

Annex VII: Content of the application documents for submissions of applications for accreditation to the Green Climate Fund

I. Purpose

1. The purpose of the content of the application for accreditation to the Fund is to define the information required for an applicant entity to complete in order for it to apply for accreditation to the Fund. The application form and application guidance will be developed by the Secretariat based on this document. The fit-for-purpose approach to accreditation will be applied in the assessment of applications.
2. An applicant entity can submit only one application at a time for accreditation to the Fund.
3. Applications must be completed and submitted in accepted languages. Accepted languages include English. Official languages used at the United Nations¹ will be introduced as accepted languages as soon as it is feasible. Until languages other than English are accepted, all supporting documentation submitted must be in English.
4. The applicant entity may provide documentation in support of their application. The Secretariat (at Stage I of the accreditation process) and the Accreditation Panel (at Stage II of the accreditation process) decide whether the supporting documentation submitted by the applicant entity is deemed sufficient.
5. The applicant entity should provide documentation on their track-record throughout the application. Track record may include, but is not limited to, information on climate change-related projects or activities already undertaken.

II. Key sections to be included in the application for accreditation

6. At a minimum, the application for accreditation to the Fund should include the following key sections to be completed by the applicant entity:
 - (a) Application number and processing information;
 - (b) Background and contact information of the applicant entity;
 - (c) Information on the scope of intended activities and estimated contribution requested for an individual project or activity;
 - (d) Information on how the institution and its intended activities will contribute to advancing the objectives of the Fund;
 - (e) Basic fiduciary criteria;
 - (f) Specialized fiduciary criteria;
 - (g) Environmental and social safeguards (ESS); and
 - (h) Gender.

¹ Official languages used at the United Nations are Arabic, Chinese, English, French, Russian and Spanish. Available at <http://www.un.org/en/aboutun/languages.shtml>.

III. Application number and processing information

7. Each application for accreditation will automatically be assigned an application number based on the date and time of receipt by the Secretariat to begin Stage I of the accreditation process.

IV. Background and contact information of the applicant entity

8. The section on background and contact information is applicable to all applicant entities and is to be completed with the required information and supported with other documentation as necessary.

9. At a minimum, the application for accreditation should include the following items related to the background and contact information of the applicant entity:

- (a) Legal name of the applicant entity;
- (b) Institution type, size and core business (e.g. international, regional, national, or sub-national levels; public, private, and other institutions);
- (c) Registered address of the applicant entity;
- (d) Website of the applicant entity, if applicable;
- (e) First and last names of the primary and secondary contact points of the applicant entity;
- (f) Emails of the primary and secondary contact points of the applicant entity;
- (g) Telephone numbers of the primary and secondary contact points of the applicant entity; and
- (h) Fax numbers of the primary and secondary contact points of the applicant entity.

V. Information on scope of intended activities and estimated contribution requested for an individual project or activity

10. The section on information on the scope of intended activities and the estimated contribution requested for an individual project or activity is applicable to all applicant entities and is to be completed with the required information and supported with other documentation as necessary.

11. The application for accreditation includes the following items related to the intended activities to be undertaken and the contribution requested by the applicant entity:

- (a) Type (sector, such as energy or transport, etc.), theme (e.g. mitigation or adaptation), size (e.g. scale), and risk level (related to environmental and social risk) of intended activities to be undertaken using the Fund's resources. The information provided in this section should be estimated and will be used to provide an early indication of the projects and activities that the entity may undertake. The funding proposals submitted after accreditation will need to include concrete information on the projects and activities;
- (b) Estimated maximum contribution amount for an individual project or activity to be requested from the Fund in US\$ and the type(s) of financial instrument(s) for intended activities. The maximum contribution amount for a project or activity will determine the

accreditation fees to be paid by the applicant entity, in accordance with the Policy on Fees for Accreditation to the Fund;²

- (c) Sources and types of additional finance for intended activities (if applicable), and how the sources and types of other finance will be applied; and
- (d) Indication of the standards against which the application will be assessed refers to the requirement for the applicant entity to indicate whether their application is to be assessed against the Fund’s basic fiduciary standards and ESS, and, if applicable, specialized fiduciary standards (e.g. project management, grant award and/or funding allocation mechanisms, and on-lending and/or blending).

VI. Information on how the institution and its intended activities will contribute to advancing the objectives of the Fund

- 12. The applicant entity will provide a statement detailing how it will contribute to advancing the objectives of the Fund.

VII. Basic fiduciary criteria

- 13. The section on basic fiduciary criteria is applicable to all applicant entities and is completed with the required information and supported with other documentation as necessary.
- 14. The application should demonstrate the following competencies and specific capabilities related to the Fund’s initial basic fiduciary criteria as illustrated in Table 1 below.

Table 1: Competencies and specific capabilities required to comply with the Fund’s initial basic fiduciary standards

Competency	Areas in which capabilities are required
Key administrative and financial capacities	<ul style="list-style-type: none"> • General management and administration • Financial management and accounting • Internal and external auditing • Control frameworks • Procurement
Transparency and accountability	<ul style="list-style-type: none"> • Disclosure of conflicts of interest • Code of ethics • Prevention of or handling of financial mismanagement and other forms of malpractice • Investigations • Anti-money laundering and anti-terrorist financing

VIII. Section on specialized fiduciary criteria

- 15. The section on specialized fiduciary criteria is applicable to any applicant entity seeking accreditation for a specific set of specialized fiduciary criteria and is to be completed with the required information and supported with other documentation as necessary.

² See Annex VI.

16. The application should demonstrate the following competencies and specific capabilities related to the Fund’s initial specialized fiduciary criteria as illustrated in Table 2 below.

Table 2: Competencies and specific capabilities required to comply with the Fund’s initial specialized fiduciary standards

Competency	Areas in which capabilities are required
Project management	<ul style="list-style-type: none"> • Project preparation and appraisal (from the concept stage to the full funding proposal) • Project oversight and control • Monitoring and evaluation • Project-at-risk systems and associated project risk management
Grant award and/or funding allocation mechanisms	<ul style="list-style-type: none"> • Grant award procedures • Transparent allocation of financial resources • Public access to information on beneficiaries and results • Good standing with regard to multilateral funding (e.g. through recognized public expenditure reviews)
On-lending and/or blending	<ul style="list-style-type: none"> • Appropriate registration and/or licensing by a financial oversight body or regulator in the country and/or internationally, as applicable; • Track record, institutional experience and existing arrangements and capacities for on-lending and blending with resources from other international or multilateral sources; • Creditworthiness; • Due diligence policies, processes and procedures; • Financial resource management, including analysis of the lending portfolio of the intermediary; • Public access to information on beneficiaries and results; • Investment management, policies and systems, including in relation to portfolio management; • Capacity to channel funds transparently and effectively, and to transfer the Fund’s funding advantages to final beneficiaries; • Financial risk management, including asset liability management; • Governance and organizational arrangements, including relationships between the treasury function and the operational side (front desk).

IX. Environmental and social safeguards

17. The section on ESS is applicable to all applicant entities and is to be completed with the required information and supported with other documentation as necessary.

18. The application should demonstrate the following competency and specific capabilities related to the Fund’s initial ESS as illustrated in Table 3 below.

Table 3: Competencies and specific capabilities required to comply with the Fund’s initial ESS

Competency	Areas in which capabilities are required
Assessment and management of environmental and social risks and impacts	<p>Develop an environmental and social management system (ESMS) to consistently implement Performance Standards 1-8;³ the ESMS includes the following elements:</p> <ul style="list-style-type: none"> • A policy; • A process to identify risks and impacts consistent with Performance Standards 1-8; • A management programme that manages mitigation measures and actions stemming from the risks and impacts. The management programme should include an identification process consistent with Performance Standards 1-8; • Organizational commitment, capacity and competencies to properly implement Performance Standards 1-8; • A monitoring and review programme to ensure completion of mitigation actions; this should facilitate learning and include reporting on the effectiveness of the ESMS; • External communication channel that facilitates receipt of and response to external inquires.

X. Gender

19. The section on gender is applicable to all applicant entities and is completed with the required information and supported with other documentation as necessary.

20. The application should demonstrate the following competency and specific capabilities related to the Fund’s Gender Policy,⁴ which is required for accreditation (see Table 4):

Table 4: Competencies and specific capabilities required to comply with the Fund’s Gender Policy

Competency	Areas in which capabilities are required
Gender	<p>Demonstrate:</p> <ul style="list-style-type: none"> (a) Competencies, policies and procedures to implement the Fund’s Gender Policy; and (b) Experience in gender and climate change, including a track record on lending to both women and men.

XI. Additional considerations:

21. The Accreditation Panel, with the support of the Secretariat, can from time to time and as required call for a review and amend the content of the application for accreditation to the Fund.

22. The Accreditation Panel, with the support of the Secretariat, determines the format of the application template containing at a minimum the content identified within this document.

³ Annex III of document GCF/B.07/11.

⁴ To be considered by the Board as Annex II to document GCF/B.08/19.