



Summary of Written Clarifications Provided to Applicants during the Application Period

Issued on 27th October 2015

Note: Questions and answers have been anonymously made and edited for clarity.

- ***We are interested in the Adaptation focus area and we would like to know if it would be enough to address only one of the points identified under this focus area, for instance, “Developing bottom up, participatory approaches to community/ecosystem based adaptation”, or if we should address more than one bullet point.***

Yes, it would be enough to address only one of the points identified under the focus area. Holistic approaches which include several focus areas are encouraged.

- ***(from an NGO promoting distribution of solar energy products) According to you, are we eligible for the following focus area “Decoupling development from carbon – reducing uncertainties in estimating national emissions and removals of greenhouse gases from key emitting sectors (including energy, agriculture, land use, land use change and forestry, waste management) and assessing and testing scalable cost-effective mitigation options to enhance energy security”?***

Innovative solutions related to access to solar energy would fall within the focus areas of this call. However, we can only do a full assessment of eligibility once we receive the concept note. If you intend to submit a concept note, please ensure your proposed initiative meets all eligibility criteria, including the need for “research and innovation to be at the heart of the proposal” (innovation can be an innovative approach or technology), as this funding window is not meant to support extension of pre-existing activities.

- ***May I ask if there is someone at DCC or CCCA programme I could meet with (soon) to discuss the research and innovation grant facility with?***

If the meeting is related to the grant facility, we are unfortunately not able to meet individually with potential applicants, as this is a competitive process and we need to ensure all applicants have exactly the same information. However, you are welcome to send us any questions by email. We will answer and share the replies with all applicants through our website.

- ***In concept note-Attachment 4: Cover letter from the representative of the applicant, also confirming co-financing. In this point do you have a sample of cover letter? If you don't have, can I use the sample from my organization? Do you need the letter from the project partner or not in this attachment?***

For attachment 4 of the concept note, we don't have any sample of cover letter for the representative of the applicant and letter of confirming co-financing. You may use your

own sample, and include information on co-financing (cash or in-kind). Moreover, there is a need for an endorsement letter and letter confirming co-finance from project partner(s).

- ***Our proposal brings together applicant and partner(s). In the attachment 4, it is expected the applicant submit a "Cover letter from the representative of the applicant, also confirming co-financing".***

The co-financing will come from different sources that are not managed by applicant. How could we prepare the letter of confirming co-financing?

The concept note should be 8 pages, is it including the budget summary?

The letter of co-financing (cash or in-kind) must come from each institution (applicant, and partners).

Yes. The concept note should not exceed 8 pages (A4) and include the budget summary containing the main categories.

- ***Does the project need to seek for a partner? If yes, what if the partner's costs are high because the partner is located far away from the project site?***

With regards to "in kind contribution", should we include all staff involved in this project, or just equipment/materials and office rental?

- ***If the proposal is finally accepted, and inception workshop and other events are organized at the project site. Your colleagues are invited to participate in the events. Can you let me know whether your agency pays on your expenses like travel, per diem and accommodation?***
- ***Can you help share with me the previous concept note so that I can use as a model for my concept note development?***

Partnership for the research and innovation grants project is optional, not mandatory. The applicant is encouraged to have partner(s), if it needs support in specific areas which are beyond its own capacities. All other organizations involved in the project will be called "partners" and their respective roles will need to be clarified in the project concept note and proposal. If partners require funds to implement certain activities in the project, they will receive funds from the applicant. Partners may include other governmental institutions, non-governmental organizations, international organizations, research centers or universities, and private sector organizations provided that they bring some own resources (in kind or in cash) and adequate expertise to the project. The main applicant organization should be based in Cambodia, but it is possible to have a partnership with an institution based abroad if a specific expertise is not available in Cambodia. The budget should not be disproportionately allocated to the activities of the international partner.

The in-kind contribution can include staff, equipment, office space, utilities (water, electricity supplies), vehicles, etc.

All travel and accommodation expenses of CCCA staff invited by the project to participate in any project events will be covered separately by the CCCA program. Expenses of CCCA staff should not be budgeted by applicants.

We are not able to share examples of concept notes submitted under previous rounds.

- ***I would like to ask you whether is too bad if we exceed the page limits about the following points:***
 1. ***Problem Statement (max 1 page) - We wrote 1 page and 8 lines***
 2. ***Overall Objective (few lines) - We wrote 8 lines***
 3. ***Beneficiaries (half page) - We wrote a bit more than half page***
 4. ***Approach and key activities (max 1 page) - We wrote 1 page and 3 lines***
 5. ***Expected Outputs (few lines) - we wrote about half page***
 6. ***Impacts (few lines) - We wrote 11 lines***
 7. ***Management Arrangements (max ½ pages) - We wrote a bit more than 1 page (it includes a diagram)***

The length of the concept note (including detailed budget and action plan) is 27 pages. We would like to make our project clear and it is a bit hard to limit the number of pages.

The length of the concept note is strictly limited to 8 pages. This excludes the attachments. The length of each section is only indicative, just make sure that the total length of the concept note is not more than 8 pages. Please note that the detailed budget is not required at this stage (only budget summary).

- ***I would like to ask you about the cover page of the concept note. Do you have any requirements? Could I include some pictures along with the name of the project and the name of the people who wrote the concept note?***

No, the cover page, the picture and the name of concept note writer are not required or necessary to be attached to the concept note. Just submit the concept note following the provided template with the required annexes and the cover letter from your organization.

- ***Where can I submit the concept note for research/innovation grants?***

Your concept note and all required documents (i.e. annexes) must be submitted to Department of Climate Change (DCC) which located at #111, Sothearos Blvd., Phnom Penh (Behind the Fishery Administration). One set of the concept note and annexes (in hard and soft copy put in CD-ROM or USB drive) must be submitted in a sealed envelope to DCC by no later than 17:00 of October 30th, 2015. The applicant shall obtain the receipt of concept note submission from the DDC at the time of submission.

If you have any difficulty to find the DCC location, please ask for helps from our admin staff, Ms. Naren at 012 998 626.

Reminder on submission deadline:

30 October 2015 by 17:00

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