**Who may apply to this RFP?**

- Any type of institution or organization may apply if they are headquartered or have a legally registered and staffed office in one of the countries of interest. Grants are made only for charitable, educational, or scientific purposes, primarily from tax-exempt charitable organizations. The Packard Foundation *does not* fund the following:
  - Lobbying and activities to influence specific legislation
  - Conference fees and tuition assistance
  - Religious organizations
  - Individuals

**Are newly registered NGOs eligible to apply for this call for the proposals?**

- Yes. As long as the organization is prepared to take on a project and meets the requirements listed above.

**Are faith-based organizations eligible to apply?**

- Yes. However, funds cannot be used for religious purposes.

**Is an organization eligible to apply if they have a fiscal sponsor in one of the countries of interest?**

- Yes.

**Is it okay to build on existing work or should this be an entirely new project?**

- It is okay to build on existing work. This is encouraged.

**Would you consider a project that focuses on Indigenous people, women, or young people, but is built on a project that does not focus on these groups?**

- Yes.

**Would an organization be disqualified for submitting two EOIs for two separate research projects?**

- Yes. An organization can serve as the lead applicant for only one EOI. However, organizations may be listed as partners in multiple EOIs.

**Can organizations based in tropical forest regions outside of the countries of interest apply as the lead organization?**

- No, organizations outside of the countries of interest may not apply as the lead organization. However, an organization in a country of interest may apply with a partner from another tropical forest region. For example, an organization in Guatemala may apply and list organizations in Mexico and Belize as partners. See 'Partnership' section for more details.
Frequently Asked Questions

Geography

Where can this work take place?

- This work can take place in any tropical forest area. However, some portion of the project must take place in a country of interest: Brazil, Cambodia, Colombia, Guatemala, Indonesia, Laos, Papua New Guinea, Paraguay, Peru, Philippines. Only organizations based in these countries of interest may apply as a lead organization.

Should work focus on a specific geography within the countries of interest?

- Projects can take place in any region in the countries of interest with tropical forests of high conservation value. Specifically, we are interested in areas where tropical forest conservation intersects with sustainable agriculture or rural livelihoods development efforts. There is no list of applicable regions; please use your best judgement.

Will tropical dry forests be considered?

- Yes. High biodiversity and conservation value are the most important criteria for our team in determining applicable tropical forests.

Will non-forested tropical zones be considered?

- No. Projects must take place in forested tropical regions.

Can projects be implemented at the provincial level?

- Yes. Projects can be implemented at whatever level the applicant deems appropriate.

Where do you work in Indonesia? Should we focus our project on a region where you already work?

- Our work in Indonesia takes place in regions with high conservation value tropical forests. There is no need to focus your project on a region where we already work.

Would you entertain a project that spans multiple countries?

- Yes.

Project Elements

What types of projects or solutions will be prioritized for this grant?

- We are not looking for a specific type of project and are eager to learn from the proposals put forward by applicants. There are some examples of potential projects on the last page of the RFP document, but do not feel limited by these examples. Projects must focus on supporting smallholder farmers and forest dependent communities, be based in a tropical forest region, and include relationship building and/or information sharing components.

Can a project specifically focus on Indigenous peoples?

- Yes. Projects focused on Indigenous people, women, and young people are welcomed and encouraged.
Frequently Asked Questions

Are there any requirements regarding scale or number of beneficiaries?

- No.

Can a project include advocacy for local public policies?

- Yes. However, the Packard Foundation cannot support lobbying activities. The Packard Foundation defines lobbying as communication of a point of view or plan of action to any legislator, their staff, or the public about a specific piece of legislation in any jurisdiction. US private foundations such as the Packard Foundation are prohibited by US law from supporting lobbying activities. If you are unsure about whether an element of your project is considered lobbying, please reach out to ggivens@parkard.org.

Do projects need to include public communications or awareness raising?

- No. This is not a requirement, but if your project would benefit from a communication plan or public launch you are welcome to include these activities in your proposal.

What is your definition of agriculture?

- We do not use a specific definition of agriculture. Ultimately, ALC supports agricultural production designed to meet current and future needs for nutrition, energy, and ecosystem services in a manner that conserves resources and minimizes harmful environmental and human health effects. Approaches may include, but are not limited to, climate-smart agriculture, agroforestry, and community-based forest management. Different types of sustainable agriculture practices are relevant to varying environments and societies. ALC relies on grantee partners to determine the practices that are best suited to the context in which they work.

Can a project include activities that support smallholder farmer women (like access to health and family planning?)

- Yes. Activities that address the specific needs of women farmers are welcome.

Would it be better to have a project based in just one country or multiple?

- Either is fine. There is no preference.

Partnerships

Is it better to apply with a single organization as applicant or to have several partners?

- Either is acceptable.

Is there a maximum number of partners that can be involved?

- No. However, the role of each partner should be clearly described in the EOI. Please note that there will only be one primary grant recipient that will ultimately be responsible for the award.

Is it possible to have an international organization as a partner?

- Yes
Frequently Asked Questions

Is there a preference for new partners to submit proposals?

- There is no preference for new or pre-existing partnerships.

Do you require the applicants to have MoUs with partners or the government?

- An MoU is not needed to submit an EOI. If you are selected as a finalist and an MoU is deemed necessary, you will be asked to obtain one.

Expression of Interest (EOI)

How many pages should the EOI be?

- The EOI should be approximately 4 pages in length. An additional page may be used for the budget. The font size should not be smaller than 11-pt font, and the EOI should have standard margins and spacing.

Do you have any format standard for the EOI? What information should be included?

- There is no standard formatting beyond what is described above and in the RFP.
- Successful EOIs will include:
  - Organizational Background
  - Key Partner Background
  - Issue and Opportunity
  - Anticipated Outcomes
  - Anticipated Activities
  - Budget Estimate

Is there a specific budget template that is required for the EOI?

- No.

How detailed should the budget be at this stage?

- Budgets should include broad expense categories and estimated costs. Budgets do not need to be exact at this stage.

Any additional tips for successful applications?

- Include all requested information. Explain how your project will strengthen relationships or improve information sharing. Detail your experience with this kind of work.

Can we include monitoring and evaluation costs in the budget?

- Yes. If your project would benefit from monitoring and evaluation, please include this in the budget.

Is it possible to submit in Portuguese?

- Yes. You are welcome to submit in a language other than English. If you plan to do so, please email ggivens@packard.org so that we can prepare the proper translation services. When you
Frequently Asked Questions

submit your EOI online, please also send an email with the EOI attached, preferably as a Microsoft Word file.

Is there a preferred file format?

- No. Any file type is welcome, but if you are submitting in a language that is not English, then Microsoft Word is preferred.

Who reviews the EOI and final application?

- EOIIs will be reviewed by the ALC strategy team, the RFP consultant, and a panel of five external advisors. Final applications will be reviewed by the ALC team and RFP consultant.

How different is the final application from the expression of interest?

- The final application will not differ significantly from the EOI. Finalists will be asked clarifying questions about their EOI and will be asked to submit organizational and financial documents.

Funding

How many winning applications will there be?

- We expect there will be two or more finalists depending on the quality of the EOIs and available budget.

What is the maximum amount of funding available?

- The maximum project budget is $500,000.

Would our project be penalized if we were to put in a large budget?

- No, you would not be penalized.

If there are several competitive EOIs, would organizations be asked to submit a proposal for a smaller funding amount?

- This is a possibility, but we aim to fund each final grant at the level needed to effectively implement the work described in the final grant application.

What percentage of the project cost is allowed for indirect costs?

- For university applicants, administrative costs may not exceed 15%. For all other types of organizations, there are no such requirements, and we encourage you to account for the full cost of executing this work.

Is there opportunity for continued partnership and funding to act on research findings or is this intended to be a one-time grant?

- The grants under this RFP are intended to be one-time, multi-year grants. At this time, we cannot commit to funding beyond this project. However, we aim to maintain positive relationships with all former and existing grantee partners.

How long will the grant last?
Frequently Asked Questions

- We will accept proposed grant periods for up to two years. We expect the awarded grants to conclude by 2024.

Can a project last less than two years?
- Yes.

When will funding be awarded?
- We anticipate funds to be distributed in May or June of 2022.

Does the Packard Foundation want to be the exclusive funder for the project or is it okay to have or present this proposal to other funders?
- The Packard Foundation does not need to be the only funder. Additional funders are welcome, but not required.

Can funding be allocated to multiple organizations at the time of disbursement?
- Typically, the Packard Foundation can only disburse funding to the lead organization; however, if allocating funds to multiple organizations is essential, note this in the proposal and we will collaborate with finalist to determine the best way forward.

Other

How should we incorporate COVID-19 into our project planning?
- All local and international precautionary public health guidelines should be followed. If this requires shifting research plans and timelines, we will work with awardees to continuously adapt to this global pandemic.

What is the reporting mechanism for awardees?
- If you are awarded a grant, you will be asked to submit a financial report annually. Narrative reports can be written or verbal via zoom or phone call.