



GREEN
CLIMATE
FUND

User Guide: GCF Partner Portal

Summary

This document is a user guide for the Green Climate Fund (GCF) Partner Portal, designed for Accredited Entities (AEs), National Designated Authorities (NDAs), and focal points. It outlines the portal's features, including the submission of Concept Notes (CNs) and Funding Proposals (FPs), tracking and managing project submissions, maintaining AE/NDA information, and accessing resources and support.

V4.0
July, 2026

Table of Contents

I.	Introduction.....	1
1.1	Key features	1
II.	Getting started.....	3
2.1	Setup considerations	3
2.2	Accessing the system	3
III.	Navigating through the interface.....	4
3.3	Homepage	4
3.4	My Profile	4
3.5	Accreditation	4
3.6	Projects	4
IV.	Readiness submissions.....	5
4.1	Readiness 2024-2027 (Request for Support).....	5
4.2	Country logframe (Outcome-level)	11
4.3	Readiness 2024-2027 (Direct Access Proposal).....	12
V.	PPF (Project Preparation Facility) submissions.....	16
5.4	Readiness	17
5.5	Help & Support.....	18
VI.	Funded Activities submissions.....	19
6.1	Concept Note (using the digital template)	19
6.2	Funding Proposal	33
6.3	Funding Proposal (using the digital template)	43
6.4	Saving submission as a draft	45
VII.	Funded Activities – Post Approval	47
7.1	Semi-Annual Financial Report.....	47
7.2	Annual Performance Report (APR)	49
VIII.	Accessing guides and resources	52

I. Introduction

This guide helps Accreditation Applicants, Accredited Entities (AEs) such as International Accredited Entities and Direct Access Entities (DAEs), National Designated Authorities (NDAs), and focal points use the Green Climate Fund (GCF) Partner Portal.

The Portal is designed to:

- **Submit applications:** Accreditation Applicants can submit accreditation applications. AEs can also submit E&S risk upgrade applications.
- **Submit Proposals:** AEs and NDAs can submit Concept Notes. AEs can also submit Funding Proposals or convert Concept Notes to Funding Proposals if assigned by NDAs. NDAs or focal points (FPs) and DAEs can apply for Readiness Support.
- **Track and Manage:** Monitor the status of your submissions in real-time and access approved projects.
- **Maintain Information:** Keep track of all AE/NDA information and ensure it is up to date. Contact the relevant GCF team if updates are needed.
- **Resources and Support:** Access resources, guides, and tools. Use the contact form to communicate with the relevant GCF team.

1.1 Key features

One of the main features of the GCF Partner Portal is for Accreditation Applicant to submit accreditation applications, and for AEs and NDAs/focal points to submit Concept Notes, Funding Proposals, Readiness Proposals, and Project Preparation Facility (PPF) applications. In the GCF Partner Portal:

- Accreditation Applicants can create and submit their accreditation applications and pay accreditation fees.
- AEs and NDAs/focal points can create and upload their Concept Notes and Funding Proposals, as well as view previous Concept Note and Funding Proposal submissions.
- AEs can also advance a Concept Note originally created by an NDA into a Funding Proposal, provided the AE has been assigned by the NDA.
- NDAs/focal points can create and upload their Concept Notes, as well as view previous Concept Notes submissions.
- NDAs/focal points and DAEs can submit Readiness Proposals (preceded by Request for Support and outcome logframe, if applicable)
- AEs can create and submit PPF applications.

Allowed Actions	AE	NDA/Focal Point	Accreditation Applicant
Submit accreditation/upgrade application	✓		✓
Submit Concept Note	✓	✓	
Submit Funding Proposal	✓		

Advance Concept Note to Funding Proposal	✓		
Submit Readiness Proposal	✓ (only applicable for DAEs)	✓	
Submit PPF Applications	✓		

II. Getting started

2.1 Setup considerations

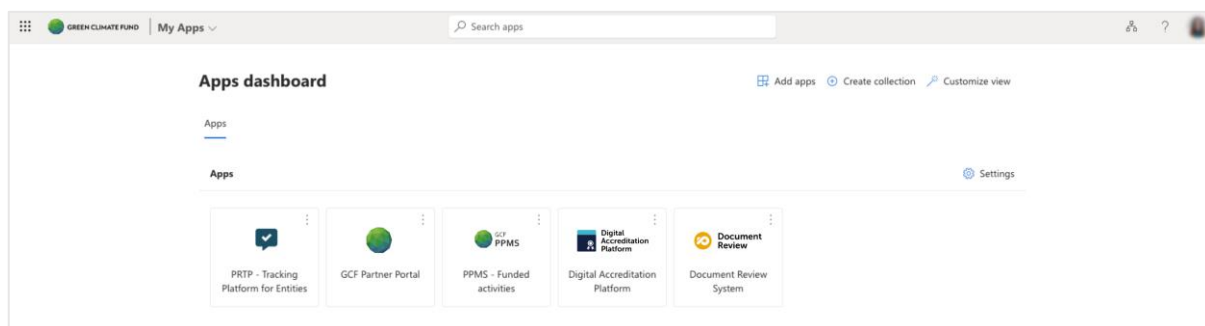
To access the system, an internet connection is required. If the internet connection is not stable, work can be done on the form, however, to submit the form a stable internet connection is needed.

The GCF Secretariat recommends using Microsoft Edge for the best experience, although other browsers are also supported by the system (Chrome, Firefox, Safari, etc.).

2.2 Accessing the system

The Accreditation Applicants, AEs and NDAs/Focal Points can access the system using either their corporate account, or their existing username and password provided by GCF (e.g., ENTITY_NAME@partners.gcfund.org) to log into the GCF Apps Portal¹.

- (a) Visit the <https://www.greenclimate.fund/> and locate the log in button in the top right corner
- (b) Log in to GCF Apps Portal
- (c) Select the “GCF Partner Portal” application.



① Please contact the GCF ICT service desk (servicedesk@gcfund.org) for any technical difficulties in accessing the portal or if you have forgotten your password or username.

¹ Use of the partners account is discouraged. New partners account will only be provided when the entity lacks organizational email accounts.

III. Navigating through the interface

3.3 Homepage

The GCF Partner Portal homepage is your gateway to managing and tracking your collaborations with the GCF. Utilize the left-hand sidebar for quick navigation to different sections of the portal, ensuring a smooth and efficient user experience.

3.4 My Profile

Keep track of all information relevant to effective collaboration with the GCF in the My Profile section.

Note: If any information is incorrect or needs updating, [contact the GCF team](#) to make the necessary changes.

3.5 Accreditation

The "Accreditation" section is designed to provide avenue for accreditation applicants and AE to submit accreditation applications and E&S risk category upgrade applications, respectively, as well as pay applicable accreditation and upgrade fees.

3.6 Projects

The "Projects" section is your central hub for managing and tracking all your initiatives. Here's what you can do:

Approved page

- (a) View approved projects:
 - (i) Access the "Approved" page for a comprehensive list
 - (ii) Easily review detailed information for each project

Pipeline page

- (b) Monitor submissions:
 - (i) Track the status of your Concept Notes and Funding Proposals in real time
- (c) Create new submissions:
 - (i) Submit new Concept Notes and Funding Proposals directly through the portal
- (d) Resubmit or advance proposals:
 - (i) Resubmit existing proposals based on Secretariat feedback
 - (ii) Advance Concept Notes to the Funding Proposal stage

IV. Readiness submissions

The Readiness and Preparatory Support Programme (the Readiness Programme) is designed to support country-driven initiatives aimed at strengthening institutional capacities, governance mechanisms, and planning frameworks for long-term climate action. The GCF Partner Portal facilitates the submission of Readiness Proposals by users such as National Designated Authorities (NDAs), Focal Points and Direct Access Entities (DAEs). The Readiness tab in the portal serves as a centralized location for all readiness-related projects, divided into Readiness 2024-2027 page, Country Logframe page, and Readiness (legacy) page.

In the Readiness 2024-2027 page, users can:

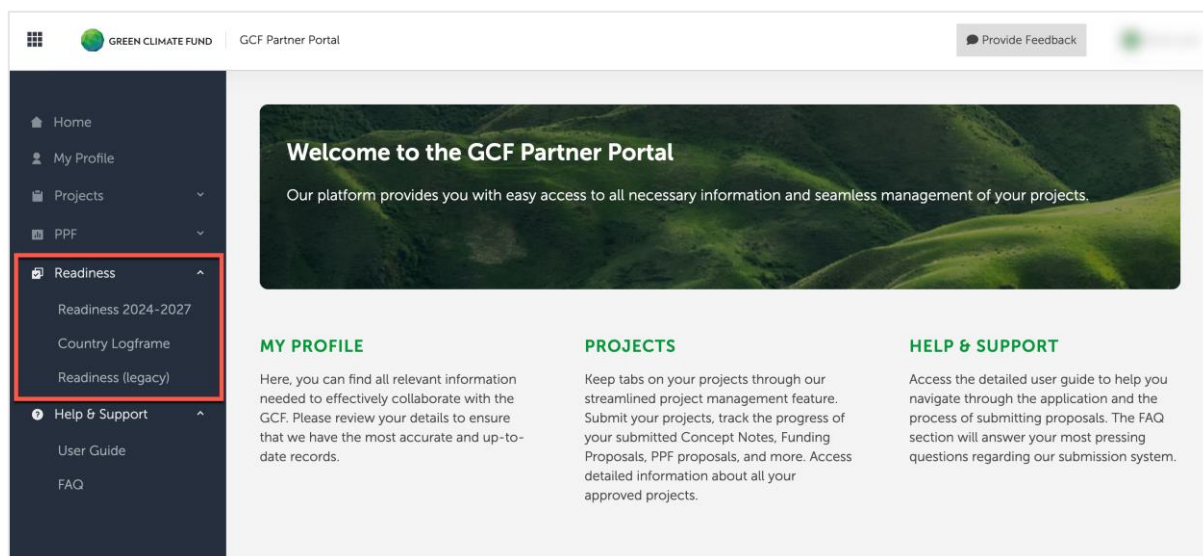
- Create and manage new submissions, including the Request for Support (RfS) form and Direct Access Proposals.
- Monitor submissions that are under review and in the pipeline.

In the Country Logframe page, users can:

- Create and manage Outcome-level logframes, known as Country logframes (applicable only for Country users, such as NDAs and Focal Points).

In the Readiness (legacy) page, users can:

- Track the status of readiness projects approved under previous Readiness strategies.

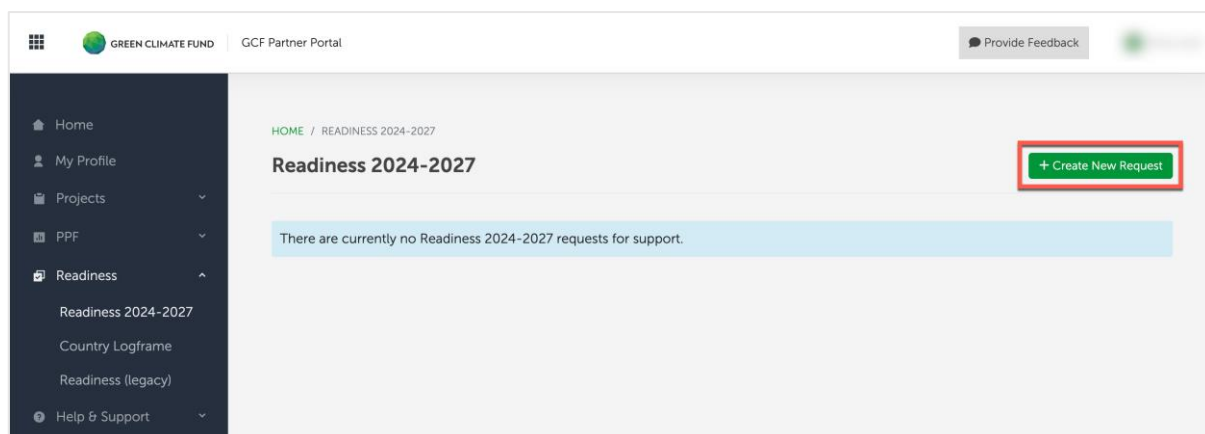


4.1 Readiness 2024-2027 (Request for Support)

To access readiness support, users must submit a Request for Support to the GCF Secretariat via the GCF Partner Portal (GPP). This is done through an online form available under the Readiness 2024-2027 page.

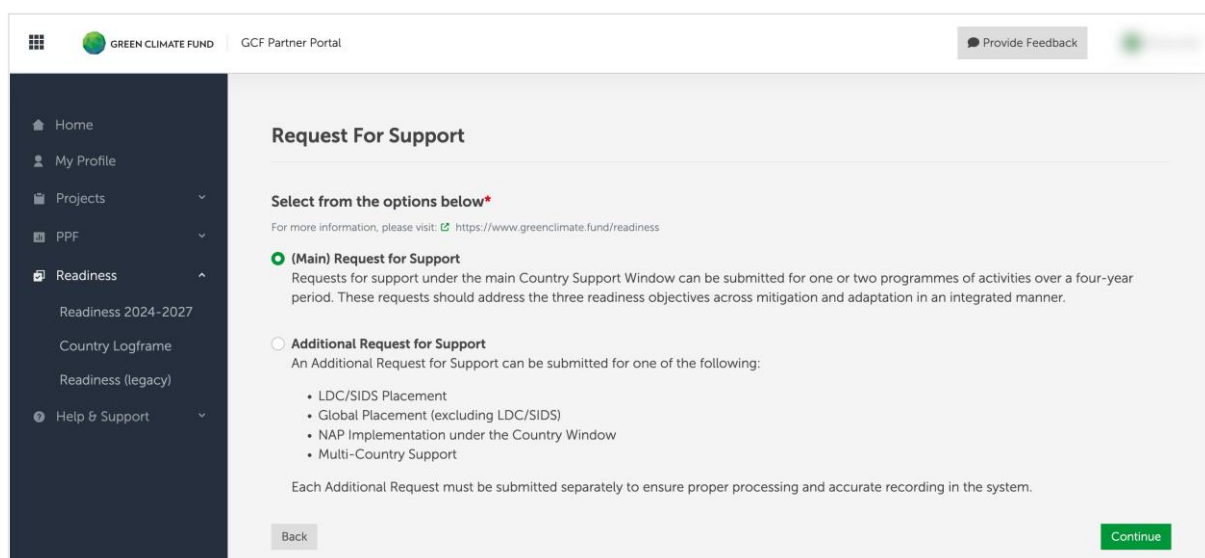
To initiate a request:

- Navigate to the Readiness 2024-2027 page.
- Click on the “Create New Request” button to open the submission form.



Users will be prompted to specify the type of request, selecting one of the following options:

- (a) (Main) Request for Support, or
- (b) Additional Request for Support (This may include requests such as: placement of an expert through the GCF Placement Scheme for countries, NAP Implementation support for countries, and/or a request for multi-country or multi-DAE support).



(Main) Request for Support

The request must clearly state i) the intention to utilize funding across one or two programmes, and ii) the specific readiness objectives each programme aims to achieve.

Additionally, users must specify their preferred access modality – either:

- (a) Direct access by the country,
- (b) Use of a pre-qualified delivery partner, selected based on the best technical and financial offers, or
- (c) Existing Framework Agreement Holder (FWA).

The system automatically pre-fills contact information; however, users must review and update the contact list to ensure accuracy. One individual must be selected from the list to serve as the authorised signatory for the Request for Support.


GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home

My Profile

Projects

PPF

Readiness

Readiness 2024-2027

Country Logframe

Readiness (legacy)

Help & Support

Request For Support

As the **Focal Point (FP)** for [redacted] we hereby request readiness support under the main window, with the following details.

Programmes*

Please specify whether the main window will be utilised either through one or two integrated programmes, to address the identified readiness needs in a strategic and medium-term manner.

☒ **ONE PROGRAMME** to the total envelope allocated for the country support, covering objectives outlined in the 2024-2027 readiness strategy.

☐ **TWO PROGRAMMES** with any combination of USD funding between them, up to the total envelope allocated for the country support. A hybrid approach could be employed, wherein one programme is implemented through direct access, while the second is delivered via a pre-qualified delivery partner.

Programme 1

Objectives*

☒ Objective 1: Institutional strengthening and strategic frameworks

☒ Objective 2: Pipeline development & implementation

☐ Objective 3: Knowledge-sharing and learning

Access Modality*

☐ Direct Access by the NDA/focal point, in their coordination capacity

☒ Using a pre-qualified delivery partner, based on selection of the best technical and financial offer

☐ Existing Framework Agreement Holder (FWA)

Contacts & Authorised Signatory*

Please provide contact details and select one person as the authorised signatory for the Request for Support:

Signatory	Full Name	Title/Position	Email
☒	[redacted]	[redacted]	user002096.002260@example.org
☐	[redacted]	[redacted]	user002788.003227@example.org

[Add new row](#)

☐ By submitting this request, I confirm that I am authorised to submit this request on behalf of the country, and that the information provided is accurate to the best of my knowledge.
An email confirmation will be sent to the authorised signatory after submission.

Back
Submit

Note for countries accessing their country window: If direct access is selected, the country must confirm whether the NDA or Focal Point is eligible to be a legal party and recipient of funds. However, the country may nominate another agency to act on behalf of the NDA or Focal Point. This information must be included in the request using the designated template available in the request form.



GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home
My Profile
Projects
PPF
Readiness
Readiness 2024-2027
Country Logframe
Readiness (legacy)
Help & Support

Request For Support

As the **Focal Point (FP)** for [redacted], we hereby request readiness support under the main window, with the following details.

Programmes*

Please specify whether the main window will be utilised either through one or two integrated programmes, to address the identified readiness needs in a strategic and medium-term manner.

☒ **ONE PROGRAMME** to the total envelope allocated for the country support, covering objectives outlined in the 2024-2027 readiness strategy.

☐ **TWO PROGRAMMES** with any combination of USD funding between them, up to the total envelope allocated for the country support. A hybrid approach could be employed, wherein one programme is implemented through direct access, while the second is delivered via a pre-qualified delivery partner.

Programme 1

Objectives*

☒ Objective 1: Institutional strengthening and strategic frameworks

☒ Objective 2: Pipeline development & implementation

☐ Objective 3: Knowledge-sharing and learning

Access Modality*

☒ Direct Access by the NDA/focal point, in their coordination capacity

☐ Using a pre-qualified delivery partner, based on selection of the best technical and financial offer

☐ Existing Framework Agreement Holder (FWA)

NDA/Focal point Legal Status and Fund Eligibility*

☐ The NDA/focal point confirms to the Secretariat their eligibility to be a legal party and recipient of funds.

☐ The NDA/focal point nominates another agency to fulfil this role.

Supporting files

Please use Eligibility Confirmation Letter template to nominate another agency to act on behalf of the NDA/focal point to access and implement the Readiness activities.

Upload file

① Note for DAEs accessing their DAE window: DAEs must provide documentation, including evidence of notification to the NDA regarding the request and proof of financial health, such as audited financial statements from the past three years. The financial health requirement does not apply if the DAE is a government agency.



GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home
My Profile
Projects
PPF
Readiness
Help & Support

Request For Support

As the **Direct Access Entity (DAE)**, the **Alternative Energy Promotion Centre (Nepal)**, we hereby request readiness support under the main window, with the following details.

Programmes*

Please specify whether the main window will be utilised either through one or two integrated programmes, to address the identified readiness needs in a strategic and medium-term manner.

☒ **ONE PROGRAMME** to the total envelope allocated for the DAE support, covering objectives outlined in the 2024-2027 readiness strategy.

☐ **TWO PROGRAMMES** with any combination of USD funding between them, up to the total envelope allocated for the DAE support. A hybrid approach could be employed, wherein one programme is implemented through direct access, while the second is delivered via a pre-qualified delivery partner.

Programme 1

Objectives*

☐ Objective 1: Institutional strengthening and strategic frameworks

☐ Objective 2: Pipeline development & implementation

☐ Objective 3: Knowledge-sharing and learning

Access Modality*

☐ Direct Access by the DAE

☐ Using a pre-qualified delivery partner, based on selection of the best technical and financial offer

☐ Existing Framework Agreement Holder (FWA)

Evidence of Notification and Financial Health

As the Direct Access Entity (DAE), we have notified the NDA of **Nepal, International Economic Cooperation Coordination Division, Ministry of Finance**, that **Alternative Energy Promotion Centre (Nepal)** is planning to access Readiness support through the DAE window.

Evidence of Notification*

Upload file

Financial Health Evidence

Please provide evidence of financial health by submitting audited financial statements or audit reports from the past three years. If not available at this stage, please submit them along with the applicable TOR(s).
For further guidance, please refer to page 3 of the "Guide for Direct Access Entities to access Readiness support"
If the DAE is a government agency, please leave this section blank

Upload file

Additional Request for Support

When submitting a Readiness request under the Additional request for support, users must clearly specify the type of support by selecting one of the following options:

- Placement of an expert – LDC/SIDS Placement or Global Placement (for countries that are not LDC/SIDS),
- NAP Implementation support for countries, or
- Multi-country or multi-DAE – In this case, users must clearly list all participating countries or DAEs interested.



GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home

My Profile

Projects

PPF

Readiness

Help & Support

Additional Request For Support

As the **Focal Point (FP)** for , we hereby request additional support with the following details.

Country Support

☐ LDC/SIDS Placement

☐ Global Placement (other than LDC/SIDS)

☐ Multi-country

Contacts & Authorised Signatory*

Please provide contact details and select one person as the authorised signatory for the Request for Support:

Signatory	Full Name	Title/Position	Email
☐			user002096.002260@example.org
☐			user002788.003227@example.org
☐			user002789.003228@example.org

[Add new row](#)

☐ By submitting this request, I confirm that I am authorised to submit this request on behalf of the country, and that the information provided is accurate to the best of my knowledge.

An email confirmation will be sent to the authorised signatory after submission.

Back

Submit



GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home

My Profile

Projects

PPF

Readiness

Help & Support

Additional Request For Support

As the **Direct Access Entity (DAE)** for , we hereby request additional support with the following details.

Multi-DAE Support

DAEs may request, or the GCF Secretariat may proactively offer, multi-DAE readiness programmes. These multi-DAE programmes count against the four-year cap of the respective DAE support windows. These programmes do not count towards one or two programmes under the main window. Please choose objectives that will be achieved through multi-DAE programmes. Please chose all relevant options:

Objectives*

☐ Objective 1: Institutional strengthening and strategic frameworks

☐ Objective 2: Pipeline development & implementation

☐ Objective 3: Knowledge-sharing and learning

Access Modality*

☐ Direct Access by the DAE

☐ Using a pre-qualified delivery partner, based on selection of the best technical and financial offer

☐ Existing Framework Agreement Holder (FWA)

Contacts & Authorised Signatory*

Please provide contact details and select one person as the authorised signatory for the Request for Support:

Signatory	Full Name	Title/Position	Email
☐			user002854.004424@example.org
☐			user002855.004425@example.org

[Add new row](#)

☐ By submitting this request, I confirm that I am authorised to submit this request on behalf of the DAE, and that the information provided is accurate to the best of my knowledge.

An email confirmation will be sent to the authorised signatory after submission.

Back

Submit

Submission: Once the required information is entered, the user should click "Submit" to send the request to the GCF Secretariat. All listed contacts will be automatically notified of the submission. The Secretariat will review the request and provide initial feedback. After submission, a new ID will appear in the Readiness 2024-2027 page, prompting the user to submit a country logframe or a direct access proposal, if applicable.

4.2 Country logframe (Outcome-level)

Upon clearance of the request for support for one or two programmes, country users must complete the outcome logframe.

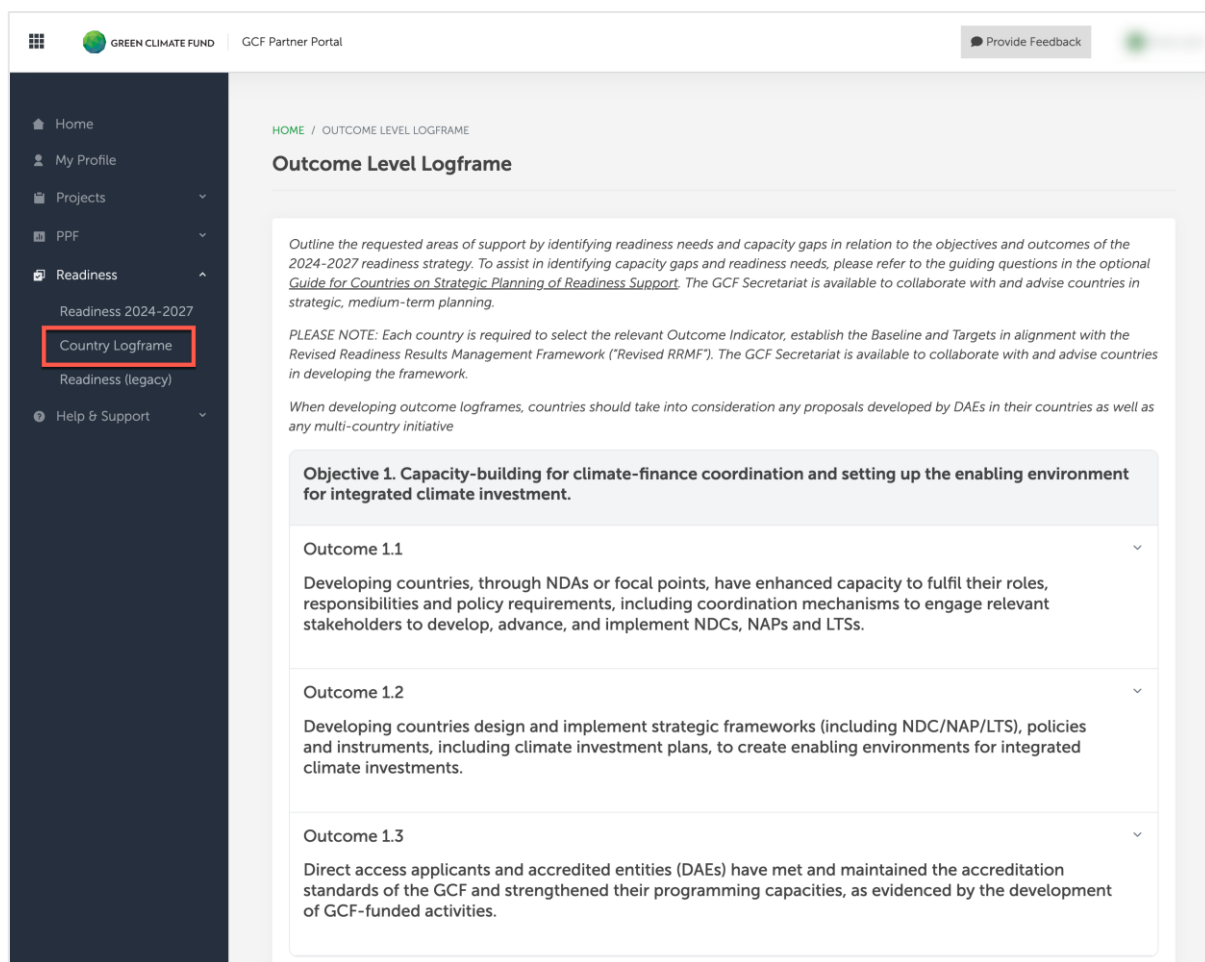
- (a) Click on the Country logframe page to access the outcome-level logical framework.

The logframe is divided into three objectives, eight outcomes, and nine outcome indicators. Upon expanding each outcome, the country will find a textbox where they will be requested to outline any specific readiness needs relevant to the specific outcome and to justify the baseline(s) selected under the relevant outcome indicators.

Each outcome has one or two outcome indicators where the country will identify a baseline and a target based on the available scales or by adding a numerical value.

Draft Feature: To ensure edits are saved and users don't lose any progress, we have implemented an auto-save functionality. This feature will automatically detect and save all change users make. The next time users return to editing; users can pick up right where they left off.

Submission: Once country users have completed all outcome readiness needs and their outcome indicators, the users will be prompted to confirm submission. This action will officially conclude the outcome logframe process, and the outcome logframe will be delivered to the GCF Secretariat for review. Completing the country logframe is a one-time exercise regardless of the number of requests for support.



GREEN CLIMATE FUND GCF Partner Portal [Provide Feedback](#)

HOME / OUTCOME LEVEL LOGFRAME

Outcome Level Logframe

Outline the requested areas of support by identifying readiness needs and capacity gaps in relation to the objectives and outcomes of the 2024-2027 readiness strategy. To assist in identifying capacity gaps and readiness needs, please refer to the guiding questions in the optional [Guide for Countries on Strategic Planning of Readiness Support](#). The GCF Secretariat is available to collaborate with and advise countries in strategic, medium-term planning.

PLEASE NOTE: Each country is required to select the relevant Outcome Indicator, establish the Baseline and Targets in alignment with the Revised Readiness Results Management Framework ("Revised RRMF"). The GCF Secretariat is available to collaborate with and advise countries in developing the framework.

When developing outcome logframes, countries should take into consideration any proposals developed by DAEs in their countries as well as any multi-country initiative

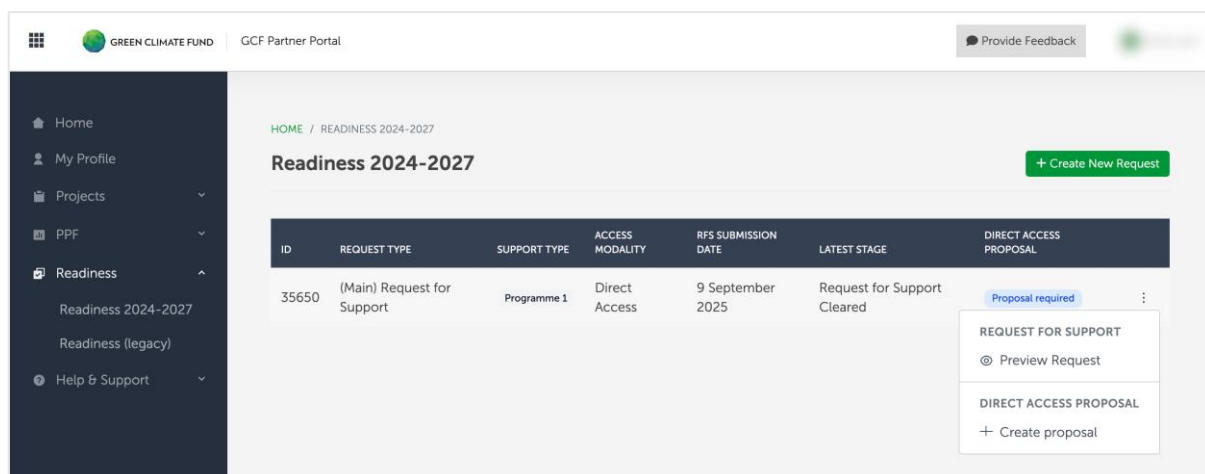
Objective 1. Capacity-building for climate-finance coordination and setting up the enabling environment for integrated climate investment.

- Outcome 1.1**
Developing countries, through NDAs or focal points, have enhanced capacity to fulfil their roles, responsibilities and policy requirements, including coordination mechanisms to engage relevant stakeholders to develop, advance, and implement NDCs, NAPs and LTSs.
- Outcome 1.2**
Developing countries design and implement strategic frameworks (including NDC/NAP/LTS), policies and instruments, including climate investment plans, to create enabling environments for integrated climate investments.
- Outcome 1.3**
Direct access applicants and accredited entities (DAEs) have met and maintained the accreditation standards of the GCF and strengthened their programming capacities, as evidenced by the development of GCF-funded activities.

4.3 Readiness 2024-2027 (Direct Access Proposal)

Readiness submissions are a crucial component of the GCF Partner Portal, offering countries and DAEs a streamlined and secure platform to submit Direct Access Proposals for review by the GCF. This digital process facilitates efficient communication and expedites the review process, allowing for a more collaborative and transparent proposal evaluation.

- Navigate to the Readiness 2024-2027 page.
- Click on the "Create proposal" button to open the Direct Access Proposal form.



HOME / READINESS 2024-2027

Readiness 2024-2027

[+ Create New Request](#)

ID	REQUEST TYPE	SUPPORT TYPE	ACCESS MODALITY	RFS SUBMISSION DATE	LATEST STAGE	DIRECT ACCESS PROPOSAL
35650	(Main) Request for Support	Programme 1	Direct Access	9 September 2025	Request for Support Cleared	Proposal required REQUEST FOR SUPPORT Preview Request DIRECT ACCESS PROPOSAL + Create proposal

After selecting "Create proposal", the user will be redirected to the submission dashboard. The Direct Access Proposal is divided into ten sections, each of which needs to be filled out individually and marked as complete. Only by completing all required sections the user will be able to submit the Direct Access Proposal. Sections 1 to 9 are mandatory, while Section 10 is optional. Each card representing a chapter has a completion status indicator. Once you start working on a section, the draft of that chapter will be saved automatically, and the status will change to "In Progress."

Users may start with any section they are comfortable with, as there is no specific order in which the information must be filled out.

Home

My Profile

Projects

PPF

Readiness

Help & Support

HOME / READINESS 2024-2027 / DAP

Country Readiness Direct Access Proposal Form

VERSION 1

DRAFT

Project title goes here

Submit proposal

Form Progress

20%

IN PROGRESS

1. Summary

Project scope definition

IN PROGRESS

2. Country Context

Key climate challenges, priorities, and institutional background

COMPLETED

3. Statement of Objectives

Anticipated impact of the proposal and alignment with national climate goals

IN PROGRESS

4. Approach, Methodology and Implementation Activities

Methods and strategy for achieving proposal objectives

IN PROGRESS

5. Logical Framework (output)

Detailed overview of the entities responsible for project execution

NOT STARTED

6. Implementation Arrangements

Roles, responsibilities, and coordination for execution

NOT STARTED

7. Monitoring, Evaluation and Reporting

Tracking progress, assessing results, and reporting mechanisms

COMPLETED

8. Budget

Cost breakdown and disbursement schedule linked to deliverables

NOT STARTED

9. Other Relevant Information

Sustainability and programme closure

IN PROGRESS

10. Annexes

Supplementary documents

Draft Feature: To ensure edits are saved and users do not lose progress, we have implemented an auto-save functionality. This feature will automatically detect and save all change users make. The next time users return to editing; they can pick up right where they left off. When users start working on their submission, a Direct Access Proposal draft will be created and will be accessible from the Readiness 2024-2027 page.

Section 1. Summary: Fill in general details on the proposal, such as the title, amount requested, country(ies) or DAE contact information, summary, etc. Please note that all fields are mandatory.

Section 2. Country or DAE Context: Provide an overview related to the country or DAE, such as challenges, policy and institutional framework and programming capacity, gender analysis, stakeholder engagement, complementarity with other GCF and non-GCF initiatives, pipeline, and specific readiness needs. Please note that all fields are mandatory.

Section 3. Statement of Objectives: Clearly define the objectives sought for countries or DAEs by briefly describing the objectives of the proposal, its outcomes, the anticipated impact of Readiness on climate programming, direct access, and alignment with the implementation of Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs), and Long-Term Strategies (LTS). Please note that all fields are mandatory.

Section 4. Approach, Methodology, and Implementation Activities: Present a theory of change, the direct and indirect beneficiaries for country proposals, the stakeholder engagement strategy, and the potential risks and mitigation plans. In this section, the user should also list all the proposed activities by providing a detailed description of each activity. Please note that all fields are mandatory.

Section 5. Logical framework (output): Based on the theory of change presented in section four and in accordance with the Revised Readiness Results Management Framework, build the logical framework at the output level. Please select the relevant outcomes, outputs and output indicators. At the outcome level, select one of the 14 pre-established deliverables. At the output indicator level, establish the baseline, target and corresponding disaggregation. Please note that this section is mandatory.

Section 6. Implementation Arrangements: Provide narrative regarding the roles and responsibilities of the NDA, designated agency or DAE, describe implementation arrangements on the ground and the implementing entities selected for the proposal (if any) as well as the financial capacity assessment done to these entities. If the user is using a Framework Agreement Holder (FWA), this section should also include the role of the FWA. Lastly, describe the structure and composition of the project team and fund flow arrangements. Please note that this section is mandatory.

Section 7. Monitoring, Evaluation, and Reporting: In this section, the user will find the monitoring and reporting requirements as well as the responsible parties. After carefully reading the requirements, the user will be prompted to acknowledge these reporting responsibilities. In addition to reporting requirements, confirm if the country is subject to sanctions and the existence of grievance redress mechanisms. Please note that this section is mandatory.

Section 8. Budget: Attach the complete budget by using the available template named "Direct Access financial proposal template". The financial proposal template consists of 8 sheets (guidance, implementation plan, budget plan, disbursement schedule, fee request, budget category, budget notes, and list of deliverables). Please note that this section is mandatory.

Section 9. Other relevant information: Provide a narrative regarding the exit and sustainability strategy as well as a programme closure plan. Please note that this section is mandatory.

Section 10. Annexes: Provide any relevant documents relevant to the proposal. Please note this section is optional.

Submission: Once users have completed all sections of the proposal, the users will be prompted to confirm submission. This action will officially conclude the proposal submission process, and the proposal will be delivered to the GCF Secretariat for review.

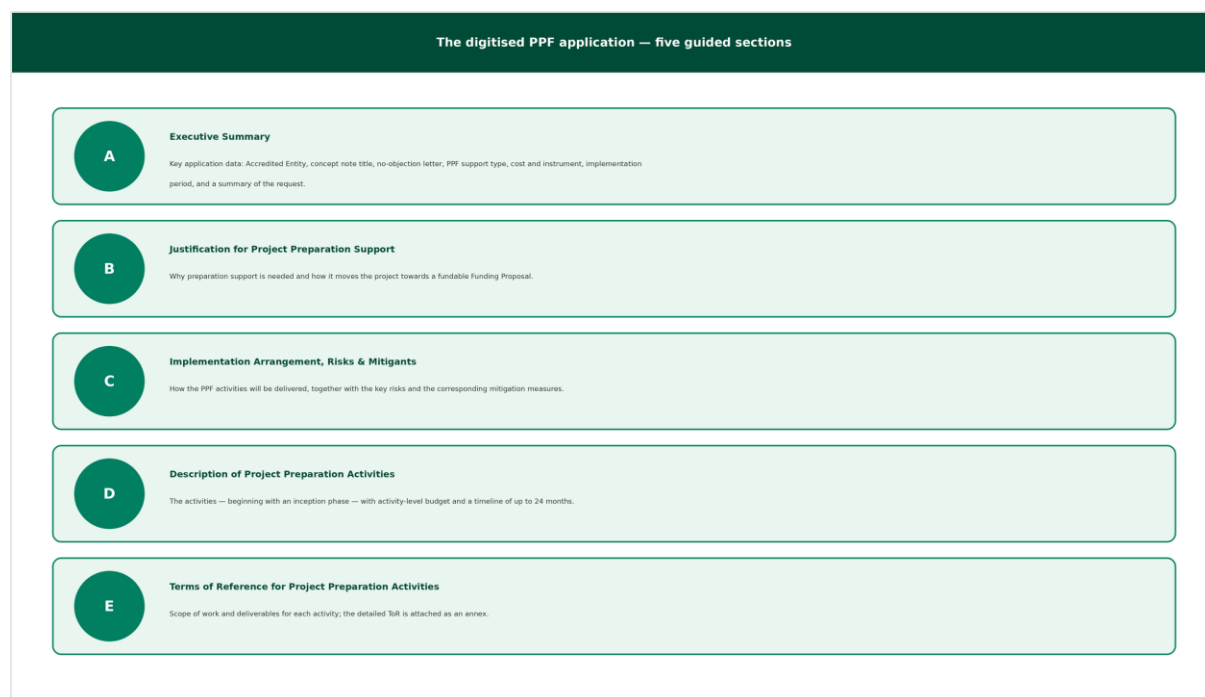
V. PPF (Project Preparation Facility) submissions

The Project Preparation Facility (PPF) provides support to Accredited Entities (AEs) and Project-Specific Accreditation Approach (PSAA) applicants to prepare projects and programmes for a Funding Proposal. The PPF application has been fully digitized and is submitted end-to-end through the GCF Partner Portal (GPP), replacing the previous email-and-FLUXX submission of a multi-document package with a single guided online form. Building on the Concept Note, Readiness, Funding Proposal and Annual Performance Report (APR) modules, it gives partners a continuous, connected journey from the first project idea through to the project that follows.

Key changes introduced by the digitized PPF application:

- ① One guided online form – the application is prepared, submitted and managed entirely within the portal, replacing the email submission of a multi-document package.
- ① Pre-filled data – entity and project information is carried forward from the endorsed Concept Note, reducing re-typing.
- ① Built-in validation – checks that were previously run by hand are applied automatically, catching errors early.
- ① Automatic records – on submission, the portal generates a clean Word copy of the application and an automatically-organized SharePoint record.
- ① Better-structured data – co-financing, activity-level budget, integrity risk and the inception activity have been re-architected to capture clearer, more comparable data.

Submitting a PPF application: Sign in to the GCF Partner Portal at <https://partners.greenclimate.fund> using your existing account, open the PPF module from the left-hand navigation (alongside Projects, Readiness, and Help & Support), and start a new application from your endorsed Concept Note. The application is completed as a single guided online form, organized into the sections below.



Section A – Executive Summary: Captures the key application data, including the Accredited Entity, the concept note title, the PPF no-objection letter (country and date), the type of PPF support, the cost and financial instrument requested (in USD), the expected implementation period (up to 24 months), and a short summary of the request.

Section B – Justification for Project Preparation Support: Explains why the project preparation support is needed and how it will advance the project towards a fundable Funding Proposal.

Section C – Implementation Arrangement, Risks and Mitigants: Describes how the PPF activities will be delivered, together with the key risks and the corresponding mitigation measures.

Section D – Description of Project Preparation Activities: Lists the project preparation activities, beginning with an inception phase, with an activity-level budget and an implementation timeline of up to 24 months. Select each PPF activity and provide a brief description of its sub-activities.

Section E – Terms of Reference for Project Preparation Activities: Sets out the scope of work and deliverables for each activity. The detailed terms of reference are attached as a separate annex.

- ① A PPF no-objection letter is required as part of the application.
- ① Submit the detailed terms of reference as a separate annex, and complete the "PPF Application and Deliverables Completeness Self-Check" to include with your application.
- ① On submission, the portal automatically generates a clean Word copy of the application and an organized SharePoint record of every submission.

Key dates and cutover: The digitized PPF application launches in the GCF Partner Portal on 1 July 2026, timed to Board week (B.45). The cutover follows a clear rule:

- ① Applications already under review remain on the legacy route, managed by the PPF Team and the assigned Project Lead.
- ① All new applications from 1 July 2026 onwards are prepared and submitted exclusively through the GCF Partner Portal.
- ① FLUXX becomes read-only for PPF intake from the same date, with full decommissioning planned for August 2026.

Where to find it and get support: The PPF module sits inside the existing GPP environment, in the left-hand navigation alongside Projects, Readiness, and Help & Support. The updated PPF application user guide is available on the Help & Support tab inside the portal. For questions about the PPF, contact ppf@gcfund.org; for technical issues with the portal, please raise a ticket through servicedesk@gcfund.org.

5.4 Readiness

The Readiness tab serves as a centralized location for all readiness-related projects. In this section, you can:

Readiness 2024-2027 page

- (a) Create and manage new submissions, including the Request for Support (RfS) form and Direct Access Proposals.

Country Logframe page

- (a) Create and manage Country Logframe (applicable only for Country users such as NDAs, Focal Points).

Readiness (legacy) page

-
- (a) Track the status of your readiness projects approved under previous Readiness strategies.

5.5 Help & Support

The "Help & Support" page is a comprehensive resource designed to assist you with any questions or issues:

- (a) **Guides and Documents:** Access a library of guides and documents explaining relevant processes.
- (b) **Contact Form:** Easily reach out to the relevant GCF team for support.
- (c) **FAQs:** Find answers to the most frequently asked questions.

VI. Funded Activities submissions

Funded Activities submissions are a crucial component of the GCF Partner Portal, offering AEs and NDAs/focal points a streamlined and secure platform to submit Funding Proposals, Concept Notes, and other project-related documents for review by the GCF. This digital process facilitates efficient communication and expedites the review process, allowing for a more collaborative and transparent project evaluation.

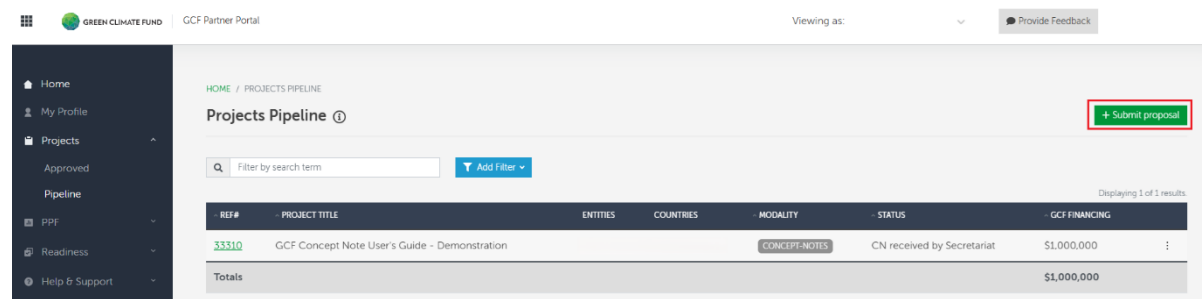
6.1 Concept Note (using the digital template)

6.1.1. Concept Note list

- (a) Click on the Projects tab
- (b) Select Pipeline tab
- (c) Filter projects by the Modality (Concept Notes)

You can perform the following actions through the "Submit Proposal" button:

- (a) New Concept Note Submission
- (b) Resubmission of an Existing Concept Note
- (c) Advance a Concept Note to Funding Proposal



HOME / PROJECTS PIPELINE

Projects Pipeline ⓘ

Filter by search term Add Filter

Displaying 1 of 1 results

REF#	PROJECT TITLE	ENTITIES	COUNTRIES	MODALITY	STATUS	GCF FINANCING
33310	GCF Concept Note User's Guide - Demonstration			CONCEPT NOTES	CN received by Secretariat	\$1,000,000
Totals						\$1,000,000

[+ Submit proposal](#)

6.1.2. Concept Note submission

Submit proposal



Select desired action

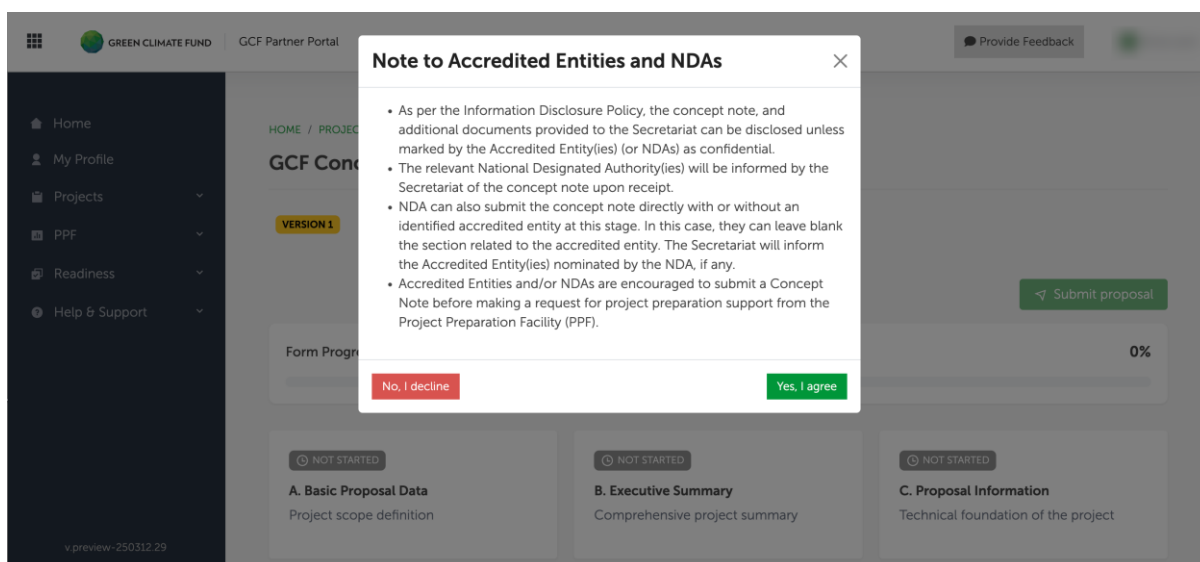
Please select "Create a new proposal" only if you have never entered the project into the system.

- ☐ Create a new proposal
Create a new submission by filling out the necessary forms and providing detailed information about the proposed project.
- ☐ Resubmit existing project
Revise the proposal according to the feedback provided by the Secretariat and resubmit it.
- ☐ Advance Concept Note to Funding Proposal
To move forward in the funding process advance your Concept Note (CN) to a Funding Proposal (FP) by submitting a more detailed and comprehensive proposal for further review.
- ☒ **NEW** Create a new proposal using the new digital template for GCF concept notes
Create a new concept note (CN) submission by using the GCF's digital template to provide detailed information about the proposed project.

Cancel

Create new proposal

Before starting your submission, please read the disclaimer carefully and indicate your agreement. Once you have agreed, you may proceed to the submission process.



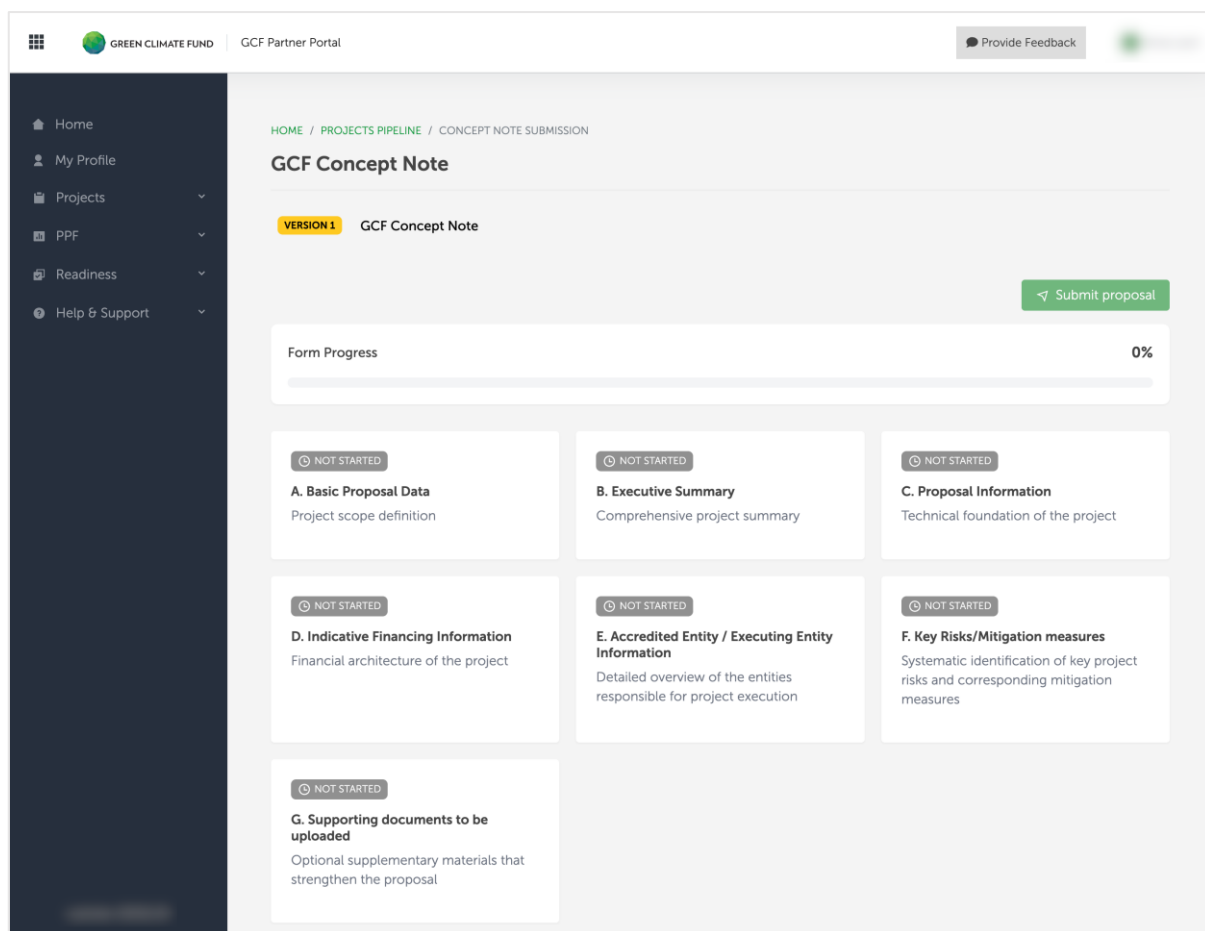
The screenshot shows the GCF Partner Portal interface. A modal window titled "Note to Accredited Entities and NDAs" is displayed over the main content. The modal contains the following text:

- As per the Information Disclosure Policy, the concept note, and additional documents provided to the Secretariat can be disclosed unless marked by the Accredited Entity(ies) (or NDAs) as confidential.
- The relevant National Designated Authority(ies) will be informed by the Secretariat of the concept note upon receipt.
- NDA can also submit the concept note directly with or without an identified accredited entity at this stage. In this case, they can leave blank the section related to the accredited entity. The Secretariat will inform the Accredited Entity(ies) nominated by the NDA, if any.
- Accredited Entities and/or NDAs are encouraged to submit a Concept Note before making a request for project preparation support from the Project Preparation Facility (PPF).

At the bottom of the modal, there are two buttons: "No, I decline" (red) and "Yes, I agree" (green). The background shows the portal's sidebar with navigation links (Home, My Profile, Projects, PPF, Readiness, Help & Support) and a main area with a "GCF Concept Note" form, a "VERSION 1" label, and a progress bar showing 0% completion. Below the progress bar, there are three sections: "A. Basic Proposal Data" (Project scope definition), "B. Executive Summary" (Comprehensive project summary), and "C. Proposal Information" (Technical foundation of the project). Each section has a "NOT STARTED" status indicator.

After selecting "Create New Concept Note" and reading a disclaimer, you will be redirected to the submission dashboard. The concept note is divided into seven sections, each of which needs to be filled out individually and marked as complete. Only by completing all required chapters will you be able to submit the concept note. Sections A to F are mandatory, while Section G is optional. Each card representing a chapter has a completion status indicator. Once you start working on a section, the draft of that chapter will be saved automatically, and the status will change to "In Progress."

You may start with any section you are comfortable with, as there is no specific order in which the information must be filled out.

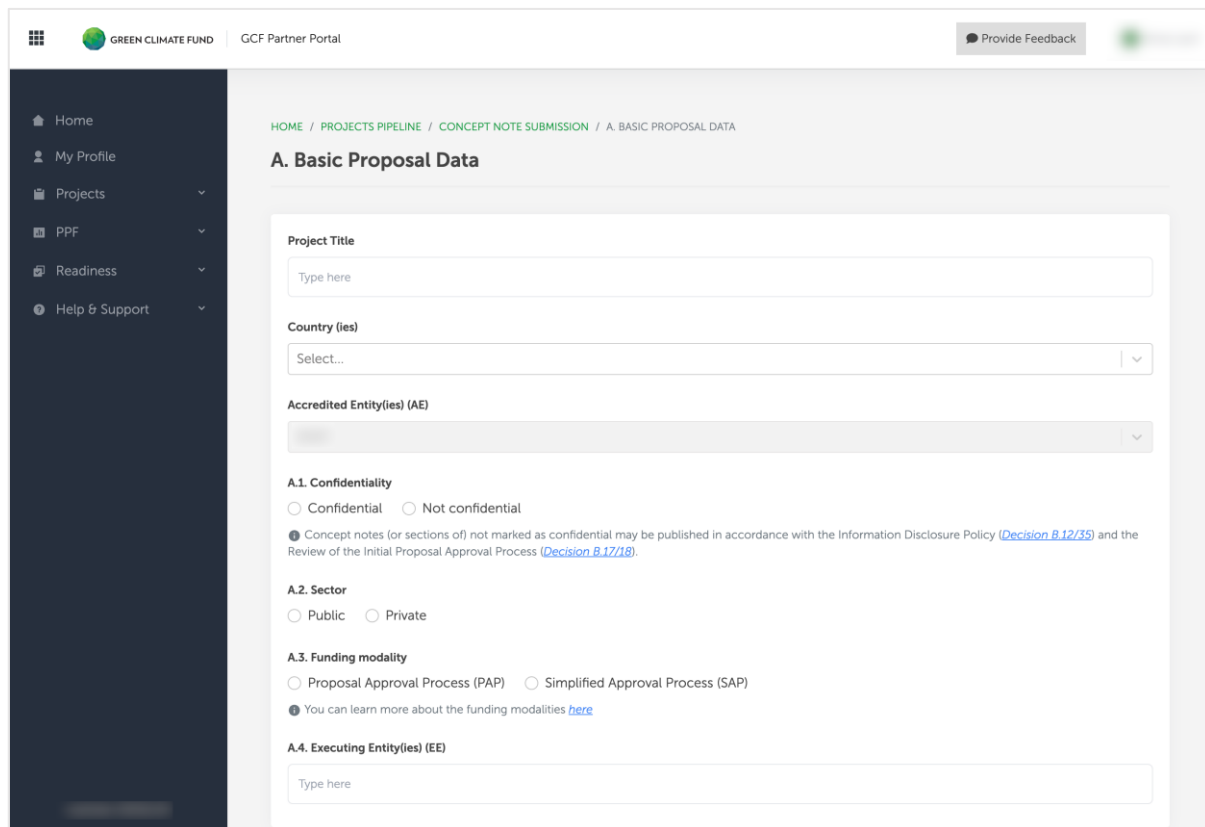


Draft Feature

To ensure your edits are saved and you don't lose your progress, we have implemented an auto-save functionality. This feature will automatically detect and save every change you make. The next time you return to editing, you can pick up right where you left off. When you start working on your submission, a concept note draft will be created and will be accessible from the Project Pipeline page.

- ① If you have an existing draft that was started using the old concept note template, it will be marked as "CN (Old template)." At any time, you may disregard this draft and create a concept note submission using the new template.

Section A: Basic Proposal Data: Fill in general details on the project, such as the title, countries, ESS category, etc. Please note that most fields are mandatory.



The screenshot shows the 'A. Basic Proposal Data' form in the GCF Partner Portal. The form is located on the right side of the page, with a dark sidebar on the left containing navigation links: Home, My Profile, Projects, PPF, Readiness, and Help & Support. The top header includes the Green Climate Fund logo, the text 'GCF Partner Portal', and a 'Provide Feedback' button. The breadcrumb trail reads: HOME / PROJECTS PIPELINE / CONCEPT NOTE SUBMISSION / A. BASIC PROPOSAL DATA.

The form fields are as follows:

- Project Title:** A text input field with the placeholder 'Type here'.
- Country (ies):** A dropdown menu with the placeholder 'Select...'.
- Accredited Entity(ies) (AE):** A dropdown menu with a blurred placeholder.
- A.1. Confidentiality:** Two radio buttons: 'Confidential' and 'Not confidential'.
- A.2. Sector:** Two radio buttons: 'Public' and 'Private'.
- A.3. Funding modality:** Two radio buttons: 'Proposal Approval Process (PAP)' and 'Simplified Approval Process (SAP)'. Below these is a note: 'You can learn more about the funding modalities [here](#)'.
- A.4. Executing Entity(ies) (EE):** A text input field with the placeholder 'Type here'.

① Concept notes (or sections of) not marked as confidential may be published in accordance with the Information Disclosure Policy (Decision B.12/35) and the Review of the Initial Proposal Approval Process (Decision B.17/18).

Section B: Executive Summary: Summarize the climate change problem, the proposed solution, the role of GCF funds, and the timeline for submission.


GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home
My Profile
Projects
PPF
Readiness
Help & Support

HOME / PROJECTS PIPELINE / CONCEPT NOTE SUBMISSION / B. EXECUTIVE SUMMARY

B. Executive Summary

☐ B. Executive Summary (max. 500 words)

What is the problem, and how will the proposal solve it or support a paradigm shift to address climate change in the country? This section is intended to make a clear and concise statement of the strategic case for climate action financed by GCF, which will be supported by further detail in the rest of the document:

- A one-paragraph summary of the problem statement (based on a climate change risk or mitigation need):
 - For adaptation, a description of the specific climate impact(s) resulting from specific climate change hazard(s) which has led to the need for the proposed project in the country ^[1] and/or,
 - For mitigation, the current emissions profile of the proposed country(ies) and sector(s) and a description of how the project is expected to mitigate GHG missions below a baseline ^[2].
- A one-paragraph description of the project:
 - Proposed solution and structure including the executing entity(ies) and other implementing partners;
 - Fund flows and co-financing, including co-financing already committed to the project;
 - Alignment to country climate priorities, NDCs, NAPs or long-term strategies; and
 - How the project will achieve a paradigm shift through the expected adaptation and/or mitigation outcomes and other project benefits.
- A one-paragraph explanation of the additionality of GCF funds, such as:
 - Why GCF's support is required and alignment with GCF's strategic plan;
 - What are the barriers holding back the investment currently (liquidity, project preparation, risk etc.); and/or
 - How the project supports the scale up of financing (both private and public) in the sector in the country.
- Expected timing of the proposal: targeted submission date for the Funding Proposal (if known), when are funds needed, and what is the current due diligence / project preparation status.

1. For guidance, please consult [Principles for demonstrating the impact potential of GCF supported activities](#) (decision B.33/12) and [Guidance on the GCF's vision, approach and scope for providing support to enhance climate adaptation](#) (decision B.33/13).
2. For guidance, please consult [Principles for demonstrating the impact potential of GCF supported activities](#) (decision B.33/12) and [Guidance for establishing the mitigation impact potential](#).

Paragraph

Please type here...

i Please keep each section within the character limit when using text editors.

Section C: Proposal Information: Clearly demonstrate how your proposal addresses climate change through mitigation or adaptation, aligns with national priorities, outlines expected impacts, and ensures sustainability and stakeholder engagement.


GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home

My Profile

Projects

PPF

Readiness

Help & Support

HOME / PROJECTS PIPELINE / CONCEPT NOTE SUBMISSION / C. PROPOSAL INFORMATION

C. Proposal Information

☐ C.1. Climate change context (max. 500 words)

☐ C.2. Proposed project / programme (max. 1000 words)

☐ C.3. Country ownership and engagement with stakeholders (max. 250 words)

☐ C.4. Indicative safeguards profile (max. 500 words)

☐ C.5. Exit strategy and sustainability of impacts (max. 250 words)

Please explain how the project/programme will result in a sustained paradigm shift, and over what duration. Identify parties that will take ownership/stewardship of nature-based or physical assets and identify funds for the long-term management of those assets to be able to continue to provide the nature-based or physical services. Explain how sustainability will be ensured and monitored, after the project/programme is implemented with support from the GCF and other sources.

↶ ↷

Paragraph

☰

☱

☲

☰

☱

☲

☰

☱

☲

☰

☱

☲

☰

☱

☲

B

I

U

X₂

X²

AI

A²

△

▲

🔗

🔗

🔗

Please type here...

Section D: Indicative Financing Information: Present a detailed table of estimated sources and uses of funds, including GCF financing and co-financing by financial instrument, along with a timeline for fundraising and project execution, while explaining the chosen financial structure, repayment mechanisms, and the necessity of GCF funding to address market gaps and risks.


GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Home
My Profile
Projects
PPF
Readiness
Help & Support

HOME / PROJECTS PIPELINE / CONCEPT NOTE SUBMISSION / D. INDICATIVE FINANCING INFORMATION

D. Indicative Financing Information

☐ D.1. Total financing (max. 500 words)

☒ D.2. Indicative terms – non-grants only (max. 500 words)

☐ D.3. Financial structure (max. 500 words)

☐ D.4. Justification of GCF funding request (max. 500 words)

Explain why the project requires GCF funding: Why is public and / or private sector finance not accessible; Are there alternative funding options for the activities being proposed? Highlight what risks GCF funding is mitigating (ex. cost of capital, liquidity, risks, tenor etc.) and demonstrating its role in enabling transformation, innovation, and scalability. Describe how would the project outcome be different without GCF support emphasizing the opportunities for resource efficiency, co-financing leverage, and long-term sustainability beyond a one-off investment.

How does the project support the scale up of financing (both private and public) in the sector and how will it lead to a sustainable financing solution for the sector in the country?

Where relevant, include an analysis of the barriers for the potential beneficiaries to access financing. Justify the rationale for, and level of concessionality of GCF funding to the proposed activities, how this will be passed on to the end-users and beneficiaries, and why this is the minimum required to make the investment viable? Note: concessional terms should be minimised and justified in line with the guiding principles applicable to public or private sector operations as relevant⁽¹⁾

1. See GCF Board Decision B.05/07, "GCF/B.05/07: Business Model Framework: Terms and Criteria for Grants and Concessional Loans"

Paragraph

Please type here...

v.dev-250318.local

Section E: Accredited Entity / Executing Entity Information: Provide a comprehensive overview of the Accredited and Executing Entities, detailing their suitability for the proposed project, including their organizational structure, relevant experience, and commitments to industry sustainability standards, along with a flowchart illustrating contractual relationships and fund flows.


GREEN CLIMATE FUND
GCF Partner Portal
Provide Feedback
Anna Lach

Home
My Profile
Projects
PPF
Readiness
Help & Support

HOME / PROJECTS PIPELINE / CONCEPT NOTE SUBMISSION / E. ACCREDITED ENTITY / EXECUTING ENTITY INFORMATION

E. Accredited Entity / Executing Entity Information

☐ E. Accredited Entity / Executing Entity Information (max. 500 words)

Provide an overview of the Accredited Entity(ies) and Executing Entity(ies), and their suitability for implementing the proposed project. Relevant information will differ based on the types of entity. Examples below are for illustrative purposes only. More detailed information will be required at the Funding Proposal stage. Include a structure chart to illustrate contractual information and flow of funds. Highlight in brief any commitments to relevant industry sustainability standards (such as PRI, NZBA, GFANZ, etc.). Do not repeat information from Section D.3 (Structure).

- Corporates / project finance sponsors & SPVs: shareholder structure (pre- and post-transaction) and contractual arrangements; corporate structure and management; business lines and products/services strategy; markets and customers; operations; track record (historic performance of similar project); among others.
- Asset managers: Products; clients; AUM by segment; funds / mandates currently under management and deployment status⁽¹⁾; fundraising / realization trends; historical returns (IRR/MOIC); legal organizational chart; management team; regional presence; track record (historic performance of similar project); among others. Where relevant, highlight any relevant flagship funds.
- Financial Institutions: Business model (e.g. business activities, target client base, market focus and geographic reach); market position and perceptions (e.g. reputation, track record, dominance in terms of size/market share); ownership structure; key figures (e.g. total assets, earnings, and any key performance/risk profile indicators, as appropriate); track record (historic performance of similar project); among others.

⁽¹⁾ 1. Where the number of managed funds / mandates is very large, please provide summary information.

Paragraph

Please type here...

Section F. Key Risks/Mitigation measures: Summarize the key external and project-related risks that could hinder the project's ability to achieve its expected impact, along with proposed mitigating measures and how GCF support will help address these risks.


GCF Partner Portal

Provide Feedback

HOME / PROJECTS PIPELINE / CONCEPT NOTE SUBMISSION / F. KEY RISKS/MITIGATION MEASURES

F. Key Risks/Mitigation Measures

F. Key Risks/Mitigation measures (max. 500 words)

Provide a brief overview of the key external risks (risks arising from the environment where the Project/Programme is implemented) and project-related risks (risks arising from the Project/Programme own characteristics) that would hamper the Project/Programme ability to deliver the expected impact. Also identify at this stage any mitigating measures that would decrease the level of risk and provide a reasonable assurance that the Project/Programme objectives will be achieved. Indicate where GCF support is expected to mitigate risks.

Choose heading

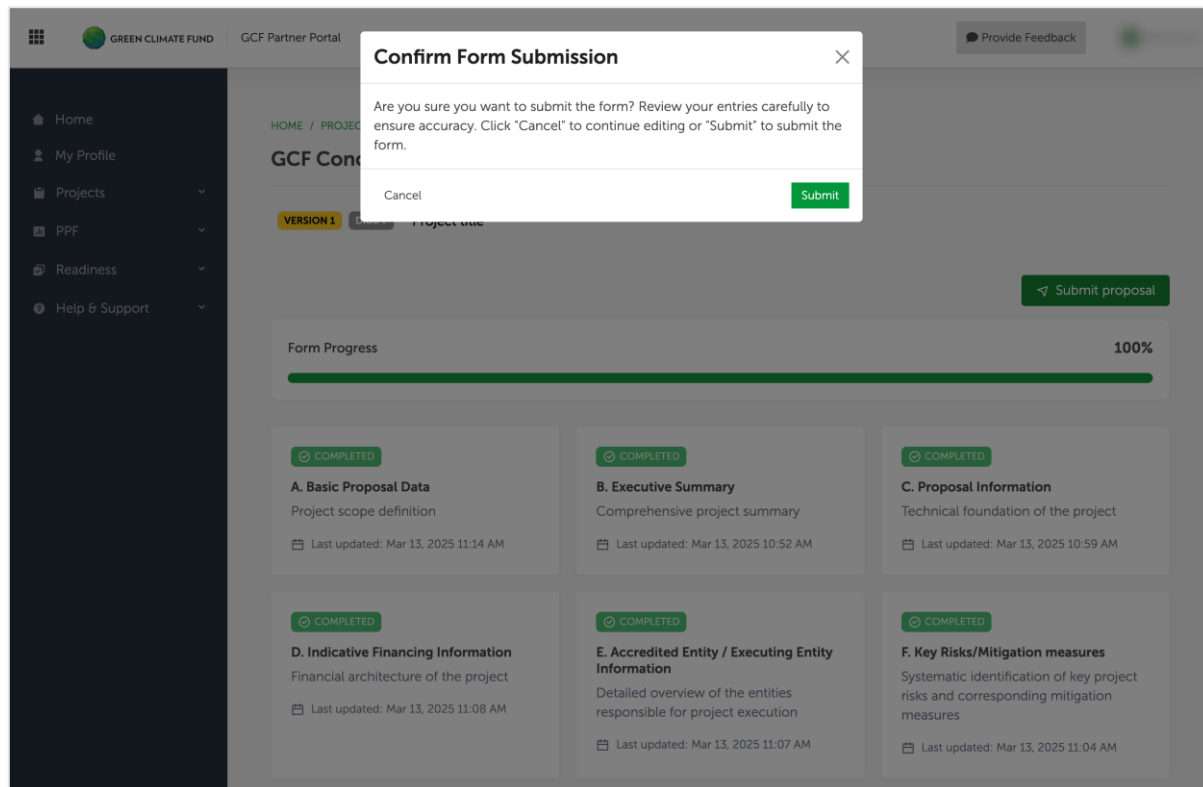
B I U x₂ x² A¹ A² A³

RISK	Mitigant

Words: 2

Go back Discard Changes Mark as complete

Submission: Once you have completed all mandatory sections and are ready to submit the concept note, you will be prompted to confirm your submission. This action will officially conclude the submission process, and the concept note will be delivered to the GCF Secretariat. After submission, a new project will appear in the table on the project pipeline page.



① The relevant NDAs will be automatically informed by the Secretariat of the submission upon receipt of the Concept Note. In addition, under the GCF Information Disclosure Policy (IDP), project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

① Once the Concept Note is submitted, the version is set to Version 1. In case of a resubmission, the version will be incremented to Version 2.

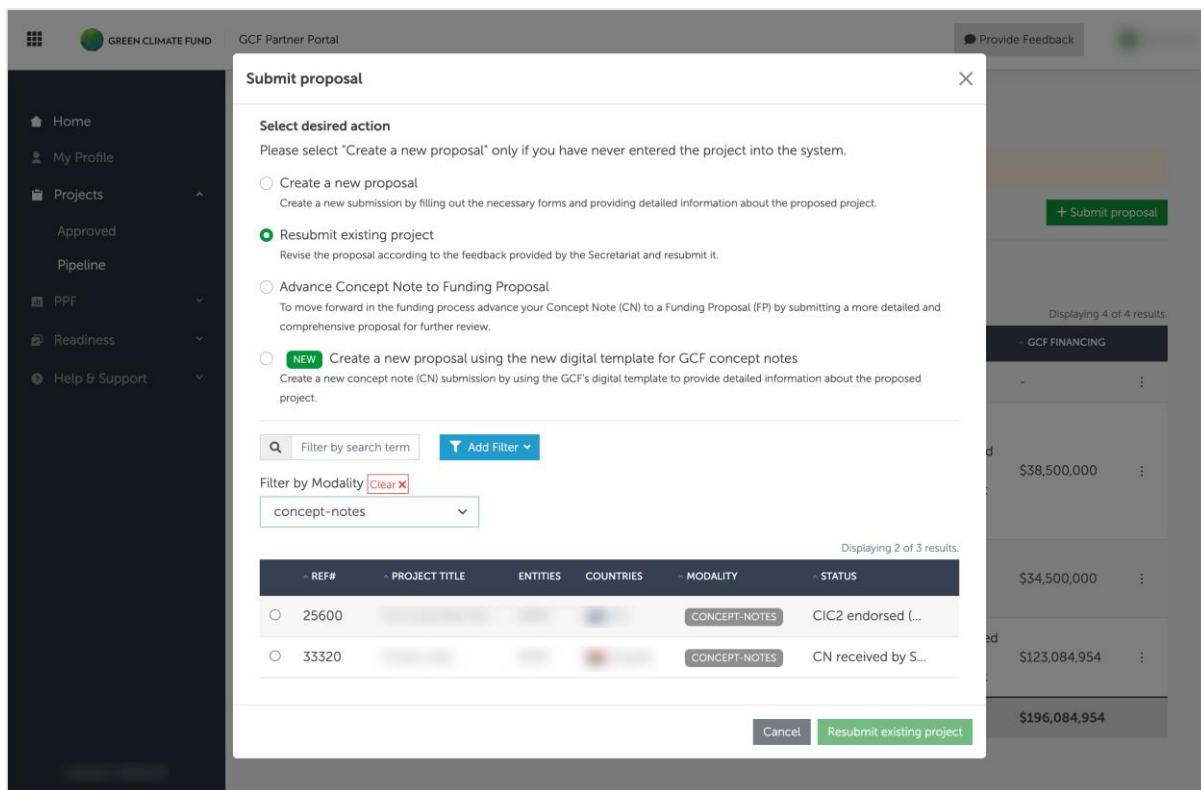
6.1.3. Concept Note Resubmission

There are two methods to resubmit an existing Concept Note:

Option 1: Resubmit from the "Projects" tab

- Navigate to the Projects tab
- Select Pipeline tab
- Click on "Submit proposal" and choose "Resubmit existing project" from the options
- Select the project you wish to resubmit from the available list

- (e) Complete the resubmission:
 - (i) You'll be redirected to the familiar dashboard
 - (ii) Follow the steps as described earlier to complete your resubmission
- (f) Confirmation:
 - (i) Upon successful resubmission, you'll receive a notification
 - (ii) The submission version number will increase by 1



Submit proposal

Select desired action
Please select "Create a new proposal" only if you have never entered the project into the system.

- ☐ Create a new proposal
Create a new submission by filling out the necessary forms and providing detailed information about the proposed project.
- ☒ Resubmit existing project
Revise the proposal according to the feedback provided by the Secretariat and resubmit it.
- ☐ Advance Concept Note to Funding Proposal
To move forward in the funding process advance your Concept Note (CN) to a Funding Proposal (FP) by submitting a more detailed and comprehensive proposal for further review.
- ☐ **NEW** Create a new proposal using the new digital template for GCF concept notes
Create a new concept note (CN) submission by using the GCF's digital template to provide detailed information about the proposed project.

Filter by search term Add Filter

Filter by Modality Clear X

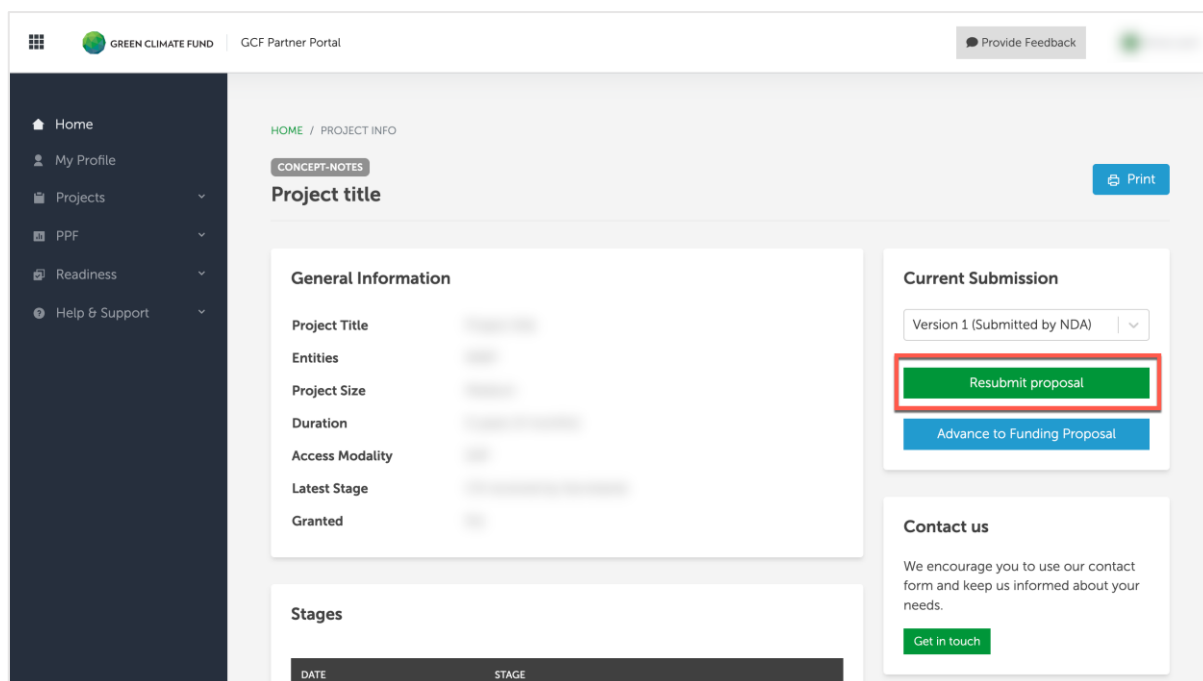
Displaying 2 of 3 results.

REF#	PROJECT TITLE	ENTITIES	COUNTRIES	MODALITY	STATUS
25600				CONCEPT-NOTES	CIC2 endorsed (...)
33320				CONCEPT-NOTES	CN received by S...

Cancel Resubmit existing project

Option 2: Resubmit from the project detail page

- (a) Go to the Projects page
- (b) Locate the project you want to resubmit
- (c) Access the project detail page
- (d) Find and click the "Resubmit proposal" button
- (e) Complete the resubmission:
 - (i) Follow the same steps as with the submission process
- (f) Confirmation:
 - (i) Receive a notification upon successful resubmission
 - (ii) The submission version number will increase by 1



Both options lead to the same resubmission process and result. Choose the method that's most convenient for your workflow.

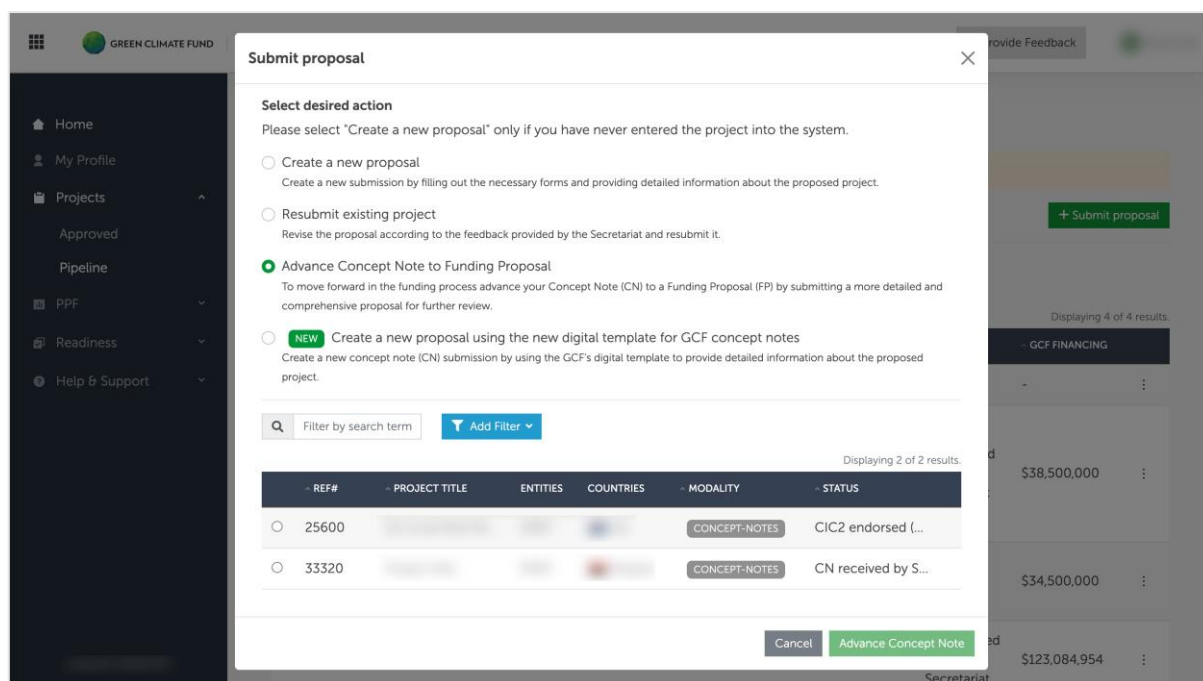
① If a concept note was submitted in the previous module, its resubmission will also be prompted within that same module.

6.1.4. Advancing Concept Note to Funding Proposal

There are two methods to advance a Concept Note to a Funding Proposal:

Option 1: Advance from the Projects page

- (a) Navigate to the Projects page
- (b) Click the "Submit proposal" button
- (c) Choose "Advance Concept Note to Funding Proposal" from the options
- (d) Select the Concept Note you want to advance from the available list
- (e) Complete the submission:
 - (i) Fill out the Funding Proposal form
 - (ii) Attach all required annexes
- (f) Submit the Funding Proposal



Submit proposal

Select desired action

Please select "Create a new proposal" only if you have never entered the project into the system.

- ☐ Create a new proposal
Create a new submission by filling out the necessary forms and providing detailed information about the proposed project.
- ☐ Resubmit existing project
Revise the proposal according to the feedback provided by the Secretariat and resubmit it.
- ☒ Advance Concept Note to Funding Proposal
To move forward in the funding process advance your Concept Note (CN) to a Funding Proposal (FP) by submitting a more detailed and comprehensive proposal for further review.
- ☐ **NEW** Create a new proposal using the new digital template for GCF concept notes
Create a new concept note (CN) submission by using the GCF's digital template to provide detailed information about the proposed project.

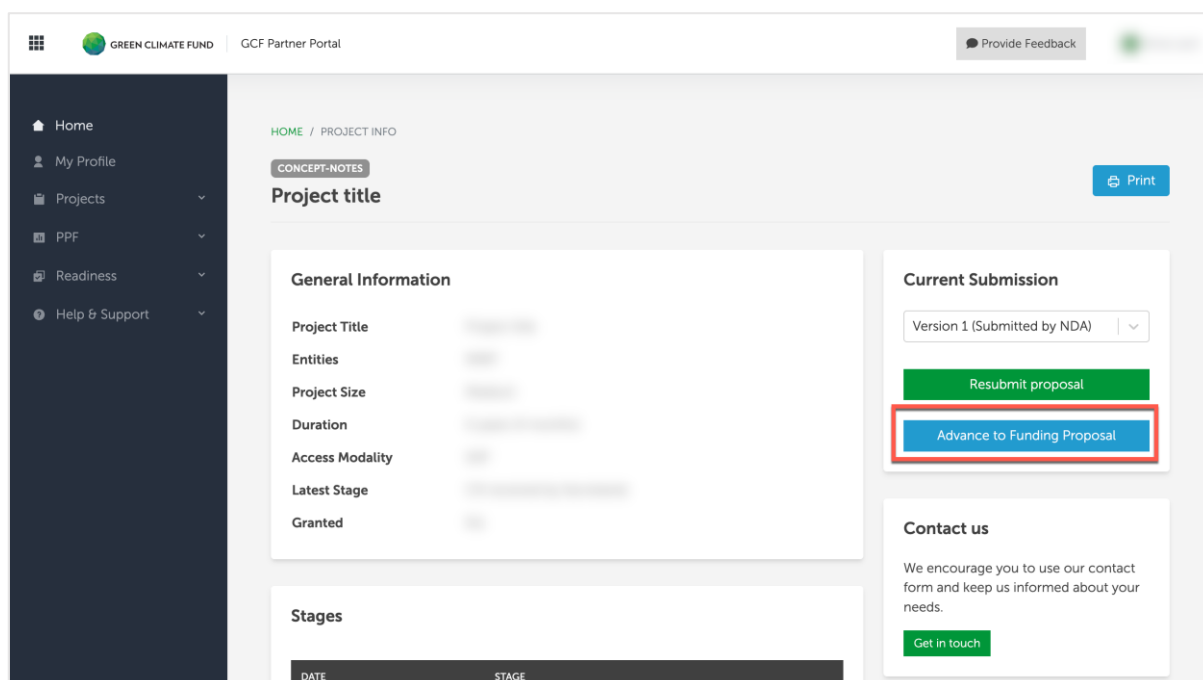
Filter by search term

Displaying 2 of 2 results.

REF#	PROJECT TITLE	ENTITIES	COUNTRIES	MODALITY	STATUS
25600				CONCEPT-NOTES	CIC2 endorsed (...)
33320				CONCEPT-NOTES	CN received by S...

Option 2: Advance from the project detail page

- Go to the Projects page
- Locate the Concept Note you want to advance
- Open the detailed project page
- Find and click the "Advance Concept Note to Funding Proposal" button
- Complete the submission:
 - Follow the provided form
 - Ensure all required annexes are attached
- Submit the Funding Proposal



Project title

General Information

Project Title

Entities

Project Size

Duration

Access Modality

Latest Stage

Granted

Current Submission

Version 1 (Submitted by NDA) |

Contact us

We encourage you to use our contact form and keep us informed about your needs.

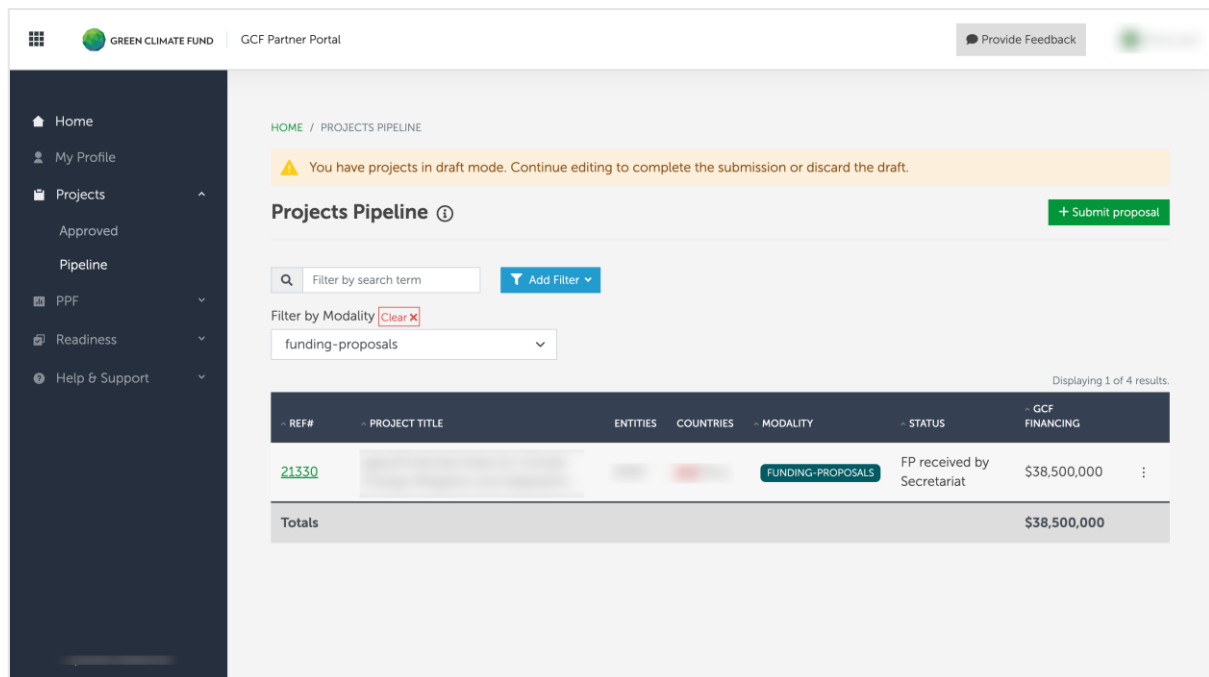
6.2 Funding Proposal

Before You Submit a Funding Proposal:

- (a) Ensure that you have the completed Word template(s) and all required annexes.
- (b) Fill in all mandatory fields. You won't be able to proceed without completing these.

6.2.1. Funding Proposal List

- (a) Click on the Projects tab
- (b) Select Pipeline tab
- (c) Filter by the Modality (Funding Proposal)
- (d) There are 2 types of actions you can perform regarding Funding Proposal, each of them can be accessed through "Submit proposal" button:
 - (i) New Funding Proposal submission
 - (ii) Resubmission of the existing Funding Proposal



GREEN CLIMATE FUND | GCF Partner Portal

Provide Feedback

HOME / PROJECTS PIPELINE

⚠ You have projects in draft mode. Continue editing to complete the submission or discard the draft.

Projects Pipeline ⓘ [+ Submit proposal](#)

Filter by search term [Add Filter](#)

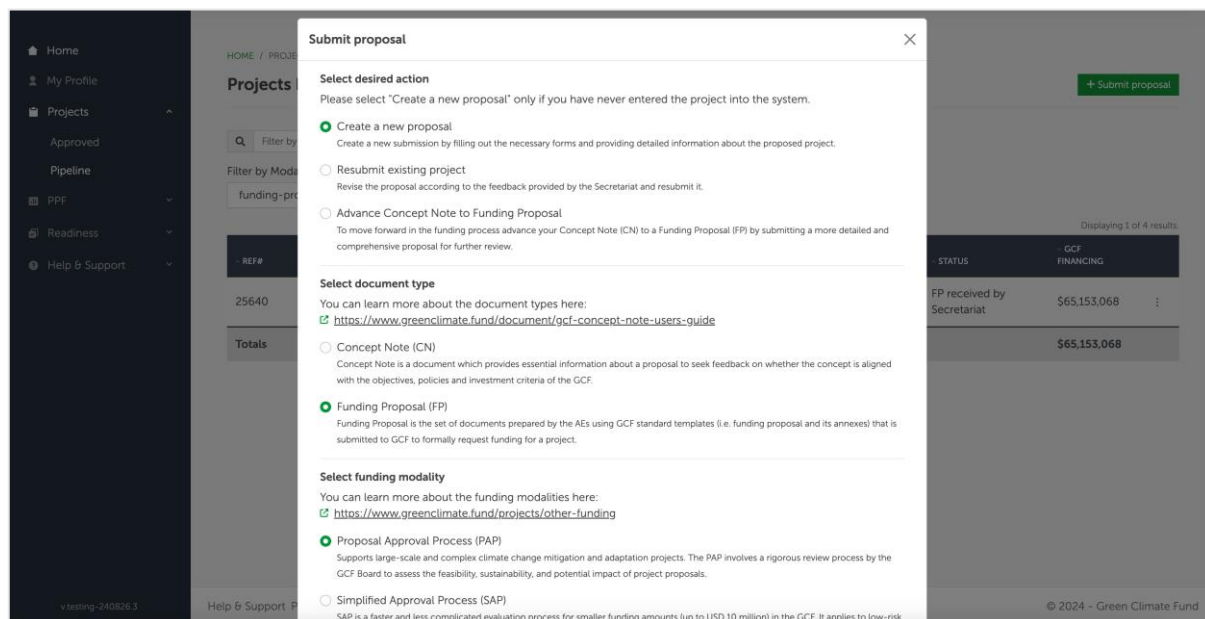
Filter by Modality [Clear](#) [X](#)

funding-proposals

Displaying 1 of 4 results.

REF#	PROJECT TITLE	ENTITIES	COUNTRIES	MODALITY	STATUS	GCF FINANCING
21330				FUNDING-PROPOSALS	FP received by Secretariat	\$38,500,000
Totals						\$38,500,000

6.2.2. Funding Proposal Submission



Submit proposal

Select desired action
Please select "Create a new proposal" only if you have never entered the project into the system.

- ☒ **Create a new proposal**
Create a new submission by filling out the necessary forms and providing detailed information about the proposed project.
- ☐ **Resubmit existing project**
Revise the proposal according to the feedback provided by the Secretariat and resubmit it.
- ☐ **Advance Concept Note to Funding Proposal**
To move forward in the funding process advance your Concept Note (CN) to a Funding Proposal (FP) by submitting a more detailed and comprehensive proposal for further review.

Select document type
You can learn more about the document types here:
<https://www.greenclimate.fund/document/gcf-concept-note-users-guide>

- ☐ **Concept Note (CN)**
Concept Note is a document which provides essential information about a proposal to seek feedback on whether the concept is aligned with the objectives, policies and investment criteria of the GCF.
- ☒ **Funding Proposal (FP)**
Funding Proposal is the set of documents prepared by the AEs using GCF standard templates (i.e. funding proposal and its annexes) that is submitted to GCF to formally request funding for a project.
- ☐ **Simplified Approval Process (SAP)**
SAP is a faster and less complicated evaluation process for smaller funding amounts (up to USD 10 million) in the GCF. It applies to low-risk

Select funding modality
You can learn more about the funding modalities here:
<https://www.greenclimate.fund/projects/other-funding>

- ☒ **Proposal Approval Process (PAP)**
Supports large-scale and complex climate change mitigation and adaptation projects. The PAP involves a rigorous review process by the GCF Board to assess the feasibility, sustainability, and potential impact of project proposals.
- ☐ **Simplified Approval Process (SAP)**
SAP is a faster and less complicated evaluation process for smaller funding amounts (up to USD 10 million) in the GCF. It applies to low-risk

Displaying 1 of 4 results.

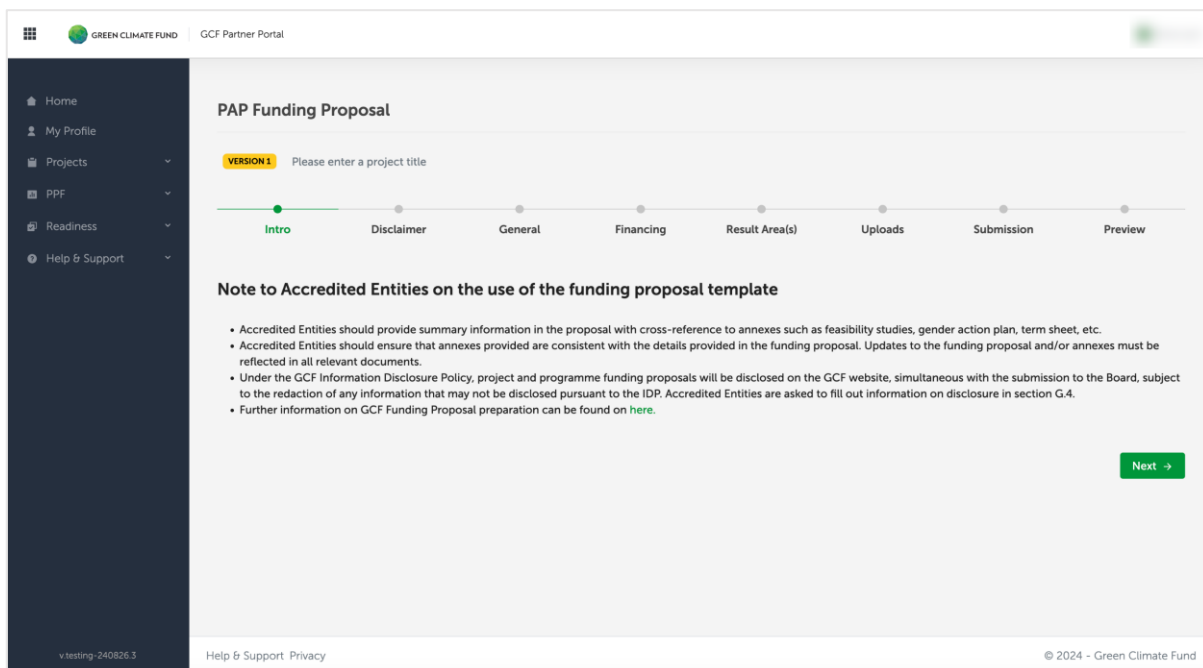
STATUS	GCF FINANCING
FP received by Secretariat	\$65,153,068
	\$65,153,068

© 2024 - Green Climate Fund

① Further information on GCF Funding Proposal preparation can be found here:
PAP: <https://www.greenclimate.fund/document/funding-proposal-template>
SAP: <https://www.greenclimate.fund/document/simplified-approval-process-funding-proposal>

After selecting the desired action from the available options, you need to follow the multi-step from to correctly submit the Funding Proposal:

Step 1: Intro: This page provides a brief introduction to the selected submission approach.



The screenshot shows the 'PAP Funding Proposal' page in the GCF Partner Portal. The page has a dark sidebar with navigation links: Home, My Profile, Projects, PPF, Readiness, and Help & Support. The main content area is titled 'PAP Funding Proposal' and features a progress bar with steps: Intro (active), Disclaimer, General, Financing, Result Area(s), Uploads, Submission, and Preview. Below the progress bar, there is a 'Note to Accredited Entities on the use of the funding proposal template' with three bullet points. At the bottom right, there is a green 'Next' button with a right arrow.

PAP Funding Proposal

VERSION 1 Please enter a project title

Intro Disclaimer General Financing Result Area(s) Uploads Submission Preview

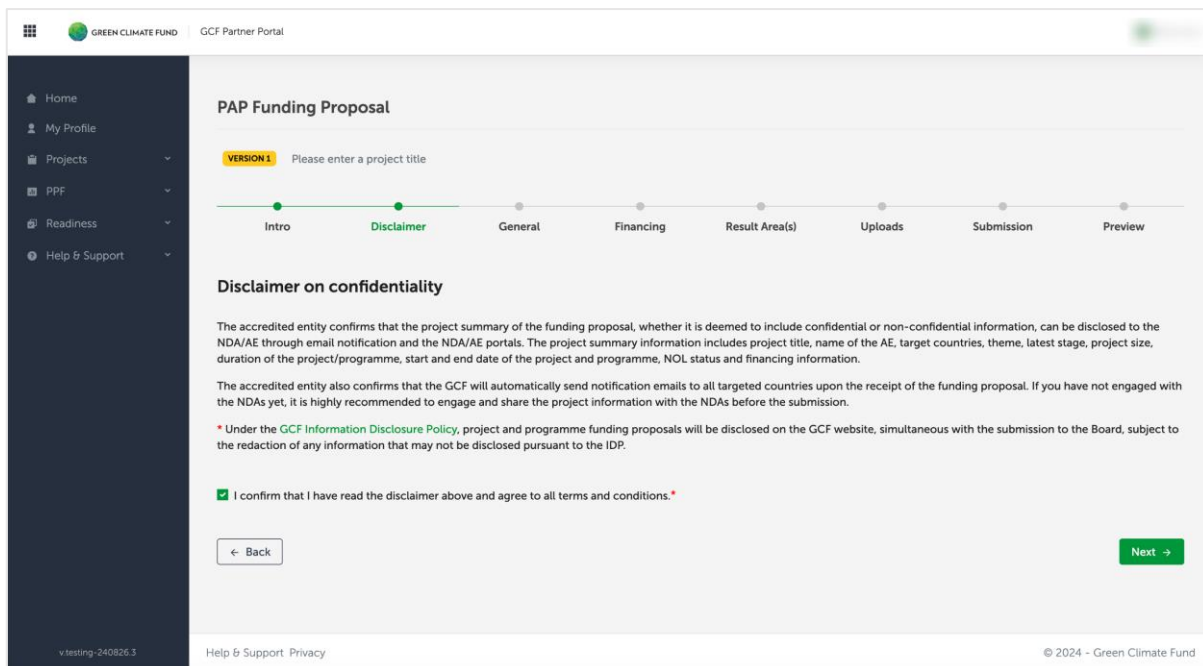
Note to Accredited Entities on the use of the funding proposal template

- Accredited Entities should provide summary information in the proposal with cross-reference to annexes such as feasibility studies, gender action plan, term sheet, etc.
- Accredited Entities should ensure that annexes provided are consistent with the details provided in the funding proposal. Updates to the funding proposal and/or annexes must be reflected in all relevant documents.
- Under the GCF Information Disclosure Policy, project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP. Accredited Entities are asked to fill out information on disclosure in section G.4.
- Further information on GCF Funding Proposal preparation can be found on [here](#).

Next →

v testing-240826.3 Help & Support Privacy © 2024 - Green Climate Fund

Step 2: Disclaimer: Please read the disclaimer and check the box to agree with the terms and conditions before continuing.



The screenshot shows the 'PAP Funding Proposal' page in the GCF Partner Portal, specifically the 'Disclaimer' step. The progress bar now highlights 'Disclaimer' as the active step. The main content area is titled 'Disclaimer on confidentiality' and contains two paragraphs of text. Below the text, there is a checkbox with the text 'I confirm that I have read the disclaimer above and agree to all terms and conditions.*'. At the bottom left, there is a 'Back' button, and at the bottom right, there is a green 'Next' button with a right arrow.

PAP Funding Proposal

VERSION 1 Please enter a project title

Intro Disclaimer General Financing Result Area(s) Uploads Submission Preview

Disclaimer on confidentiality

The accredited entity confirms that the project summary of the funding proposal, whether it is deemed to include confidential or non-confidential information, can be disclosed to the NDA/AE through email notification and the NDA/AE portals. The project summary information includes project title, name of the AE, target countries, theme, latest stage, project size, duration of the project/programme, start and end date of the project and programme, NOL status and financing information.

The accredited entity also confirms that the GCF will automatically send notification emails to all targeted countries upon the receipt of the funding proposal. If you have not engaged with the NDAs yet, it is highly recommended to engage and share the project information with the NDAs before the submission.

* Under the [GCF Information Disclosure Policy](#), project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

☒ I confirm that I have read the disclaimer above and agree to all terms and conditions.*

← Back Next →

v testing-240826.3 Help & Support Privacy © 2024 - Green Climate Fund

i The relevant NDAs/focal points will be automatically informed by the Secretariat of the submission upon receipt of the Funding Proposal. In addition, under the GCF Information Disclosure Policy, project and programme funding proposals will be disclosed on the GCF website, simultaneous with the submission to the Board, subject to the redaction of any information that may not be disclosed pursuant to the IDP.

Step 3: General: You need to fill in general details on the project, such as the title, countries, ESS category, etc. All fields are mandatory. Please note that most fields are mandatory.


GCF Partner Portal

Home
My Profile
Projects
PPF
Readiness
Help & Support

PAP Funding Proposal

VERSION 1 Please enter a project title

Intro
Disclaimer
General
Financing
Result Area(s)
Uploads
Submission
Preview

Project Title*

This field is required

Ideally the title should reference the country where the project/programme will be implemented and be less than 100 characters, approximately 10-15 words.

Entity*

Country*

This field is required

Environmental and Social Safeguards (ESS)*

This field is required

Sector*

This field is required

Implementation (months)*

This field is required

Indicate the number of months the project/programme is expected to be implemented.

Lifespan (months)*

This field is required

Indicate the maximum number of months over which the outcomes of the investment are expected to be effective, i.e. to lead to adaptation and/or mitigation results.

Project or Programme*

This field is required

Request for Proposal (RFP)

Not Applicable

If the funding proposal is being submitted in response to a specific GCF Request for Proposals, indicate which RFP it is targeted for.

Has Readiness or Project Preparation Facility support been used to prepare this Funding Proposal?

☐ Yes
☐ No

This field is required

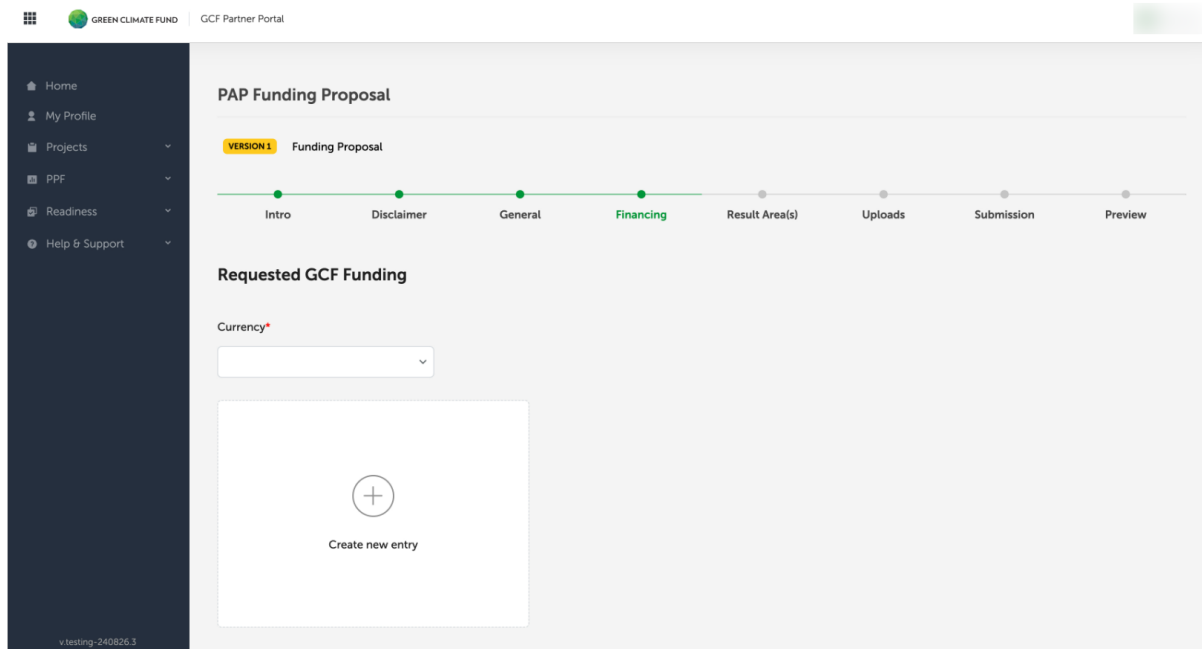
← Back

Save as draft  Next →

Help & Support Privacy

© 2024 - Green Climate Fund

Step 4: Financing: High-level finance information about your project for both GCF Financing and Co-financing. Co-financing information is optional.



The screenshot displays the 'PAP Funding Proposal' form in the GCF Partner Portal. The interface includes a dark sidebar with navigation links: Home, My Profile, Projects, PPF, Readiness, and Help & Support. The main content area is titled 'PAP Funding Proposal' and features a progress bar with steps: Intro, Disclaimer, General, Financing (highlighted in green), Result Area(s), Uploads, Submission, and Preview. Below the progress bar, the 'Requested GCF Funding' section contains a 'Currency' dropdown menu and a large white box with a plus icon and the text 'Create new entry'. The bottom left corner of the sidebar shows the version 'v testing-240826.1'.

Step 5: Result Areas: Please enter values for the applicable indicators. Please note that co-financing contribution to result areas is mandatory for Funding Proposals that include co-financing component. Please note that the total % allocation of contribution must be equal 100%.


GREEN CLIMATE FUND
GCF Partner Portal

Home

My Profile

Projects

PPF

Readiness

Help & Support

v.testing-240826.3

PAP Funding Proposal

VERSION 1

Funding Proposal

Intro

Disclaimer

General

Financing

Result Area(s)

Uploads

Submission

Preview

Estimated Impact

MITIGATION AREAS - REDUCED EMISSION	AMOUNT	ADAPTATION	AMOUNT
Estimated Lifetime Mitigation Impact (tCO2eq)	0.00	Direct Beneficiaries	0
		% of Direct Beneficiaries vis-à-vis total population	%
		Indirect Beneficiaries	
		% of Indirect Beneficiaries vis-à-vis total population	%

GCF Contribution

MITIGATION AREAS - REDUCED EMISSION	PROPORTION	ADAPTATION AREAS - INCREASED RESILIENCE	PROPORTION
Energy access and power generation	0.00 %	Most vulnerable people and communities, including women and girls	0.00 %
Low emission transport	0.00 %	Health and well-being, and food and water security	0.00 %
Buildings, cities and industries and appliances	0.00 %	Infrastructure and built environment	0.00 %
Forestry and land use	0.00 %	Ecosystem and ecosystem services	0.00 %
	0.00 %		0.00 %
		Total: 0%	

The total value is not 100%

← Back

Save as draft

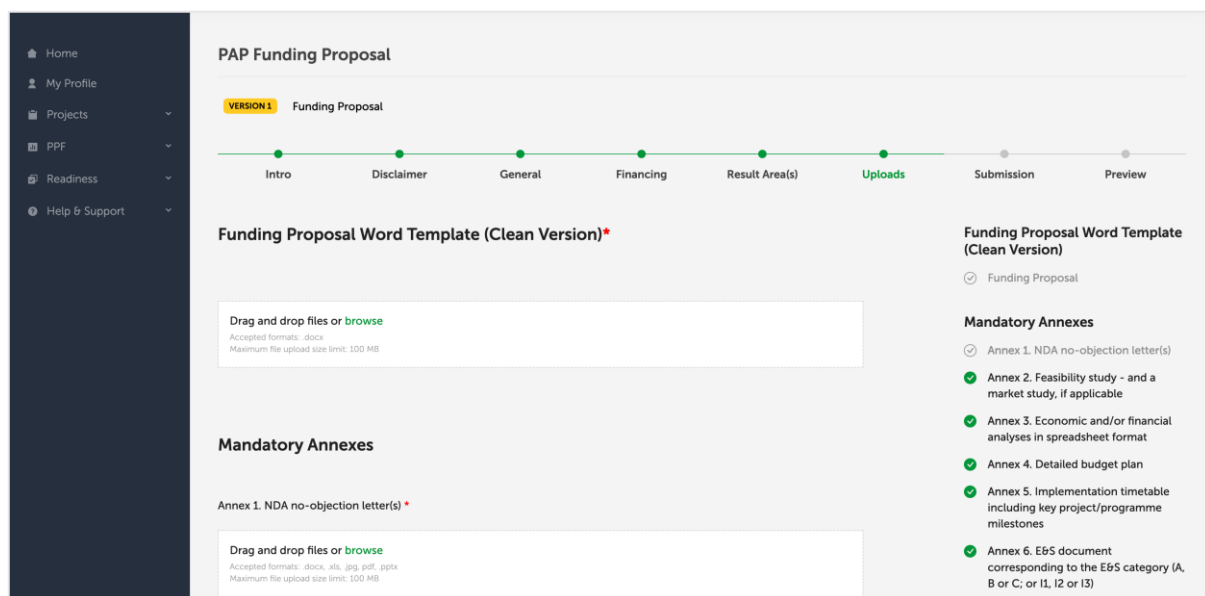
Next →

Help & Support

Privacy

© 2024 - Green Climate Fund

Step 6: Uploads (Annexes): Please upload files/annexes (e.g., docx, xlsx, PDF, JPG, ...) for your project. The annexes list will vary depending on the project type being submitted. There are a set of mandatory files that should be submitted with the Funding Proposal as well as optional documents and references as deemed necessary to supplement the information provided in the Funding Proposal. A template is available for some of the annexes such as No objection letter, budget plan or gender assessment and action plan.



PAP Funding Proposal

VERSION 1 Funding Proposal

Intro Disclaimer General Financing Result Area(s) **Uploads** Submission Preview

Funding Proposal Word Template (Clean Version)*

Drag and drop files or [browse](#)
Accepted formats: docx
Maximum file upload size limit: 100 MB

Mandatory Annexes

Annex 1. NDA no-objection letter(s) *

Drag and drop files or [browse](#)
Accepted formats: docx, xls, jpg, pdf, pptx
Maximum file upload size limit: 100 MB

Funding Proposal Word Template (Clean Version)

☒ Funding Proposal

Mandatory Annexes

☒ Annex 1. NDA no-objection letter(s)

☒ Annex 2. Feasibility study - and a market study, if applicable

☒ Annex 3. Economic and/or financial analyses in spreadsheet format

☒ Annex 4. Detailed budget plan

☒ Annex 5. Implementation timetable including key project/programme milestones

☒ Annex 6. E&S document corresponding to the E&S category (A, B or C; or I1, I2 or I3)

① The PAP and SAP templates have been revised to reflect the GCF's Integrated Results Management Framework (IRMF) adopted by the Board at its 29th meeting (B.29/01). Please see "Guidance note to support the completion of the IRMF elements of the revised funding proposal template for PAP and SAP"

① In case of a resubmission, you need to provide the following:

- A clean version of the completed FP Word Template (Track Changes Accepted)
- A tracked change version of FP Word Document



Step 7: Submission: Please enter your contact details, including your name, title, and email address to receive confirmation of your submission. Please note that any additional contacts you add to this list will also receive a copy of the confirmation.

PAP Funding Proposal

VERSION 1 Funding Proposal

Intro Disclaimer General Financing Result Area(s) Uploads **Submission** Preview

Confidentiality

Concept notes (or sections of) not marked as confidential may be published in accordance with the Information Disclosure Policy ([Decision B.12/35](#)) and the Review of the Initial Proposal Approval Process ([Decision B.17/18](#)).

☐ Confidential

☐ Not confidential

Project Focal Points

Please specify the focal points for this project. All communications regarding this project will include a copy to the contacts specified below.

Salutation

First name* Last name*

Title* Email*

[Add new](#)

[Back](#) [Save as draft](#) [Next](#)

Help & Support Privacy © 2024 - Green Climate Fund

Step 8: Preview: Please review your submission. You have the option to print out the submission as well. Press “Submit” to submit your Concept Note. **At the end of the submission process, you should receive a confirmation message to the email addresses you specified in the previous step.**

[Back](#) [Create new proposal](#) [Print](#)

Help & Support Privacy © 2024 - Green Climate Fund

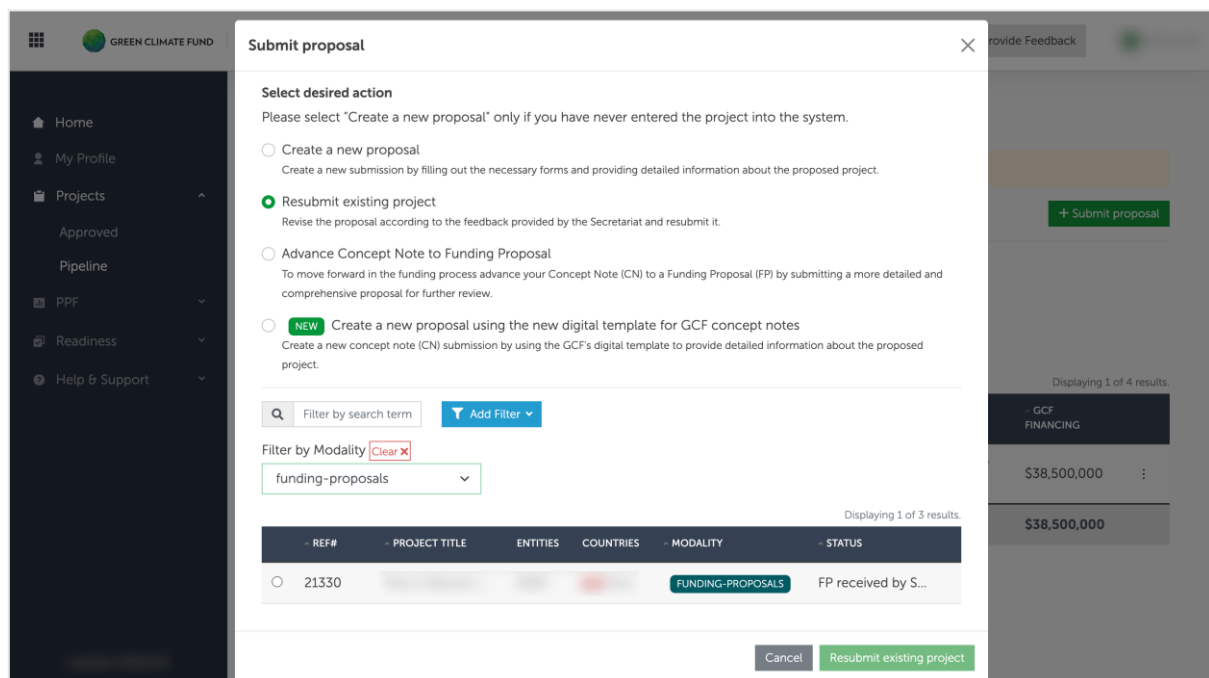
① Once the Funding Proposal is submitted, the version is set to Version 1. In case of a resubmission, the version will be incremented (i.e., Version 2,3,4, etc.).

6.2.3. Funding Proposal Resubmission

There are two methods to resubmit an existing Funding Proposal:

Option 1: Resubmit from the "Projects" tab

- (a) Navigate to the Projects tab
- (b) Click the "Submit proposal" button
- (c) Choose "Resubmit existing projects" from the options
- (d) Select the project you wish to resubmit from the available list
- (e) Complete the resubmission:
 - (i) You'll be redirected to the familiar multi-step form used for initial submissions
 - (ii) Follow the steps as described earlier to complete your resubmission
- (f) Confirmation:
 - (i) Upon successful resubmission, you'll receive a notification
 - (ii) The submission version number will increase by 1



Submit proposal

Select desired action

Please select "Create a new proposal" only if you have never entered the project into the system.

- ☐ Create a new proposal
Create a new submission by filling out the necessary forms and providing detailed information about the proposed project.
- ☒ Resubmit existing project
Revise the proposal according to the feedback provided by the Secretariat and resubmit it.
- ☐ Advance Concept Note to Funding Proposal
To move forward in the funding process advance your Concept Note (CN) to a Funding Proposal (FP) by submitting a more detailed and comprehensive proposal for further review.
- ☐ **NEW** Create a new proposal using the new digital template for GCF concept notes
Create a new concept note (CN) submission by using the GCF's digital template to provide detailed information about the proposed project.

Filter by search term

Filter by Modality

Displaying 1 of 3 results.

REF#	PROJECT TITLE	ENTITIES	COUNTRIES	MODALITY	STATUS
21330				FUNDING-PROPOSALS	FP received by S...

Option 2: Resubmit from the project detail page

- (a) Go to the Projects page
- (b) Locate the project you want to resubmit
- (c) Access the project detail page
- (d) Find and click the "Resubmit proposal" button
- (e) Complete the resubmission:
 - (i) Follow the same multi-step form process
- (f) Confirmation:
 - (i) Receive a notification upon successful resubmission
 - (ii) The submission version number will increase by 1

 GREEN CLIMATE FUND

GCF Partner Portal

Provide Feedback

Print

HOME / PROJECT INFO

FUNDING-PROPOSALS

General Information

Project Title

Entities

Theme

Project Size

Duration

Access Modality

Latest Stage

Granted

Current Submission

Version 6 (Submitted by AE)

Resubmit proposal

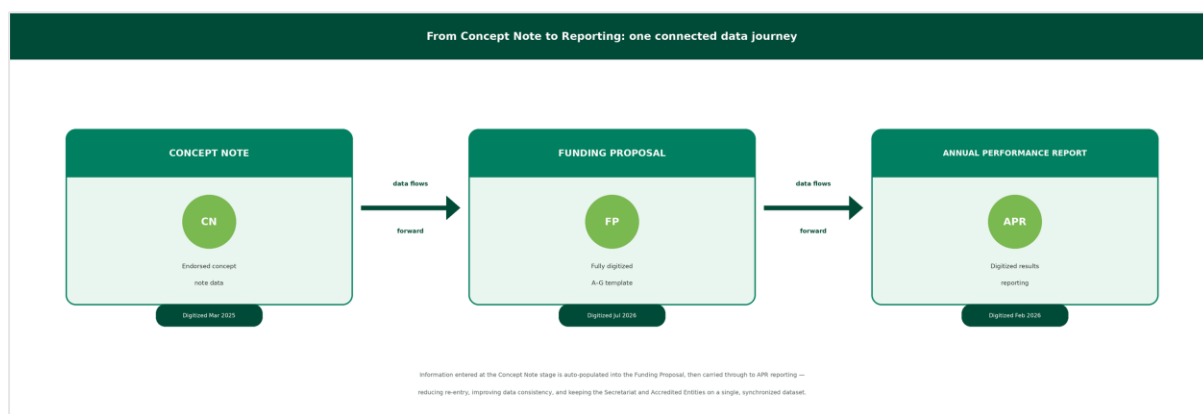
Contact us

We encourage you to use our contact form and keep us informed about your needs.

Get in touch

6.3 Funding Proposal (using the digital template)

The GCF has digitized the Funding Proposal (FP) in the GCF Partner Portal. Building on the digitization of the Concept Note and the Annual Performance Report (APR), the Funding Proposal is now prepared and submitted entirely within the portal using a structured digital template. This replaces the previous process, in which the proposal content was completed in a Word document and uploaded to the system. The digitized Funding Proposal is an expansion of the Concept Note: information entered at the Concept Note stage flows directly into the Funding Proposal, so that Accredited Entities and the Secretariat work from a single, consistent dataset across the project lifecycle.

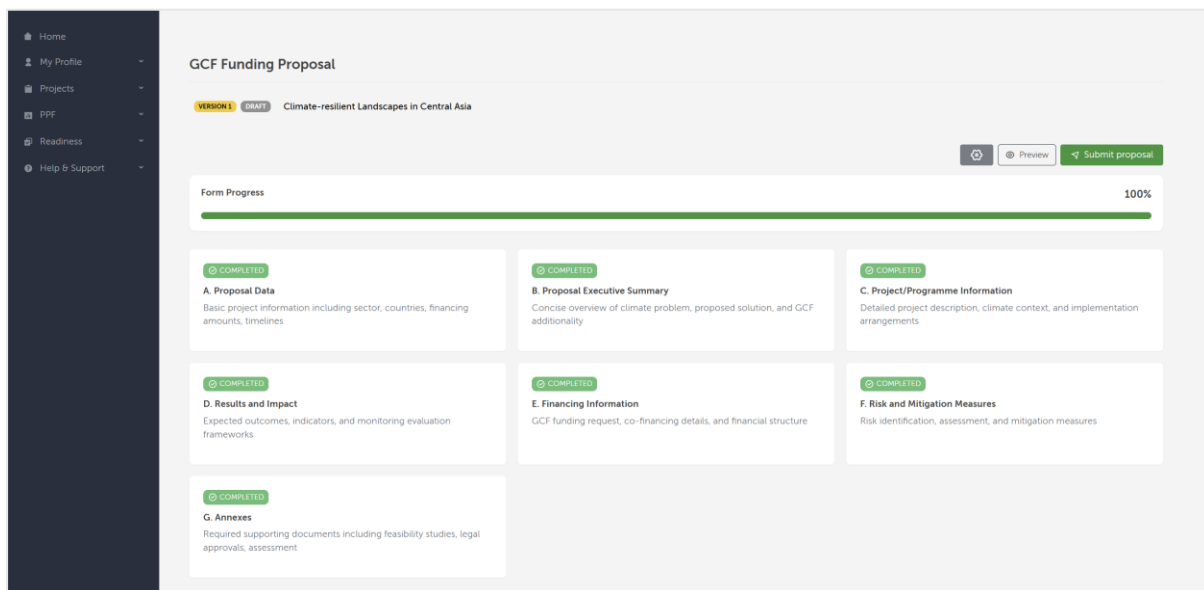


Key changes introduced by the digitized Funding Proposal:

- ① Fully digital submission – the proposal content is entered directly in the portal instead of being completed in, and uploaded as, a Word document.
- ① Auto-save – your work is saved automatically as you go, so there is no separate file to manage.
- ① Pre-filled data – fields are auto-populated from the endorsed Concept Note to ensure continuity and reduce re-entry.
- ① In-system validation – the portal checks your inputs for completeness and consistency before submission.
- ① Outcome-based, IRMF-aligned structure – the template is reorganized around GCF outcomes and the Integrated Results Management Framework (IRMF), rather than by component.
- ① Word limits – each section has word-count limits to keep the proposal concise and consistent.

Submitting a digitized Funding Proposal: Open the Projects tab, select the Pipeline subpage, and use the "Submit proposal" button to start a new Funding Proposal or to advance an endorsed Concept Note to a Funding Proposal. After reading and agreeing to the disclaimer, you are taken to the submission dashboard.

The Funding Proposal is divided into seven sections (A to G), each of which is filled out individually and marked as complete. Each section card shows a completion-status indicator, and your overall progress is shown by the Form Progress bar at the top of the page. Sections A to F contain the core proposal information; Section G is used to attach the required annexes. You may complete the sections in any order, and your draft is saved automatically as you work.



Section A – Proposal Data: Core project data used to catalogue and track the proposal, including sector, countries, result areas, financing and project periods. Many fields are read-only and pre-filled from the endorsed Concept Note to ensure data continuity; please review them and update where permitted before submission.

Section B – Proposal Executive Summary: A stand-alone section presenting a clear, concise statement of the strategic case for the climate action to be financed by the GCF, supported by further detail in the rest of the proposal.

Section C – Project/Programme Information: A single, consolidated section describing the climate and economic context, the theory of change, the proposed project or programme, the implementation arrangements, the indicative environmental and social safeguards (ESS) and gender profile, country ownership and stakeholder engagement, and the exit strategy and sustainability of impacts.

Section D – Results and Impact: Replaces the previous Logical Framework. Capture the paradigm-shift potential of the project (impact level), the standardized IRMF outcome indicators, the project/programme outcome and co-benefit indicators, the output indicators, the activities and deliverables, and the monitoring, reporting and evaluation arrangements. Proposal development is reoriented around GCF outcomes rather than by component.

Section E – Financing Information: Now follows the Results and Impact section to strengthen the link between results and financing. It is structured into Sources and Uses of Funds – aligned with the Concept Note and APR – and captures total financing and instruments, indicative terms for non-grant instruments, the financial structure and flow of funds, the justification of the GCF funding request, and financial management and procurement.

Section F – Risks and Mitigation Measures: Updated in line with the Project Risk and Opportunities Mapping (PROM) matrix and aligned with the new APR template. Identify and assess the key external and project-related risks and set out the corresponding mitigation measures.

Section G – Annexes: Upload the required supporting documents (for example, feasibility studies, legal approvals and assessments). The list of annexes has been streamlined and rationalized, with some content now integrated into the main proposal; the annexes required will vary by project type.

- ❗ The set of mandatory sections and annexes differs for Simplified Approval Process (SAP) proposals.
- ❗ Fields carried over from the Concept Note can be reviewed, but not all are editable. If a read-only value needs to be corrected, please contact the GCF team.

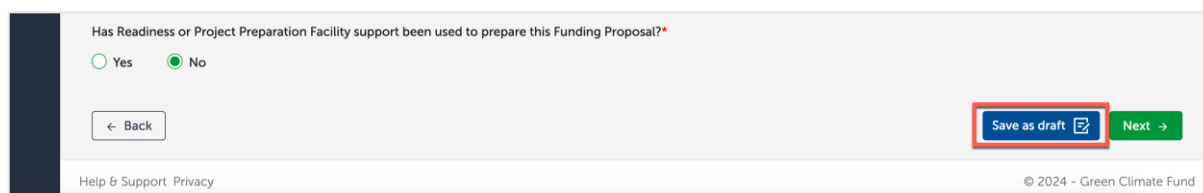
Key dates and transition arrangements: The digitized Funding Proposal is being introduced in stages:

- ① 1 June 2026 – the updated FP template is released for early preparation and familiarization.
- ① 1 July 2026 – the digital FP submission module opens in the GCF Partner Portal, and Accredited Entities may begin entering proposal information.
- ① 15 July 2026 (anticipated) – full submission functionality is expected to become available.
- ① 1 August 2026 – all new FP submissions are required to use the updated template and the digital submission process.

Funding proposals targeting Board consideration from B.47 onwards should be prepared using the updated template and submitted through the digital module once it becomes available. To support the transition, the GCF provides the updated FP template and a mapping document, an information webinar and Q&A, and ongoing support throughout the transition period. AI-assisted parsing to help carry information into the proposal is expected to be introduced in due course. If you need help during the transition, contact the GCF team through the Help & Support page in the portal.

6.4 Saving submission as a draft

The GCF Partner Portal provides a convenient feature for users who may need to pause their work on submissions. If you cannot continue providing information or do not have the required documents at hand, you have the option to save your submission as a draft. This allows you to return and complete your submission at a more convenient time. On each step of the submission process, there will be a "Save as draft" button available, that will allow you to pause the work on the submission and save it as a draft. To ensure your submission is saved correctly, please note that an active internet connection is required to save a draft.



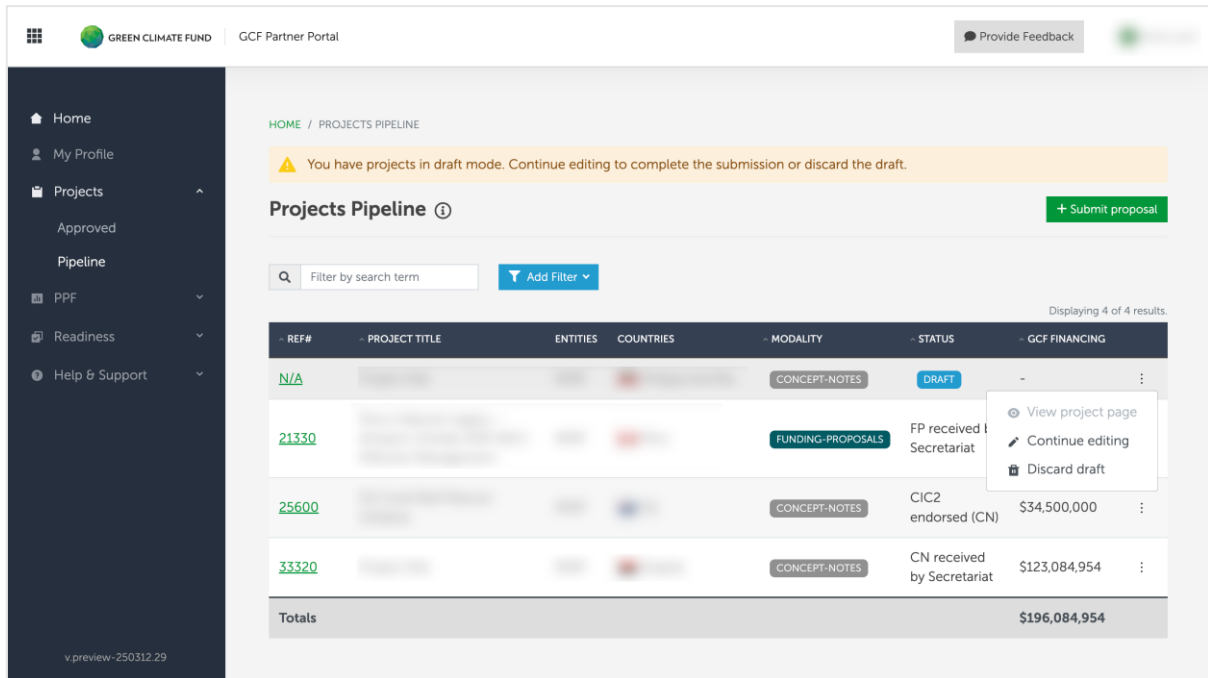
Has Readiness or Project Preparation Facility support been used to prepare this Funding Proposal?*

☐ Yes ☒ No

[< Back](#) **Save as draft** [Next >](#)

[Help & Support](#) [Privacy](#) © 2024 - Green Climate Fund

The draft will be securely stored and can be accessed through the 'Projects' page, under the 'Pipeline' subpage. On this page, drafts are prioritized and displayed at the top of the Projects table, with the submitted version of proposals listed underneath. A clearly visible warning message will alert you to projects in draft mode, reminding you to either proceed with the submission or to discard the draft if necessary.



Projects Pipeline ⓘ [+ Submit proposal](#)

Filter by search term [Add Filter](#)

Displaying 4 of 4 results.

REF#	PROJECT TITLE	ENTITIES	COUNTRIES	MODALITY	STATUS	GCF FINANCING
N/A				CONCEPT-NOTES	DRAFT	-
21330				FUNDING-PROPOSALS	FP received by Secretariat	
25600				CONCEPT-NOTES	CIC2 endorsed (CN)	\$34,500,000
33320				CONCEPT-NOTES	CN received by Secretariat	\$123,084,954
Totals						\$196,084,954

v preview-250312.29

It's important to note that GCF cannot view drafts, ensuring your preliminary work remains confidential.

Within the Projects table, you can utilize the dropdown menu associated with each project to either continue editing your draft or discard it. Once discarded, the draft will be removed from the list, leaving only your submitted projects displayed, marked with the most recent submission version. Alternatively, drafts can also be edited directly from the project details page, offering you flexibility in how you manage your submissions.

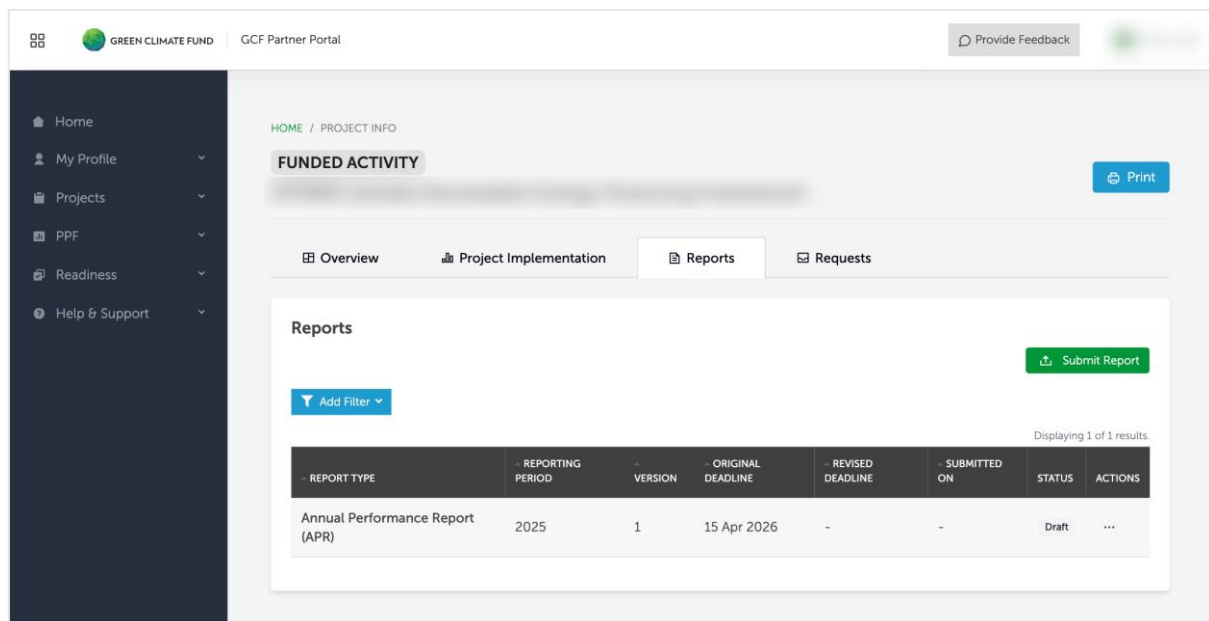
VII. Funded Activities – Post Approval

7.1 Semi-Annual Financial Report

The Semi-Annual Financial Report (SAFR) is a financial reporting requirement for approved Funded Activities. It supports GCF monitoring, financial management, external audit requirements, and financial risk assessment processes.

To submit a Semi-Annual Financial Report (SAFR) for a Funded Activity:

- (a) Open the approved Funded Activity.
- (b) Navigate to the Reports tab.
- (c) Click Submit Report.



HOME / PROJECT INFO

FUNDED ACTIVITY

Print

Overview Project Implementation **Reports** Requests

Reports

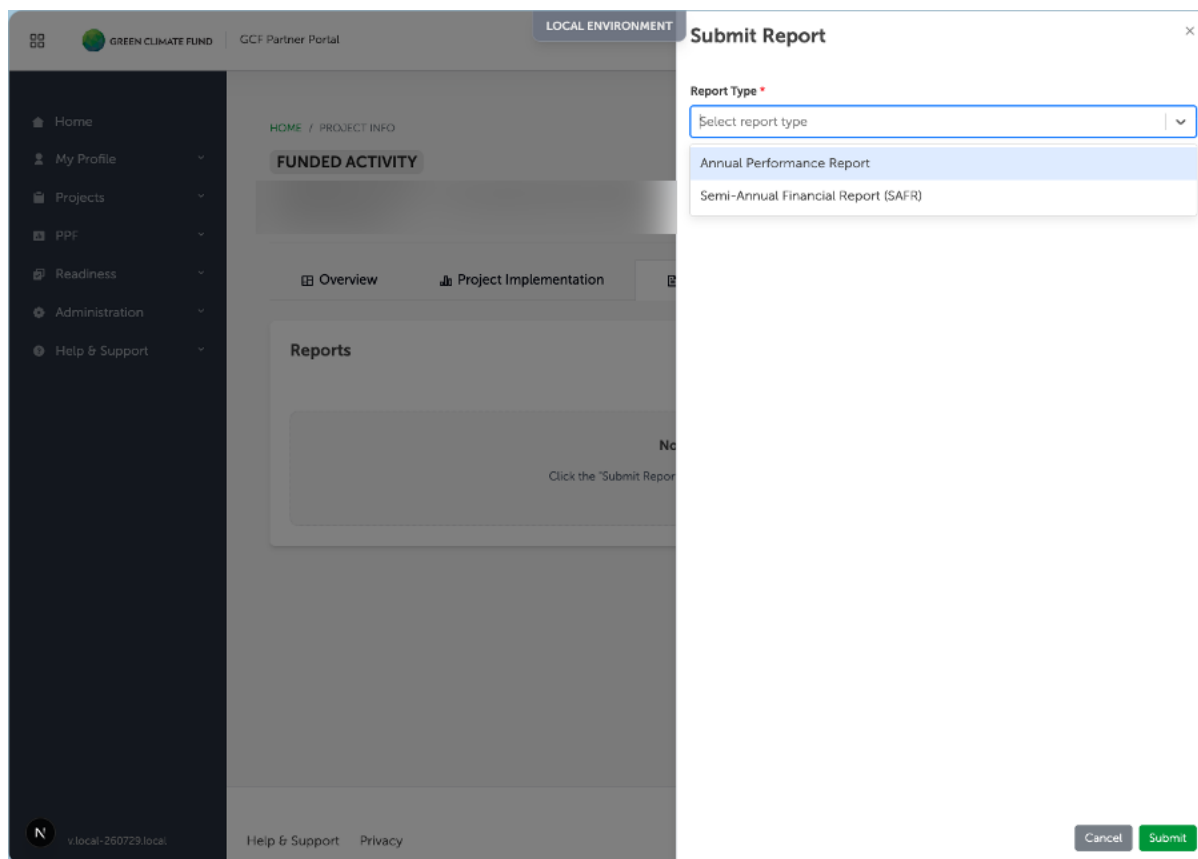
Submit Report

Add Filter

Displaying 1 of 1 results.

REPORT TYPE	REPORTING PERIOD	VERSION	ORIGINAL DEADLINE	REVISED DEADLINE	SUBMITTED ON	STATUS	ACTIONS
Annual Performance Report (APR)	2025	1	15 Apr 2026	-	-	Draft	...

- (d) From the Report Type dropdown list, select SAFR.



Submit Report

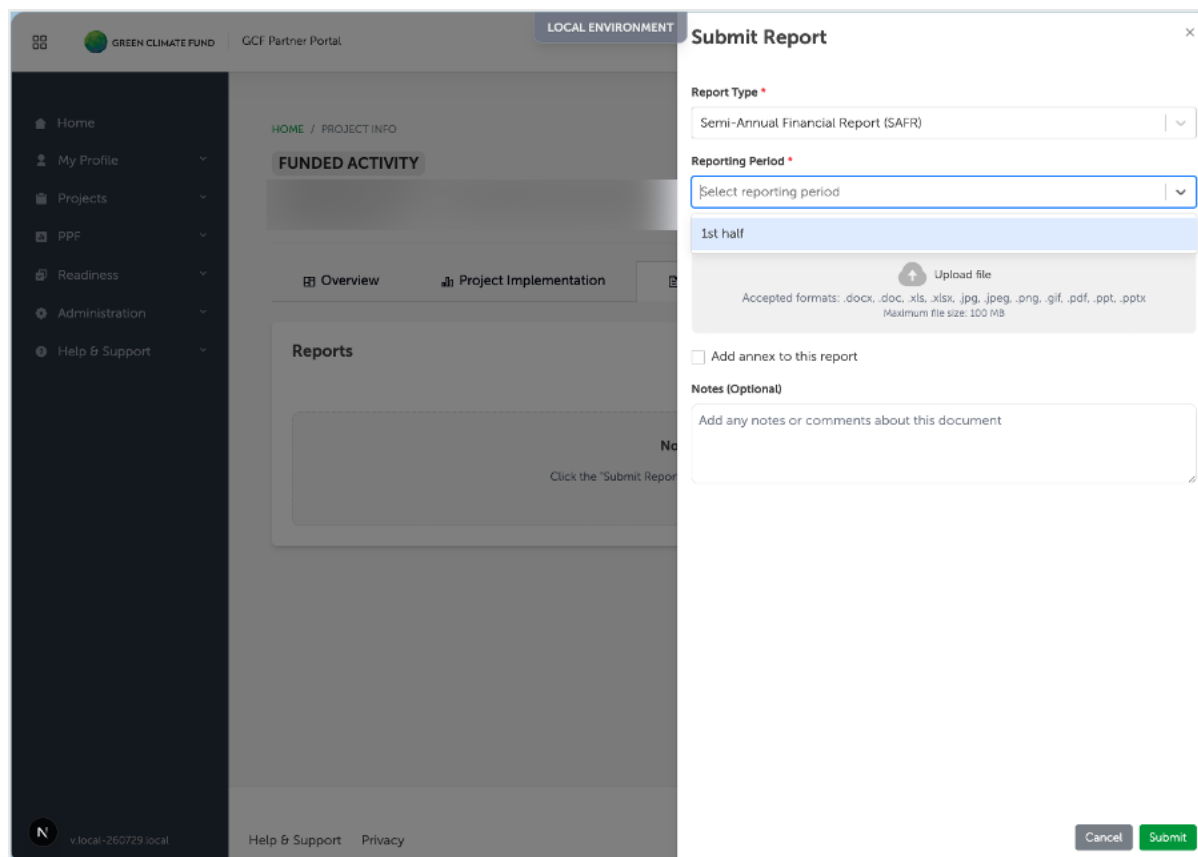
Report Type *

Select report type

- Annual Performance Report
- Semi-Annual Financial Report (SAFR)

Cancel Submit

(e) Select the applicable Reporting Year.



Submit Report

Report Type *

Semi-Annual Financial Report (SAFR)

Reporting Period *

Select reporting period

- 1st half

Upload file

Accepted formats: .docx, .doc, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .pdf, .ppt, .pptx
Maximum file size: 100 MB

☐ Add annex to this report

Notes (Optional)

Add any notes or comments about this document

Cancel Submit

- (f) Attach the completed SAFR report file.
- (g) (Optional) Attach one or more Annex files to provide supporting documentation.
- (h) (Optional) Enter any relevant information in the Notes field.
- (i) Review the information entered and click Submit.

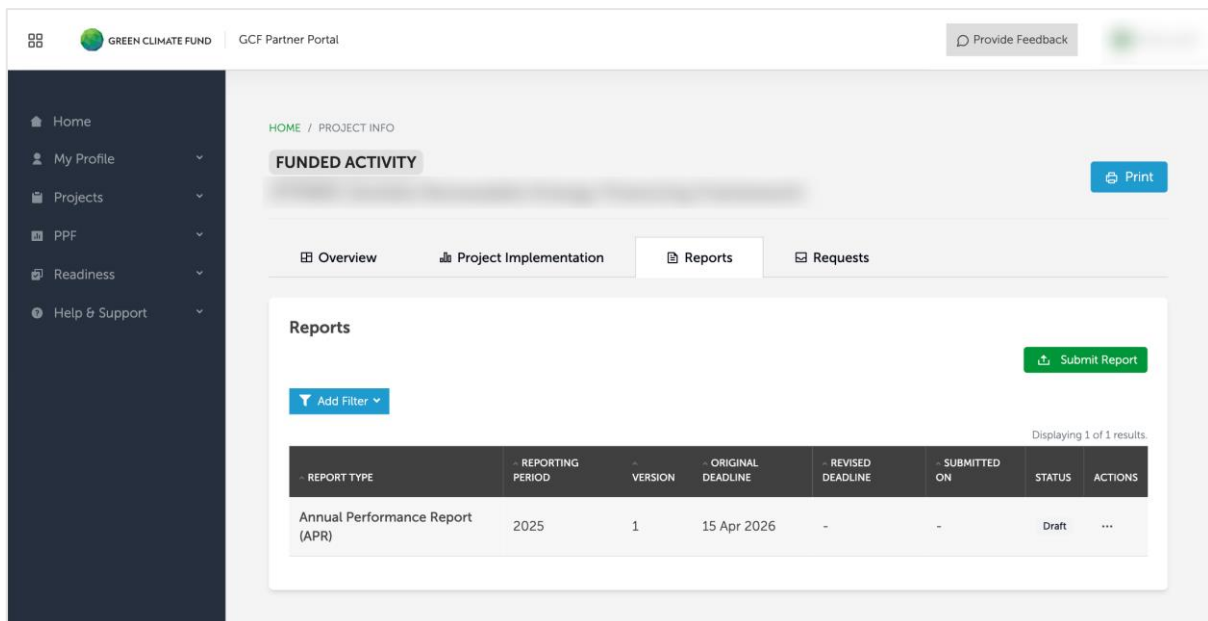
Once submitted, the SAFR is officially submitted to GCF and becomes available for review by the relevant GCF stakeholders.

7.2 Annual Performance Report (APR)

The Annual Performance Report (APR) is an annual reporting requirement for GCF Funded Activities that captures implementation progress, results, risks, and financial information to support GCF monitoring, oversight, and portfolio management.

To submit a Semi-Annual Financial Report (SAFR) for a Funded Activity:

- (a) Open the approved Funded Activity.
- (b) Navigate to the Reports tab.
- (c) Click Submit Report.

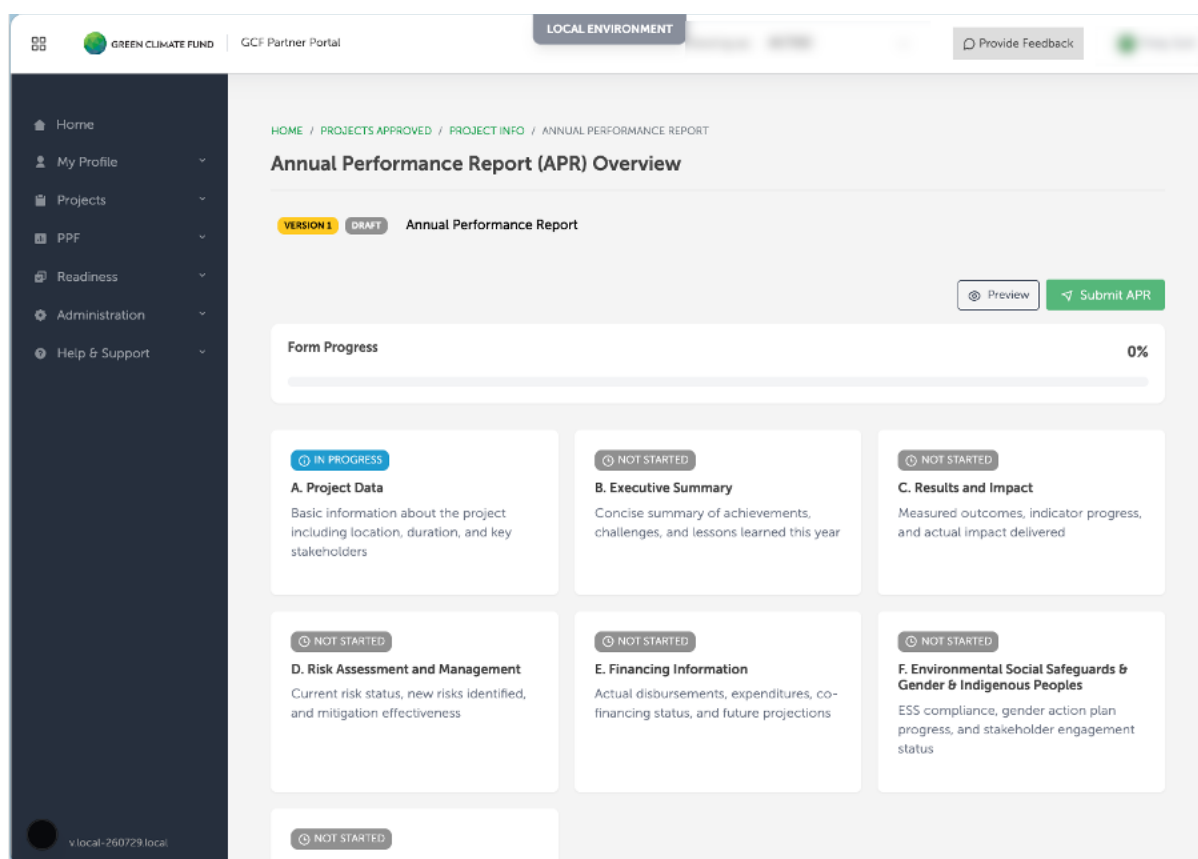
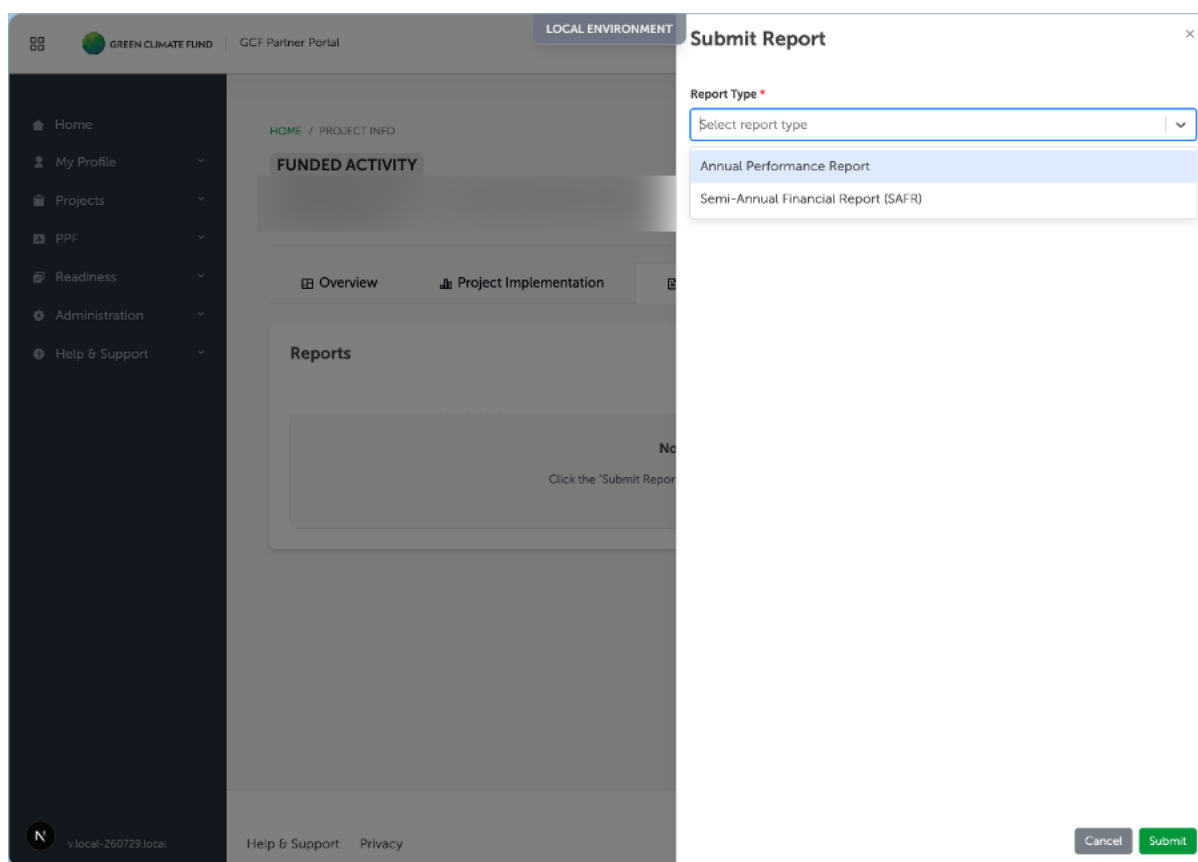


The screenshot shows the GCF Partner Portal interface. On the left is a dark sidebar with navigation links: Home, My Profile, Projects, PPF, Readiness, and Help & Support. The main content area has a header with 'HOME / PROJECT INFO' and a 'FUNDED ACTIVITY' section. Below this is a tabbed interface with 'Overview', 'Project Implementation', 'Reports' (selected), and 'Requests'. The 'Reports' tab displays a 'Reports' section with a 'Submit Report' button and an 'Add Filter' dropdown. Below the filters is a table with the following data:

REPORT TYPE	REPORTING PERIOD	VERSION	ORIGINAL DEADLINE	REVISED DEADLINE	SUBMITTED ON	STATUS	ACTIONS
Annual Performance Report (APR)	2025	1	15 Apr 2026	-	-	Draft	...

Displaying 1 of 1 results.

- (d) From the Report Type dropdown list, select APR and reporting period

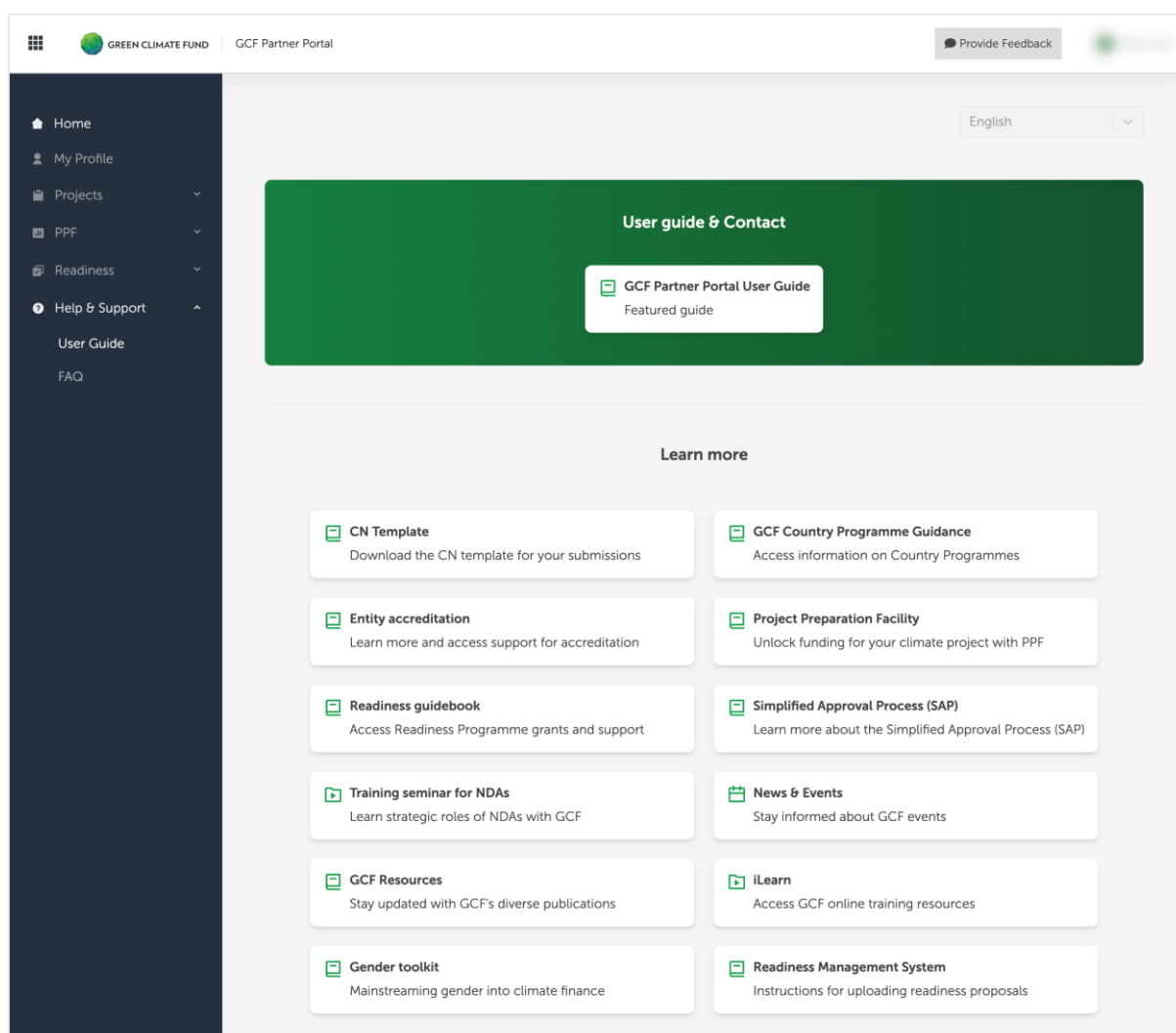


Once submitted, the APR is officially submitted to GCF and becomes available for review by the relevant GCF stakeholders.

VIII. Accessing guides and resources

The application includes a comprehensive help section designed to assist users in navigating the platform and making new submissions. Within this section, you'll find:

- (a) **Main User Guide:** Explains fundamental aspects of using the platform, including its purpose and how to submit projects.
- (b) **Useful Resources:** Helps countries and entities prepare various projects and enhances accessibility to GCF funding.
- (c) **Contact Form:** Allows countries and entities to directly communicate with the GCF for support.
- (d) **FAQs:** Provides answers to common questions and concerns.



The screenshot displays the GCF Partner Portal interface. At the top, the header includes the Green Climate Fund logo, the text 'GREEN CLIMATE FUND', and 'GCF Partner Portal'. A 'Provide Feedback' button is located in the top right corner. A language dropdown menu is set to 'English'. The left sidebar contains navigation links: Home, My Profile, Projects, PPF, Readiness, and Help & Support. Under 'Help & Support', the 'User Guide' and 'FAQ' links are visible. The main content area features a large green banner titled 'User guide & Contact' with a button for the 'GCF Partner Portal User Guide' labeled 'Featured guide'. Below this, a 'Learn more' section presents a grid of resource cards. Each card includes an icon, a title, and a brief description.

Learn more	
CN Template Download the CN template for your submissions	GCF Country Programme Guidance Access information on Country Programmes
Entity accreditation Learn more and access support for accreditation	Project Preparation Facility Unlock funding for your climate project with PPF
Readiness guidebook Access Readiness Programme grants and support	Simplified Approval Process (SAP) Learn more about the Simplified Approval Process (SAP)
Training seminar for NDAs Learn strategic roles of NDAs with GCF	News & Events Stay informed about GCF events
GCF Resources Stay updated with GCF's diverse publications	iLearn Access GCF online training resources
Gender toolkit Mainstreaming gender into climate finance	Readiness Management System Instructions for uploading readiness proposals