

MGF SECOND CALL OF EXPRESSIONS OF INTEREST (EOI)

HOW TO APPLY?

APPLICATION PROCESS FOR SUBMITTING EXPRESSIONS OF INTEREST (EOI)

1. WHEN DOES THE PROCESS FOR APPLICATION START AND END? WHAT ARE THE FIRST STEPS?

- The application process started with an announcement for the **CALL FOR EXPRESSIONS OF INTEREST (EOI'S)** on **February 4th 2021**.
- **From mid-February 2021**, interested applicants can start collecting the **Matching Grant Information Folder** containing the application forms, instructions and other relevant information from the **SAMAP Office**, at the following address: Letitia Vriesdelaan #10 (CAHFSA Building-First Floor)- Paramaribo or **request it via email** to the following address: SR-SAMAP@fao.org.
- Due to COVID restrictions **applicants are encouraged to call in advance** to the SAMAP Secretariat for making an appointment to collect the information from the SAMAP Office. Contact numbers: Phone number: 424414 or What's App: +597 – 8860721.
- The **Matching Grant Information Folder**, including the digital application forms and instructions are also available in **LVV's website: www.lvv.gov.sr** and **Facebook page**.
- Once applicants are familiarized with the relevant information then they can start preparing proposals by filling in the application form, and gathering the required additional documents.
- To assist applicants in the preparation of their proposals, SAMAP will organize **information and training workshops at District level from the end of February to the end of March 2021**. These workshops will focus on "hands on" training sessions – learning by doing. The schedule of the information and training workshops will be communicated in advance. SAMAP will facilitate assistance and support only the ultimate responsibility of the formulation and quality of the project is with the applicant.
- **Submission of applications will be closed on March 31, 2021.**

2. WHAT ARE THE OPTIONS TO SUBMIT MY COMPLETED APPLICATION FORM?

There are two options: in person at the SAMAP office or via e-mail.

- **Submitting in person in the tender box at the SAMAP OFFICE**
- ✓ Applicants can submit their application forms and required documentation in **sealed envelopes** marked with the following text: "Expression of Interest for Large Grants" (if applying for a Large Grant) or Expression of Interest for Small Grants (if applying for a Small Grant). Also, add the name of the applicant, address and telephone/mobile phone number on the envelope.
- ✓ At the submission, the applicant will receive an official confirmation receipt including a Unique Identification Code (UIC) of the application.
- ✓ Note that once submitted **applicants cannot** change, add or modify their applications.

- **Submission by e-mail to SR-Samap@fao.org**
- ✓ Applicants who submit via email should **write in the subject** the following text: “Expression of Interest for Large Grants” (if applying for a Large Grant) or Expression of Interest for Small Grants (if applying for a Small Grant)
- ✓ In the e-mail message applicants should **provide their contact details:** name of the applicant, address and telephone/mobile phone number, as well as the **list of documents that are attached in the submission** (in numerical order).
- ✓ **Attachments:** Applicants need to attach their **signed application (EOI) form** together with all required scanned documents in **PDF-format**.
- ✓ The SAMAP Secretariat will print all the documents submitted by the applicant and place them in an envelope marked with the contact information of the applicant. It will be deposited in the SAMAP tender box on the applicants’ behalf.
- ✓ Each applicant will receive from SAMAP an official confirmation email, which will indicate the documents received and deposited in the tender box on behalf of the applicant, as well as a **receipt including a Unique Identification Code (UIC)**. This UIC number should be printed and kept by the applicant to the end of the Expressions of Interest process.

3. HOW WILL I KNOW OR BE SURE IF MY APPLICATION IS RECEIVED? ESPECIALLY WHEN I SUBMIT BY E-MAIL?

- ✓ Each applicant will receive from SAMAP **an official confirmation email**, which will indicate the documents received and deposited in the tender box on behalf of the applicant, as well as a **receipt including a Unique Identification Code (UIC)**. This UIC number should be printed and kept with the applicant until the end of the Expressions of Interest process.
- ✓ For those that have **not received a confirmation e-mail**, it could mean that your e-mail either did not reach SAMAP or that our reply went to your spam box. Please **check first your spam box before contacting SAMAP to verify the status**.

4. CAN I SEND A FAMILY MEMBER, COLLEAGUE OR SOMEONE ELSE TO SUBMIT MY APPLICATION? OR CAN I MAKE USE OF AN E-MAIL OF SOMEONE ELSE FOR SUBMISSION?

- Yes, it is possible. In this case, the person submitting on behalf of the applicant must present a valid identity card and sign a form at the SAMAP administration, upon submission.
- If you submit via an e-mail of someone else (family member or organization member), please also clearly indicate the ID number, name, phone and address of this contact person. Be aware that all further **communications from SAMAP to you will be through the same e-mail address**.
- Please note that the final responsibility for submitting the application is still with you and not with the person submitting on behalf of you.

5. WHO SHOULD SIGN THE APPLICATION? CAN THE PERSON WHO I SEND TO SUBMIT MY ENVELOPE OR SOMEONE OF SAMAP ALSO SIGN MY APPLICATION ON MY BEHALF?

- **No**, the application should be signed only by the main applicant or the legal representative from your organization.
- Applications from cooperatives, farmers/producers' associations must be signed by the legal representative of the organization.
- Applications from a community / family farm must be signed by the Head of the family.
- Applications from Community Organizations should be signed by their local community leader/representative.
- In the case of a consortium or partnership between and agribusiness and farmer / outgrowers (organized or not) the application must be signed by the representative of the organization and the outgrowers.

6. DO I HAVE TO FILL IN THE FORMS IN DUTCH OR ENGLISH OR MAYBE SRANAN TONGO?

- Application forms of the Large Grant (Green colored) are in English and must be filled **in English**.
- Application forms of the Small Grant (Blue colored) are in Dutch, and can be filled **in Dutch or English**.

7. HOW MANY TIMES CAN I APPLY FOR A MATCHING GRANT? CAN ONE APPLICANT SUBMIT MULTIPLE APPLICATIONS?

- Applicants can submit **only one application**, whether the applicant is submitting as an individual or as a joint registered group.
- If more than one application is submitted by the same applicant, whether individually or as a jointly-submitting group, all the applications associated with the applicant will be rejected.

8. CAN I MAKE CHANGES TO MY APPLICATION AFTER I HAVE SUBMITTED IT?

Once submitted (in person or by e-mail), an application cannot be recalled or amended in any way. So make sure that you do not forget anything.

9. WHEN WILL I KNOW IF I HAVE BEEN SELECTED OR REJECTED FOR A GRANT?

- Once the Call for EOI is closed, all the submissions will be initially reviewed by an Independent Review Panel (IRP) to assess if they meet the admissibility and conformity criteria.
- Small grant proposals that mainly meet most of the criteria and were endorsed in principle by the IRP will be invited to complement information. Large Grant proposals that were endorsed in principle and that meet all criteria will be invited to submit a complete business plan within 4 weeks.
- The proposals that meet all the criteria will be submitted by SAMAP to an Independent Technical Evaluation Panel (ITEP) for technical, financial and administrative assessment. The ITEP will submit the evaluation results to the Project Steering Committee (PSC) for final endorsement and approval in early June 2021.
- Whether you were approved or not SAMAP will communicate the results and next step instructions in writing within two weeks after the approval of grants by the PSC. **There is no need to call or contact SAMAP to find out your results in the meantime.**