please explain. |  |

**Collaboration:**

* *Describe the length of your collaboration and detail the role and responsibilities of the implementing partner.*
* *How is their performance monitored?*

# List of documents to attach to this application

* Copy/proof of the applicant organisation’s statutes
* Copy/proof of the implementation partner(s) statutes, if any local implementing partner, and if available
* Organisational chart(s) of applicant organisation
* Organisational chart(s) of implementation partner
* Filled Project Budget Form
* Most recent available annual report for the organisation, preferably the most recent three annual reports if available. *These should include written reports on the main activities and achievements of the organisation over the year, and information on the organisation’s impact/track record since its creation.*
* Financial statements (profit & loss account, plus balance sheet), prepared by a qualified accountant, where possible, independently audited, for at least the most recent fiscal year.
* A map of the proposed/planned project area (if any/if possible, with locations of the project sites, beneficiaries, main city, protected area, forest cover). At minimum a Google Map screenshot, with scale, pins and polygons drawings.

If available only:

* Applicant organisation’s code of conduct
* Implementation partner’s code of conduct
* Applicant organisation’s Corporate Social & Environmental Responsibility report
* Implementation partner’s Corporate Social & Environmental Responsibility report
* If relevant, any legally-binding agreements/enactments which control forest use or regulate forest management.
* Pictures/Photos.

When your application is ready, please send it to [support@treesisters.org](mailto:info@treesisters.org). We will evaluate your project’s eligibility and will re-contact you within a month.

Thank you for your project. Thank you for you.

1. Long-term goal to be pursued and eventually achieved. Its realization does not only depend on your project. [↑](#footnote-ref-0)
2. What your project intends to specifically achieve. The immediate effect of the project. There should be a few, no more than 3 achievable objectives. Here you need to answer when (timing), where (location), who (beneficiaries), what, and how much/many (quantity)? [↑](#footnote-ref-1)
3. The project products/events (at the outcome of the activities). It should be phrased as the new (or resulting) situation resulting from the activities. Give a sense of how much/many (quantity) , who (beneficiaries) and where (location). [↑](#footnote-ref-2)
4. They are the concrete actions carried out to produce the output. [↑](#footnote-ref-3)
5. The project products/events (at the outcome of the activities). It should be phrased as the new (or resulting) situation resulting from the activities. Give a sense of how much/many (quantity) , who (beneficiaries) and where (location). [↑](#footnote-ref-4)
6. They are the concrete actions carried out to produce the output. [↑](#footnote-ref-5)