

## The Antigua and Barbuda Environment Foundation GRANT APPLICATION GUIDELINES FOR GRANTEES

### ABOUT US AS FUNDERS

The Antigua and Barbuda Environment Foundation (ABEF) raises funds to support the most effective grassroots conservation initiatives to protect the environment, restore nature and build climate resilience.

We would love to hear from you if you are developing a project which matches our current priorities:

1. Regenerating habitats
2. Helping native species thrive
3. Reducing pollution
4. Building resilience to climate change
5. Education, public engagement and advocacy

How we work is detailed in the [Conservation Collective's Theory of Change](#), which can give you more insight to support your application.

### **WHEN?**

- We open calls for proposals **2/3** times a year

### **WHERE?**

- We accept applications for projects carried out in Antigua and Barbuda
- We accept applications for projects working across terrestrial, marine, and freshwater habitats

### **HOW MUCH?**

- We accept applications for funding up to: \$10,000-\$15,000 USD

### **HOW ARE FUNDING DECISIONS MADE?**

- The ABEF has an Advisory Board of local experts and a Steering Committee. The Executive Director meets with them once a quarter to review proposals. The Advisory Board first screens the projects and advises on their funding to the Steering Committee, which makes the final decision.
- For more information about timings, and our grant-giving process, please refer to our Grantee Flowchart [here](#).

### DO YOU MEET OUR FUNDING CRITERIA?

#### **ORGANISATIONAL CRITERIA**

- Local non-profit organisations, research institutions, local groups, individuals and other social entities are eligible to apply for funding.
- Organisations will be assessed on a case-by-case basis.

- We carry out a Due Diligence assessment on each applying organisation following the [UK's Charity Commission's Guidance](#) on internal financial controls and risk management for charities

## PROJECT CRITERIA

- Questions to ask yourself before applying to the ABEF. If you are not sure about some/all of them, please send us an email and we can discuss how we can help you:
  - Does the project fit into the ABEF key areas of interest? (mentioned above)
  - Have I clearly communicated my intentions with all collaborators of the project?
  - Have I acquired confirmation that all project activities are permitted by stakeholders and the authorities?
  - Will I be ready to begin the project activities on the project's proposed start date?
- Applications need to clearly describe the project's deliverables and the metrics that will be used to demonstrate the project's impact, in terms of activities and environmental, social, economic and policy outcomes. Learn more about our Impact Measurement Framework [here](#).

## WHAT WE ARE LOOKING FOR

### **Tips and tricks for a successful application form. What we are looking for:**

- Projects looking to turbocharge their efforts to restore ecosystems and biodiversity, reduce pollution, and build climate resilience.
- Projects with tangible action and gains for nature.
- Projects with the potential to bring about systemic change and long-term legacy.
- Innovative projects that will result in a step-change in terms of long-lasting impact.
- The opportunity to pilot and then scale through with co-funders and/or crowdfunding to achieve greater impact.
- Models of best practice which can be replicated.
- Projects building capacity amongst local communities to ensure long-lasting change.
- Projects providing evidence of their feasibility/credibility.
- Long-term financial sustainability of the project.

## TIPS FOR COMPLETING OUR APPLICATION FORM

### **Apply online [here](#).**

- Clearly describe the project and the environmental issue being addressed.
- Clearly state the deliverables and project activities and how you will track their progress.
- Present a clear budget breakdown on how the funds will be spent. Our application form includes a template budget you can use.
- Fill out all relevant sections of the form.

Please **get in touch** at [issa@antiguaenvironment.org](mailto:issa@antiguaenvironment.org) if you would like to discuss in further detail how to give your project the best chance of securing funding.

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