



**CARIBBEAN COMMUNITY
CLIMATE CHANGE CENTRE**

Building Resilience. Securing Our Future.

Climate Actions for Building Resilience in Coastal Communities (CABRIC) in the Caribbean

Annex 21 – CABRIC Operations Manual

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Last Modified by: Caribbean Community Climate Change Centre

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This report has been prepared for The Caribbean Community Climate Change Centre (CCCCC) – as part of the work to finalise the Funding Proposal Package for submission to the Green Climate Fund (GCF) for an Enhanced Direct Access (EDA) Funding Proposal titled, ‘Climate Actions for Building Resilience in Coastal Communities in the Caribbean (CABRIC Caribbean)’

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Acronyms

Acronym	Definition
AE	Accreditation Entity
AMA	Accreditation Master Agreement
CABRIC	Climate Actions for Building Resilience in Coastal Communities in the Caribbean
CANARI	Caribbean Natural Resources Institute
CARICOM	Caribbean Community
CBO	Community based organisations
CLO	Community Liaison Officer
CCCCC	Caribbean Community Climate Change Centre
CSO	Civil Society Organizations
DAE	Direct Access Entities
EDA	Enhancing Direct Access
EOI	Expression of Interests
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Safeguards
FAA	Environmental and Social Safeguards
GBV	Gender-based Violence
GCF	Green Climate Fund
GEDSI	Gender Equality, Disability and Social Inclusion
GESS	Gender, Environmental and Social Safeguards
GM	Programme Level Grievance Mechanism

GRM	Grievance Redress Mechanism
IP	Implementing Partners
JSIF	Jamaica Social Investment Fund
KMI	Knowledge Management and Information
LA	Local Authorities
LLA	Locally led adaptation
MEL	Monitoring, Evaluation and Learning
NDA	National Designated Authorities
NGO	Non-Governmental Organizations
RPCU	Regional Programme Coordination Unit
RSC	Regional Steering committee
SEAH	Sexual exploitation, abuse, or harassment
SEP	Stakeholder Engagement Plan
SGP	Small Grant Programme

Glossary

Accreditation Entity (AE)	Accredited Entities partner with GCF to implement projects. Guided by our investment framework and the priorities of developing country governments, Accredited Entities convert concepts into action.
Civil Society Organisations (CSOs)	Non-State, not-for-profit /& voluntary entities formed by people in the social sphere that are separate from the State and the market. CSOs represent a wide range of interests and ties. This is a broad term that can be used to include: Community based organisations, producer and resource user groups, research and academic institutions or organisations, professional bodies, regional or national non-governmental organisations.
Community based organisations (CBOs)	Non-profit, non-governmental, or charitable organizations that represent community needs, aiming to address local needs and improve the well-being of its residents. CBOs may be associated with a particular area of concern or segment of the community.
Enhanced Direct Access (EDA)	A term for the GCF Channels climate financing to grassroots organisations in developing countries. The objective of these facilities is to enhance country ownership of projects and programmes through a dedicated access window for Green Climate Fund's (GCF) Direct Access Entities (DAEs).
Expression Of Interest (EOI)	A formal statement expressing an organisation interest in a participating in the EDA facility
Grants Administrators	Organizations or entities with enough fiduciary capacities to be entrusted by the EE to implement the in-country programme. Taking responsibility of providing grants to the projects selected. One per country.
Grant Window	Specific, time-bound period when organizations or individuals can apply for funding (a grant) for specific programs or purposes, defined by set opening and closing dates, eligibility criteria, and funding rules, acting like an "open" period for applications.
Local authority	The entity responsible for managing a specific geographic area, including public service delivery and local planning.
Locally led adaptation (LLA)	Climate action approach that empowers local communities and actors (like community groups, local governments, NGOs) to lead their own climate resilience strategies, recognizing the value of local knowledge and expertise to address climate risk and ensures that local actors on the front lines of climate change have equitable access to power and resources to build resilience.
Non-governmental organization (NGO)	Defined as a non-profit organization, group or institution that operates independently from a government and has humanitarian or development objectives.
On granting facility	A facility for accessing grants through a designated funding window and application process.
Regional Programme Coordination Unit (RPCU)	Small number of staff from an entity that supports the implementation of the programme, as well as coordinating the monitoring, evaluation, reporting, and learning processes
Regional Steering committee (RSC)	A steering committee is a group of individuals, ideally from diverse backgrounds, who are tasked with overseeing large-scale projects, programs, or organizational initiatives. Typically composed of senior leaders and subject matter experts, these committees ensure projects align with organizational goals. For CABRIC it composes of each of the country NDAs, CCCCC and CANARI. The group provides oversight for the programme, meeting biannually.
Regional Technical Advisory Panel	The body of technical experts from the region to operate as a pool of expertise to draw from for capacity support at project development, implementation and monitoring and evaluation stages of the project implementation.

1. Background

The programme “***Climate Actions for Building Resilience in Coastal Communities in the Caribbean (CABRIC Caribbean)***” aims to programme aims to address coastal climate risks in Caribbean countries through directly funding grassroots adaptation interventions in the two thematic areas **gender transformative livelihood security** and **health, wellbeing and social resilience**. The programme will establish a locally led adaptation grant facility that makes significant contribution to institutional capacity building from climate risk and vulnerability analysis to prioritisation of sub themes to sub grant application to implementation and on to monitoring. In coordination with project activities, this facility will address key barriers such as a lack of programmatic adaptation planning, limited institutional and technical capacity, data deficiencies, funding constraints, and insufficient civil society engagement and awareness. Overall, the project will promote and finance climate actions for building resilience in coastal communities in the Caribbean for **51,559 direct beneficiaries** (of which 27,563 are female), and **931,323 indirect beneficiaries** (of which 470,984 are female).

Component 2 of this programme “*Grant Facility for Community Based Adaptation Measures*” will implement a Grants Facility, to provide financial and technical support to civil society organizations (CSOs) including community based organisations, national and regional non-government organisations (NGOs), resource user groups, professional associations, and academic and research institutions and Local Authorities in the five participant countries (Bahamas, Belize, Grenada, Jamaica, and Saint Lucia) for locally led adaptation interventions aligning to CABRICs thematic areas.

Given the programme characteristics, this document serves as the CABRIC Operations Manual (OM) and provides detailed information on the operationalization of the CABRIC grant mechanism.

The delivery of the project grants falls under the overarching fiduciary oversight of the Caribbean Community Climate Change Centre (CCCCC) acting as the Accredited Entity (AE). However, the grant facility is operationalized on a day-to-day basis through devolved **National Executing Entities (National EEs)**—acting as Grant Administrators—in each participating country. To ensure a robust pipeline, overarching programmatic capacity-building support is led by the Caribbean Natural Resources Institute (CANARI) (Note: CANARI does not manage or disburse sub-grant finance).

The designated National Executing Entities (Grant Administrators) are:

- **Belize:** Belize Fund for a Sustainable Future (Belize Fund)
- **Jamaica:** Jamaica Social Investment Fund (JSIF)
- **The Bahamas:** Bahamas Protected Areas Fund (BPAF)
- **Grenada:** Grenada Investment Development Corporation (GIDC)
- **Saint Lucia:** Saint Lucia Development Bank (SLDB)

It should be noted that all designated Grant Administrators have been nominated by their respective National Designated Authorities (NDAs). JSIF and SLDB are GCF DAEs. The Belize Fund, BPAF and GIDC are fully established organisations. All Grant Administrators will have finalized targeted fiduciary capacity assessment by CCCCC prior to the disbursement of sub-grant funds.

This Operations Manual (OM) provides the overarching framework for all countries and will be tailored during the programme’s inception period to align with the specific requirements and procedures of CCCCC and each Grants Administrator. The implementation arrangements for CABRIC Caribbean are shown in the following diagram.

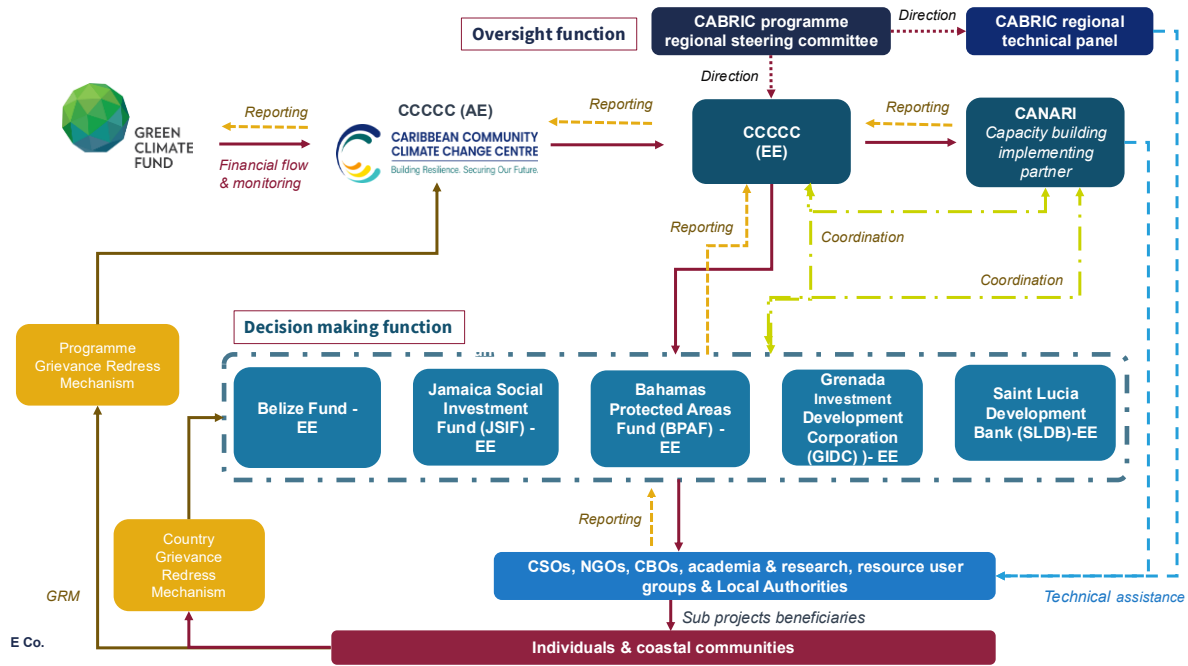


Figure 1: CABRIC Caribbean Implementation arrangements

2. CABRIC grants facility

2.1 Overview of Institutional Arrangements

To ensure robust fiduciary oversight, efficient execution, and genuine community ownership, the CABRIC grant facility operates through a tiered governance structure. To maintain strict Green Climate Fund (GCF) compliance, this structure legally separates the entities that execute the funding from the committees that approve the funding.

Table 1: Key Implementing Organisations

Organisation / Legal Entity	Programme Role	Core Responsibilities & Legal Function
Caribbean Community Climate Change Centre (CCCCC)	Accredited Entity (AE) & Lead Executing Entity (EE)	Holds ultimate fiduciary responsibility to the GCF (signs the AMA). Manages overarching flow of funds, signs Subsidiary Agreements with the National EEs, and legally employs the RPCU staff. GRM Appeals and oversight rights.
Grant Administrators (National EEs) <i>(Belize Fund, JSIF, BPAF, SLDB, GIDC)</i>	National Executing Entities	The formal legal entities in each country executing Component 2. They hold the segregated CABRIC bank accounts, sign the binding Contract Agreements directly with Grant Recipient, and disburse the funds.

Organisation / Legal Entity	Programme Role	Core Responsibilities & Legal Function
Caribbean Natural Resources Institute (CANARI)	Technical Partner/Service Provider	A contracted technical partner executing Component 1. Provides regional capacity building, M&E training, and proposal write-shops. <i>(CANARI does not manage, hold, or disburse any sub-grant capital).</i>
National Designated Authorities (NDAs)	Government Focal Points	The official national government entities (e.g., Ministries of Environment/Finance) that issue the No-Objection Letters and ensure all CABRIC funding aligns with sovereign climate policies.

Table 2: Project governance and decision-making bodies/ committees

Governance Body / Committee	Composition (Who sits on it)	Core Authority & Decision-Making Power
Regional Steering Committee (RSC)	Representatives from the 5 NDAs, CCCCC, CANARI, and rotating civil society members from the National Boards.	Strategic Oversight (Non-Grant): The highest programmatic oversight body. Resolves high-level issues and ensures GCF alignment. <i>Does not approve day-to-day sub-grants.</i>
Regional Programme Coordination Unit (RPCU)	Project staff hosted and employed by CCCCC (Regional Programme Manager, Programme Financial Specialist, Admin Specialist, MEL Specialist, GEDSI Specialist, ESS Specialist, Procurement Specialist, and Communications Specialists).	Day-to-Day Regional Management: The engine of the programme. Consolidates the 5 national grant portfolios, manages the regional M&E reporting, and runs the overarching project administration. Step in Rights: Reviews approved grants to ensure compliance with the Operations Manual (OM) and the Project Selection Criteria. Project GRM Host: Reserves the right to make recommendation on grant award an underperformance decision based on investigation of complaints received.
Regional Technical Advisory Panel	Independent regional experts (agriculture, fisheries, engineering) and academic representatives.	Advisory & Quality Assurance: Functions strictly in a non-binding, advisory capacity. Provides strategic guidance to the RPCU and reviews highly complex grant proposals upon request. Provides technical support via Community Resilience Support Centre (requests).

Governance Body / Committee	Composition (Who sits on it)	Core Authority & Decision-Making Power
National Boards (or <i>National Climate Change Committees</i>)	Senior leadership of the National EE, NDA reps, and mandatory rotating seats for local CSO/CBO leaders.	Binding Final Approval: The ultimate fiduciary and approval authority at the country level. Reviews technical recommendations and holds the formal power to approve sub-projects for contracting. This is subject to RPCU step-in rights.
National Grant Committees	Technical and fiduciary staff embedded within the National EEs.	Technical Screening (Non-Binding): Conducts the hard technical, financial, and safeguards screening of applications. Provides a ranked list of funding recommendations to the National Board.
Regional Community Resilience Support Centre	Coordinated by CCCCC and the RPCU	Proposal Facilitation: Operates on-demand to assist low-capacity grassroots groups with navigating the application process, conducting participatory CRVAs, and understanding GCF standards.

To ensure maximum effectiveness and eliminate duplication of efforts, the CABRIC governance structure strictly separates execution, technical scoring, and final oversight into distinct, non-overlapping functions:

- Day-to-Day Execution & Community Resilience Support Centre (: Fully devolved to the National Executing Entities (Grant Administrators).
- Technical Scoring: Conducted exclusively by the National Grant Committees (as technical reviewers), who make funding recommendations.
- Final Approval & Oversight: Retained exclusively by the National Boards (as final approvers), who ensure strategic alignment but do not re-score proposals.
- Overarching Fiduciary Control: Held solely by CCCCC (the Accredited Entity) to ensure GCF compliance across all countries.

2.2 Structure

As an accredited Direct Access Entity (DAE) of the GCF, the CCCCC is authorized to perform the core fiduciary functions. These include managing small-scale initiatives, adhering to Category B environmental and social (ESS) standards, and maintaining essential financial standards, such as project management and grant awarding. Similarly, CCCCC will act as the Accredited Entity (AE) to this programme. In its role, will retain the overall responsibility for the programme's oversight, including its preparation, implementation, financial management and procurement. The programme will be named the '***Climate Actions for Building Resilience in Coastal Communities in the Caribbean (CABRIC Caribbean)***', and will include a mechanism of financing for CSO, CBOs, NGO and Local Authorities to develop their own locally led country projects via **Grant Facility**, operated by Grant Administrators serving as National Executing Entities (National EEs). The overall structure of regional grant administration and national level grant operation shall be known as the 'CABRIC grants facility', shown in *Figure 2*

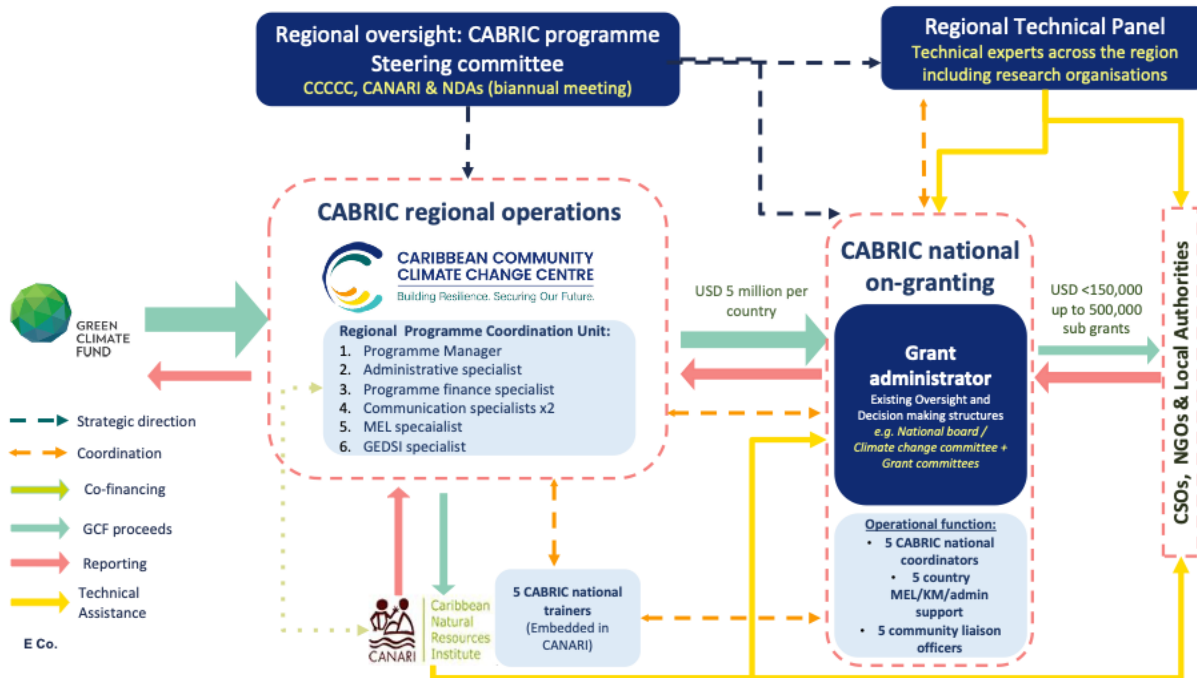


Figure 2: Diagram of the different functions of grant facility

The CABRIC grants Facility is designed to enhance country ownership by empowering local actors to address their climate needs through their own proposed solution. The mechanism will operate across five countries and will be managed through a multi-level governance structure that ensures both regional coherence and national-level decision-making. The mechanism will build on the existing structures of the Grants Administrators for each of the five countries and will operate with four levels of functions (oversight level, technical support, decision making, and operational).

The structure is designed to separate key functions to avoid conflicts of interest and ensure a clear flow of accountability. It operates with the primary functional levels:

OVERSIGHT

- **Regional Oversight:** A Regional Steering Committee (RSC) provides overall strategic guidance, ensures alignment with GCF requirements, and resolves programme-wide issues. The RSC will be composed of members of CCCCC, CANARI and the country NDAs. The RSC will hold biannual meeting, to review the portfolio's high-level performance and set targets for subsequent calls for proposals.
- **National oversight:** The board level of the grant administrator shall include members of country NDAs, which will oversee that the EOI, the project proposal, and the projects approved are in line with national priorities and the interventions proposed meet the needs of beneficiaries in the target areas. Where an existing board is not present with NDA representation, a national Climate Change Committee can act in this function for final approval of grant approval.

TECHNICAL SUPPORT

- **Regional Technical Advisory Panel:** This panel consists of a set of technical experts recruited at the start of the programme implementation (this panel will include members of research associations) who brings high-level expertise and to technical advice to review and validate technical documents and project proposals, validating their feasibility and overall alignment. They also are a technical resource to be called upon at a national level for project development and implementation.

COUNTRY IMPLEMENTATION

- **Grant Administrators:** These serve as the essential national link between the RPCU and local entities (CSOs, NGOs, and Local Authorities). As Grant Administrators, their primary mandate is the fiduciary management and distribution of grants, ensuring that all projects align with thematic goals and GEDSI standards. The entities referred to throughout this manual as Grant Administrators legally serve as the National Executing Entities (National EEs) for the CABRIC programme. They operate under the fiduciary oversight of CCCCC (the Accredited Entity).
- **National Decision-Making:** Composed of the Grant Administrators. These are responsible for all grant selection and approval. The approval process will be managed through their own decision-making boards and committees, where needed the Grant Administrators can be supported by the regional technical advisory panel.

OPERATIONAL

Regional Programme Coordination Unit: Hosted by the CCCCC, this unit is responsible for coordinating overall programme execution at the regional level. The unit will comprise a Regional Programme Manager, an Administrative Specialist, a Programme Financial Specialist, two Communications Specialists, a GEDSI Specialist, and a Monitoring, Evaluation, and Learning (MEL) Specialist, an ESS Specialist and a Procurement Specialist.

- **National management:** The national coordinator, who is embedded in the Grant Administrator, serve as the main manager of the national operationalisation of the CABRIC Grants Facility. The national coordinator with a cross-organisational team supports at a national level the implementation, monitoring, communication, engagement, workshop delivery, learning and other knowledge sharing services and products. The supporting team integrates staff from CANARI, M&E, GEDSI and communication officer.

Legal Agreements

To govern the flow of funds and enforce this Operations Manual, the CABRIC programme utilizes a centralized contractual model:

- **Subsidiary Agreements:** The National Executing Entities (Grant Administrators) will not enter into binding horizontal legal agreements with one another. Instead, CCCCC (as the AE) will sign a formal Subsidiary Agreement (serving as the Executing Entity agreement under the AMA) with each individual National EE and with CANARI.
- **Programmatic Coordination:** To prevent operational silos across the five target countries, programmatic coordination is strictly enforced through the Regional Steering Committee. All National EEs and CANARI are mandated to participate in this overarching body, which serves as the central hub for decision-making, knowledge sharing, and portfolio harmonization.

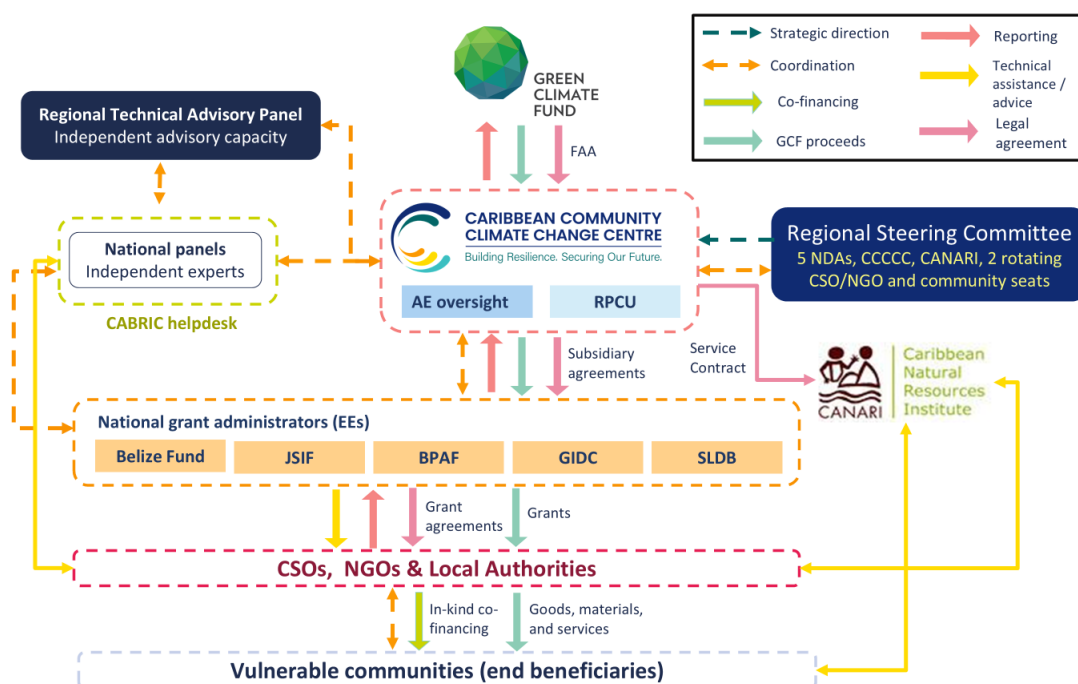


Figure 3. Legal agreements

2.3 Key Programme Roles and Responsibilities

The CABRIC EDA Programme operates through a multi-partner structure, with each organisation holding distinct roles and responsibilities to ensure effective governance, execution, and implementation.

To ensure strict compliance with GCF fiduciary standards and avoid any conflict of interest, CCCCC maintains a rigid functional separation between its role as the Accredited Entity (AE) and its role as the Regional Executing Entity (for Components 1 and 3).

- **Execution:** The day-to-day execution of regional activities is handled exclusively by the dedicated CABRIC Programme Management Unit (PMU/RPCU).
- **Oversight:** Overarching fiduciary oversight, compliance monitoring, and formal GCF reporting are managed independently by CCCCC's internal audit, finance, and compliance departments, which sit outside the PMU structure.
- **Accredited Entity (AE): Caribbean Community Climate Change Centre (CCCCC):** As the AE, the CCCCC is the primary signatory to the funding agreement with the GCF. It holds the ultimate fiduciary responsibility for the entire programme, ensuring that all activities and financial disbursements comply with GCF policies and standards. The CCCCC is responsible for overall programme oversight and reporting to the GCF.
- **Regional Executing Entity (EE): Caribbean Community Climate Change Centre (CCCCC):** In a dual capacity, the CCCCC also serves as the programme's lead Executing Entity. In this role, it is responsible for the day-to-day execution and management of the programme. This includes hosting the EDA Regional Programme Coordination Unit (RPCU), entering into legal agreements with the Grants Administrators, managing the overall programme budget, and ensuring the coordination of all programme components. The two functions of CCCCC, will be kept separate by discrete personnel and hierarchical oversight of the AE function.

- **Grant Administrators (National Executing Entities):** The CABRIC programme utilizes national institutions to serve as the Grant Administrators (National Executing Entities). These partners are responsible for implementing specific components of the programme. The designated and nominated Grant Administrators for the five target countries are:
 - Belize: The Belize Fund for a Sustainable Future (Belize Fund)
 - Jamaica: Jamaica Social Investment Fund (JSIF)
 - Bahamas: the Bahamas Protected Areas fund (BPAF)
 - St Lucia: Saint Lucia Development Bank (SLDB)
 - Grenada: Grenada Investment Development Corporation (GIDC)

These Grant Administrators are the primary grant-making bodies at the national level. Their core responsibility is to manage the full grant cycle within their respective countries. This includes publicising calls for proposals, screening applications, managing the national-level decision-making process through their established boards and technical committees, disbursing funds to successful grantees, and overseeing the monitoring and reporting for their country's project portfolio.

Capacity-Building Regional Capacity Building partner (Caribbean Natural Resources Institute – CANARI): CANARI serves as a cross-cutting technical partner focused on capacity building across all five participating countries. CANARI serves as a contracted service provider to CCCCC under a performance-based service contract. Its staff, including the national-level Capacity Building Officers, are CANARI employees managed under CANARI's own organisational structure. CANARI does not exercise implementation discretion over GCF proceeds and is not classified as an Executing Entity for AMA/FAA purposes.

Its primary roles is to provide technical assistance, training, facilitate peer to peer learning and other skill and knowledge sharing initiatives and to facilitate participatory Climate Risk and Vulnerability Assessments (pCRVAs) that ultimately inform investment areas per country. CANARI coordinates with the Grant-Administrators to support the grantees (CSOs, NGOs and Local Authorities) in building capacity for developing project proposals. This includes conducting community awareness sessions, co-facilitating “co-design write shops” with the national coordinator to help proponents develop high-quality proposals and strengthening the institutional capacity of local organisations. It ensures that all training materials, write-shops, and capacity-building interventions delivered to CSOs, NGOs, and LAs are directly informed by the baseline capacity assessments conducted during the programme inception phase. CANARI does not administer a national grant portfolio but rather executes the technical capacity-building component of the programme.

To ensure post-programme sustainability, the CABRIC Community of Practice must not operate as a temporary, standalone mechanism. It will be strategically integrated into existing, highly active regional civil society networks convened by CANARI to ensure the network remains active and self-sustaining beyond the lifespan of GCF financing.

- **National Designated Authorities:** National government institutions (refer to table 1, for the NDA for each country) serves as the national programme oversight to ensure that approved projects and overall grant priorities align with national priorities. These institutions are also responsible for addressing and resolving issues within their countries that have been flagged by the EEs.

Table 3. CABRIC countries NDAs

Country	NDA	Contact details
Bahamas	Office of the Prime Minister - Climate Change and Environmental Advisory Unit (CCEAU)	Mrs. Rochelle Newbold Special Advisor for Climate Change & Environmental Matters Rochellenewbold@bahamas.gov.bs Sir Cecil Wallace Whitfield Centre, Nassau, Bahamas
Belize	Ministry of Economic Transformation	Mr. Carlos Pol Chief Executive Officer ceo@med.gov.bz Sir Edney Cain Building, First Floor, Right Wing, Belmopan, Belize.
Grenada	Ministry of Climate Resilience, the Environment and Renewable Energy	Ms. Peron Johnson Permanent Secretary Ministry of Climate Resilience, the Environment and Renewable Energy ps@cre.gov.gd 4 th Floor, Ministerial Complex, Sir Eric M. Gairy Botanical Gardens St. George's, Grenada W.I., St. George's, Grenada Phone 1(473)440-0366
Jamaica	Ministry of Economic, Growth and Job Creation	Mr. Omar Alcock Senior Technical Officer Omar.alcock@megjc.gov.jm 16A Half-Way-Tree Road, Kingston 5, Jamaica
Saint Lucia	Ministry of Finance, Economic Development and the Youth Economy	Mrs Anita Montoute Permanent Secretary, Department of Sustainable Development anitamontoute.dsd@gmail.com 1 (758) 468 5840 1 st Level, Finance Administrative Centre, Pointe Seraphine, Castries, Saint Lucia

2.4 Oversight

2.4.1 The Regional Oversight Function: Regional Steering Committee

The CABRIC Caribbean programme Regional Steering Committee (RSC): Serves as the principal oversight body for the programme, responsible for providing strategic guidance and overseeing all aspects of programme management. The RSC will be chaired by representatives from the NDAs of the five participating countries, as well as members from CCCCC, and CANARI. This committee's role is to provide **strategic oversight, guidance, and high-level issue resolution**, not day-to-day grant approval.

To ensure grassroots perspectives feed directly into overarching programme decisions, the RSC will feature rotating civil society and community representation. These seats will be filled on a rotating basis by the CSO/NGO and community members currently serving on the five respective National Boards.

The RSC will provide strategic direction to the CCCCC as AE to oversight the overall programme implementation, ensuring the programme achieves its intended results. The RSC will meet twice a year, convened by the CCCCC. These meetings may be held virtually or in person, as needed. If the RSC cannot reach consensus on key decisions, the CCCCC representative will facilitate mediation to achieve consensus or propose a final decision to avoid implementation delays.

Specific responsibilities of the RSC include:

- Provide implementation guidance, strategic support and financial and procedural oversight to the programme.
- Provide strategic guidance and implementation oversight of the Grants Facility through review of progress and evaluation reports and provision of recommendations, unblocking programme issues, ensuring it remains within any specified constraints.
- Advise on major and minor amendments to the programme within the parameters set by CCCCC, as agreed with the GCF.
- Support coordination between various donor and government-funded in-country programmes and programmes.
- Ensure coordination with various government agencies and their participation in programme activities.
- Track, monitor and secure co-financing for this programme.
- Review the programme progress, assess performance, and appraise the Annual Work Plan for the following year.
- Provide directions and recommendations to ensure that the agreed deliverables are produced according to plans.
- Approve the programme Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses.
- Review the final programme report package during an end-of-programme review meeting to discuss lessons learned and opportunities for scaling up.
- For the Environmental and Social Safeguards (ESS) specific responsibilities of the RSC include: (i) providing guidance on programme risks related to ESS and agree on possible mitigation and management actions to address them; (ii) monitoring whether ESS risks are adequately monitored through review of programme progress reports; (iii) ensuring that ESS risk monitoring is integrated into Annual Work Plans; (iv) ensure that the programme's Inception Report, Mid-term Review and Terminal Evaluation reports include provisions for ESS and (v) review the final programme report package during

an end-of-programme review meeting to discuss lesson learned as they relate to the effectiveness of screening, tracking, and reporting on ESS risks.

- Ensure that discussions on expanding CABRIC phase 2, are held from half way through the programme timeline, and an action plan with clear goals set to determine the best case for each country; including grant and concessional loans or risk finance products for livelihood and social resilience initiatives in coastal communities.

For the operation of the Grant Facility, each of the Grant Administrators will follow this OM, however at the inception period of the programme implementation, the present OM will be tailored according to CCCCC requirements and based on pCRVA elaborated Climate Investment frameworks. With CANARI's support, this OM will also be further refined to streamline application processes ensuring fit for purpose application and screening requirements that allow for due diligence, but is not compounded with onerous requirements.

2.4.2 The National Oversight: National Board & National Grant Committee

The CABRIC grant facility will integrate with the existing structures of the Grant Administrators. While respecting their own governance and decision making, the CABRIC Grant Facility aims to align its operations with existing processes while maintaining a clear separation from other grant programmes this Grant Administrator may manage. The country NDAs are required to participate in the decision-making process, as their approval is essential for the grants awarded in each grant window. In cases where the NDA is not present, it is recommended to utilise existing Climate Change Committees to provide the biannual approval.

The National Grant Committee (The Technical Reviewers): This is the technical body embedded within the Grant Administrator (like the Blue Bonds Committee for the Belize Fund or the Grant Evaluation Committee for JSIF). They are the experts who read the proposals, score them, check the Environmental and Social Safeguards (ESS), and make the recommendation on whether to fund them.

The National Board (The Final Approvers): This is the national oversight body who receive the list of recommended projects from the Grant Committee, ensure the selection process was fair, followed the CABRIC Operations Manual procedures, verify that the projects align with national climate priorities, and give the final formal approval to sign the contracts.

At the country level, the National Boards are responsible for providing guidance and oversight for in-country projects, ensuring project results, addressing concerns, and reviewing the project evaluation list. Additionally, this board ensures strategic alignment with national priorities and the Grant Administrator's own institutional goals.

To ensure local voices are embedded in the final approval process, the National Board must include dedicated seats for civil society. At least one formal seat must be held by a representative from a local CSO/NGO, and at least one formal seat must be held by a representative from a target community group. To prevent elite capture, membership for these seats will rotate on a regular schedule across different local actors.

The National Boards will bi-annually review the aggregate funding allocations of awarded sub-projects against the programme's Thematic Portfolio Allocation Strategy. The Board is responsible for ensuring the country's portfolio does not fall below the mandatory 30% minimum funding floor for either Theme A or Theme B.

The National Boards will meet regularly to address any setbacks and make necessary decisions. If a National Board cannot reach consensus on key decisions, a representative of the RSC will facilitate mediation to achieve

consensus or propose a final decision to avoid implementation delays. Furthermore, the Secretaries of the national and regional boards will meet biannually to ensure correspondence and coordination.

Step in rights of the RPCU

The National Board shall have final selection and approval authority. However, all selections made by the National Board shall be subject to review by the AE (i.e., the RPCU), in its capacity as the AMA/FAA holder, to ensure compliance with the Operations Manual (OM), Climate Investment Programme and the Programme Selection Criteria. Where the RPCU determines that a National Board selection is inconsistent with the OM or the Programme Selection Criteria, the RPCU reserves the right to exercise its step-in rights and require the selection to be reviewed, revised, or reconsidered in accordance with the applicable requirements.

2.5 Technical Support

2.5.1 The Regional Technical Advisory Panel

To ensure technical consistency and promote regional learning, a Regional Technical Advisory Panel shall be established. This body will serve a critical advisory and quality assurance function for the programme, supporting both the CABRIC Caribbean RPCU and the Grants Administrators. Advice and recommendations from the Regional Technical Advisory Group will be determined by consensus. Should a consensus not be reached, the CCCCC representative will facilitate a final agreement on the advice to be provided. The Panel shall meet with the RSC for the second half of the biannual meeting, to advise on the knowledge sharing aspects of the programme and activities in the Component 3 that connect to the implementation knowledge of projects funding by Component 2.

The Regional Technical Advisory Panel functions strictly in an advisory, non-binding, and quality assurance capacity. Its primary role is to provide high-level technical guidance to the overarching programme; it does not possess the authority to make final funding decisions, approve sub-projects, or allocate grant capital.

Composition: Formal position on Regional Technical Advisory Panel will be through a selective process. Applications to be on the panel, that will have both voluntary duties and the potential for some paid technical support to grantees, will take place at the beginning of the programme. Members of the panel will have regional expertise across the thematic areas including:

- Climate smart agriculture
- Climate resilient Ecosystem based Approach to fisheries and aquaculture
- Ecotourism
- Nature based solutions
- Marine & Land Protected Areas
- Health services
- Community infrastructure resilience
- Last Mile Early Warning Systems

And cross cutting skills such as:

- Proposal drafting
- Project formulation
- Financial management
- Monitoring and evaluation systems
- Knowledge Sharing and learning systems

The panel should ensure that 33% of the members are from representatives of CABRIC country national and regional academic and research community. Members will serve in an advisory capacity and will operate independently of the day-to-day management of the RPCU.

Roles and Responsibilities: The primary function of this group is to provide high-level technical guidance, not to make final funding decisions on individual projects. Final grant approval authority rests with the Grant Administrators. The specific responsibilities of the advisory group include:

- **Providing Strategic Technical Guidance:** Advising the RPCU and the Programme Steering Committee on emerging technical issues, best practices in climate adaptation, and opportunities for innovation within the programme's thematic areas, and contribution to knowledge sharing and learning events
- **Ensuring Quality and Consistency:** Reviewing and providing recommendations on the technical screening tools, investment criteria, and M&E frameworks used by all Grant Administrators to ensure a consistent standard of quality across the five countries.
- **Serving as an Expert Review Panel:** Upon request from an IP's National Board, the group may provide an independent, third-party technical review for particularly large, complex, or innovative project proposals to assist the national decision-making process.
- **Fostering Knowledge Sharing:** Actively promoting and facilitating peer-to-peer exchanges, inter- and intra-country collaboration, and cross-learning opportunities among the Grant Administrators and grantees. This includes identifying project synergies and lessons that can be transferred between countries, thereby supporting the knowledge sharing and public awareness objectives of Component 3.

The group's primary function is to provide high-level technical guidance. It will advise the RPCU on developing and refining the technical screening tools and investment criteria used by all Grant Administrators, ensuring a consistent standard of quality and alignment with GCF criteria across the five countries. The advisory group will convene bi-annually to review overall technical progress and provide strategic guidance.

To avoid any conflict of interest, staff of CANARI (which supports proposal development under Component 1) and staff of the CCCCC RPCU will not serve as formal members of the Panel, although they may be invited to present information or provide briefings

2.5.2 CABRIC Community Resilience Support Centre (helpdesk)

The CABRIC Helpdesk is a virtual technical and administrative support service managed by the RPCU, providing on-demand assistance to approved grantees throughout the sub-project lifecycle. It is not an outsourced or standalone structure; its functions are embedded within the operational mandate of the RPCU and delivered through a combination of regional and national personnel.

Access and triage

Grantees access the Helpdesk via their National Coordinator, who serves as the primary point of contact. The National Coordinator logs the request, conducts an initial assessment, and submits it to the RPCU. The RPCU triages incoming requests and assigns them to the appropriate specialist based on the nature of the support required. National Coordinators are required to maintain a log of all Helpdesk requests, tracking the volume of requests received, the thematic area of support provided, resolution times, and grantee satisfaction scores. This data is submitted to the RPCU on an annual basis and informs adaptive management of the Helpdesk's resource allocation.

Scope of support

The Helpdesk provides support across both technical and administrative domains, including but not limited to: ESS compliance and safeguards implementation, GEDSI integration and gender action plan delivery, financial management and reporting, procurement, M&E and participatory data collection, community engagement and stakeholder consultation, and technical guidance on climate-resilient design and implementation. Support may be delivered remotely (via email, phone, or the CABRIC grant facility portal) or through in-person site visits coordinated by the National Coordinator.

Roster of experts

The RPCU maintains a roster of specialists available to respond to Helpdesk requests. This roster includes: RPCU Specialists; CANARI technical experts, or members of the technical panel who may be drawn upon for capacity-building, community engagement, and participatory methodology support where their expertise is relevant to the specific implementation challenge; members of the national technical panels, recruited during the inception phase for their thematic expertise in CABRIC intervention areas; and independent consultants or institutional partners engaged by CCCCC on a task-specific basis where specialised expertise is required beyond the existing roster. CANARI will not be included on Helpdesk roster and does not constitute a role in grant appraisal, approval, or portfolio management..

Capacity bridging

The Helpdesk serves a dedicated function in bridging capacity gaps for grantees assessed as lower-capacity during the institutional readiness process under Component 1 of the programme. This includes facilitating mentorship pairings between higher-capacity and lower-capacity grantees based on thematic alignment and geographic proximity, deploying specialists to facilitate or attend community engagement meetings during implementation, providing standardised tools for participatory monitoring, data collection, and community feedback, and mobilising additional logistical or financial resources to support grantee-convened community stakeholder meetings where needed.

Semi-annual site visits

In addition to on-demand support, the Helpdesk coordinates semi-annual site visits to active sub-projects. These visits are conducted by the National Coordinator in collaboration with the relevant RPCU Specialist or roster expert and serve as both a performance monitoring and a technical support function. Findings from site visits feed into the performance assessment process (Activity 1.3.3.2).

2.6 Country implementation

2.6.1 Grant Administrators

Grant Administrators, which are legally established organizations in each country, act as a crucial link between the RPCU and the CSOs, NGOs and Local Authorities. Their main role is to manage and distribute grant funding to local groups, ensuring projects are aligned with the correct thematic areas and incorporate a GEDSI approach. Under the guidance of the RPCU, Grants Administrators will first screen project EOIs to make sure they meet all requirements, including the GEDSI framework. For this last assessment, a GEDSI and an ESS expert will be brought in to help with the overall ESS screening process. The Grant Administrators will confirm that the project proposal do not have any overlap with other ongoing projects in the country.

To manage the Grants Facility each Grant Administrators will have a **national coordinator, community liaison officer**, and an additional **Administrative Officer** who will work closely with the RPCU. This structure ensures a high level of capacity to handle the fund's finances and allows the RPCU to effectively oversee the implementation of partner work plans. The initially identified Grant Administrators for this programme are:

1. **The Belize Fund:** is a private conservation trust fund established, on 8 March 2022, through the Conservation Funding Agreement under the Blue Bonds to support government and non-government partners, focused on Belize's coastal and marine resources. The Belize Fund disburses grants to non-government partners involved in conservation efforts, scientific research, climate change adaptation activities and blue businesses. It also allocates funding to the Government of Belize to implement and achieve its conservation commitments. The Belize Fund works as a partner with the Government of Belize to ensure long-term sustainable financing for a resilient and vibrant blue economy for our country and people. Under this programme, The Belize Fund will act as an Grants Administrator for Belize.

While the Belize Fund's domestic operational manual historically capped domestic grants at \$500,000 BZ, the fiduciary risk of administering larger CABRIC grants (up to \$500,000 USD) will be mitigated through disbursements. CCCCC (as the Lead EE/Accredited Entity) will not transfer the full country allocation upfront. Instead, CCCCC will disburse funds to the Belize Fund in staggered tranches. The release of any subsequent tranche is strictly conditional upon the Belize Fund submitting satisfactory financial reporting and demonstrating verifiable utilization of the previous tranche.

2. **Jamaica Social Investment Fund (JSIF):** was established in 1996 as a key part of the Jamaican government's national strategy to reduce poverty. It was designed to provide loans and grants for small-scale, community-based projects across the island. JSIF specializes in several key areas, including infrastructure, disaster risk reduction, agriculture, health, education, livelihoods, and tourism. The fund's primary goal is to empower local communities and strengthen the country's ability to implement effective programs that address critical issues like poverty, crime, environmental concerns, disaster risk, climate change, and the needs of vulnerable groups. JSIF is accredited with the GCF.
3. **The Bahamas Protected Area Fund,** is a body corporate established by the Bahamas Protected Areas Fund Act (No. 28 of 2014), with operational independence from government, serves as the Grant Administrator for the Bahamas
4. **The Grenada Investment Development Corporation (GIDC) ,** is a statutory body established through an Act of Parliament (Act No. 30 of 2016), is responsible for supporting local MSME sector.
5. **The Saint Lucia Development Bank (SLDB)** is a body corporate established by the Saint Lucia Development Bank Act (No. 12 of 2008) and wholly owned by the Government of Saint Lucia, serves as the Grant Administrator for Saint Lucia.

Operational details and national board structures for BPAF, SLDB, and GIDC will be integrated into this manual following the finalization of formal capacity assessments.

2.6.2 Fiduciary Assessment of Nominated Grant Administrators

The Financial Management Capacity Assessment conducted by CCCCC reviewed the financial and management systems of the grant administrators in detail, including their fiduciary controls, accounting procedures, procurement practices, and overall institutional capacity. The assessment concluded that the entities demonstrate strong financial and management capacity to support the effective implementation of the CABRIC grant facility, particularly in relation to transparency, accountability, and operational readiness.

All entities have been formally nominated by their respective National Designated Authorities (NDAs), reflecting national endorsement of their suitability to participate in the program. As the Accredited Entity (AE), CCCCC maintains overall oversight of program implementation in accordance with the Funding Activity Agreement

with the Green Climate Fund (GCF). This includes responsibility for ensuring fiduciary compliance, monitoring performance, and safeguarding the effective and efficient use of resources.

Should any selected Grant Administrator not meet the required fiduciary standards under the Financial Management Capacity Assessment, the Accredited Entity will implement an appropriate contingency mechanism. This could include a time-bound capacity strengthening plan, the designation of an alternative qualified entity to assume grant administration and fiduciary responsibilities, or the reassignment of fiduciary functions to the Accredited Entity (AE), while technical implementation remains with the selected entity, as appropriate. Additionally, in its capacity as the AMA/FAA holder for the GCF, the CCCCC will conduct a familiarization workshop for Grant Administrators on its procurement and financial policies.

Table 4. Procurement criteria

Criteria	Description	Specific requirement
Legal & financial stability	The organization must provide evidence of valid legal registration and the right to operate within the specific country of implementation (Bahamas, Grenada, or Saint Lucia). It must demonstrate financial stability and autonomy through the submission of audited financial statements for the last three (3) fiscal years.	• Must meet CCCCC's Exclusionary Criteria: The entity must certify it is not bankrupt, involved in criminal activities, or on any UN/World Bank sanctions lists,. • Government-owned enterprises must demonstrate legal and financial autonomy and operation under commercial law. • Proof of tax compliance and social security contributions in the country of operation.
Fiduciary capacity	The organization must demonstrate a robust internal control framework capable of managing GCF proceeds, specifically dealing with on-granting mechanisms. This includes the capacity to manage tranche-based disbursements, track co-financing, and enforce anti-corruption measures.	• Demonstrated ability to disburse funds in tranches based on milestone verification. • Evidence of accounting systems capable of segregated reporting for donor funds. • Adherence to policies on Prohibited Practices (anti-fraud, anti-money laundering, and combating financing of terrorism) as defined in the CCCCC Procurement Framework
Past experience	The organization must demonstrate a proven track record of at least five years managing and distributing grants to Civil Society Organisations (CSOs), NGOs, and Local Authorities (LAs) within the Caribbean region. Critical to this criterion is local presence and the capacity for rapid mobilization.	• Evidence of an established operational base in the target country to facilitate close liaison with beneficiaries and the National Designated Authority (NDA),. • Specific experience working with grassroots actors (CSOs, NGOs, LAs) to build capacity and oversee project implementation, • Demonstrated ability to rapidly deploy the National Coordinator and administrative staff upon contract signature

E&S Safeguards Competency	The organization must demonstrate the institutional capacity to implement the CABRIC Environmental and Social Management Framework (ESMF) and Gender Action Plan (GAP). This goes beyond compliance; it requires active screening and management of risks.	• Ability to conduct E&S screening of sub-projects to categorize risks (Category B or C) and ensure no Category A (high risk) projects are funded. • Capacity to operate Tier 1 of the Grievance Redress Mechanism (GRM), including receiving, registering, and addressing complaints at the local level. • Demonstrated experience in implementing gender-responsive projects and the ability to ensure at least 50% of grantees are women-led organizations, as mandated by the Gender Action Plan.
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Following the evaluation, organizations that meet all specified criteria will proceed to the formalization phase. This involves signing a performance-based contract or Letter of Agreement (LoA), which incorporates mandatory GCF clauses, such as audit rights and prohibited practices.

2.6.3 National Decision-Making Function: Grant Administrators

The National EEs acting as Grant Administrators are responsible for reviewing the EOIs and project proposals at each Grant window. The programme will leverage the existing decision-making structure of each Grant Administrator. However, it is recommended that the five countries align their joint for proposals within a synchronized two-month period to accommodate to the timing of the Regional Steering Committee. Where existing grant committees do not have the expertise to review the projects across all the thematic areas, it is required that the Grant Administrator draws in this expertise through national tender, or via the regional technical advisory panel. Table 5 shows the specifics structures of the existing grants manuals for each IP (Belize Fund, JSIF, BPAF, SLDB, JIDC).

Table 5: Key features of proposed grant administrators

Grant administration	National board	Grant Process	Other relevant features
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Belize Fund	The Belize Fund Board of Directors serves as the principal approval authority, which receives recommendations from the Blue Bonds Committee.	The Blue Bonds Committee operates as a technical body responsible for the review and scoring of all applications under both the Grants Award Program and the Government Strategic Allocation. The committee is comprised of experts who review proposals submitted under those mechanisms	Employs two funding mechanisms: • The grant award program: Support eligible non-government entities, including Small, Medium, and Large Grants (up to BZ\$500,000). • Government Strategic Allocation: Directly supports the Government of Belize in fulfilling the specific conservation commitments detailed under the Conservation Funding Agreement. The grants manual also includes a dedicated funding mechanisms for quick financial support during national emergencies, such as natural disasters or coral disease epidemics (Emergency Response Grants).
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JSIF	Shortlisted proposals that are recommended by the Grant Evaluation Committee for funding proceed through a sequence of internal JSIF committees for further approval. They are presented first to the Social Review Committee, then to the Management Review Committee, and finally to the Board for final approval and sign-off.	The Grant Evaluation Committee is responsible for reviewing project proposals submitted to JSIF to receive grants from funds like the Climate Funds or other financial partners and donors. Composed of at least four members representing four key assessment aspects: Fiduciary & Administrative, Technical, Environmental and Social and Gender. The committee is chaired by the Executive Secretary of the JSIF and is composed mainly of JSIF staff, supplemented by external experts if necessary.	The JSIF approves grants and projects through its Community Based Contracting for interventions aimed at community-based socioeconomic infrastructure and social services. The project generally falls into two board categories: • Infrastructure Projects: These projects involve physical construction and repairs. The manual outlines procedures for procuring minor works/repairs and contracting for new construction or rehabilitation. • Social Services Projects: These projects are typically non-infrastructure related including community-based activities.
Bahamas Protected Areas Fund (BPAF)	Structured governance under the November 2025 Organizational Chart and Roles Summary: 11-member Board (Government minority) with 4 Board Committees (Executive/Nominations/Ethics/Procurement; Finance & Fundraising; Audit; Grants Review), ED with three functional directors (Programs; Finance & Operations; Philanthropy), and independent Compliance & Ethics Officer with dual reporting to Audit Committee and Executive Committee.	BPAF has a comprehensive grant management framework, grounded in its Grants Framework Policy Manual and supported by SUBMITTABLE. Its two-stage application process includes eligibility, AML/KYC, and ESMS screening at concept stage; independent weighted scoring by the Grants Review Committee; and tranche-based disbursements linked to progress reporting.	BPAF would implement CABRIC through its existing structure, drawing on Programs, Finance and Operations, and the independent Compliance and Ethics Officer for safeguards, GRM, and AML/CFT oversight. Governance would be provided by the Grants Review Committee, Executive Committee, and Audit Committee.
Saint Lucia Development Bank (SLDB)	To be confirmed during the fiduciary assessment phase		

Grenada Investment Development Corporation (GIDC)	GIDC is governed by a board of 5-10 members based on the GIDC Act. Grants go through a multi-stage review with independent committee decision ensures no single officer approves grants. Eligibility criteria clearly documented and communicated to all applicants.	GIDC uses a documented Grant Manual that is adapted to the requirements of the funding programme. Operational tools include grant manual; procurement plan; annual work plan; approved budget documents; risk register; narrative reporting templates; financial reporting templates; and baseline assessment tools. Financial reporting uses project-specific financial report templates aligned to donor requirements.	GIDC delivers its mandate through four main functional areas: investment promotion and facilitation, business and enterprise development, management of industrial parks and business facilities, and corporate support services. The organization works closely with investors, micro, small and medium-sized enterprises (MSMEs), development partners, and government agencies to stimulate economic activity, create employment opportunities, strengthen competitiveness, and promote sustainable economic development
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2.6.4 The Relationship Between National and Regional Bodies

Governmental agencies at the national, regional, and municipal levels will play a role in the implementation of country projects. They will ensure that these projects align with national, regional, and municipal development plans, climate change strategies, and sustainable development goals, ensuring the program's contribution to broader national objectives. Furthermore, the Grants Administrators and EE will establish communication with these agencies to agree on overall regional cooperation and knowledge sharing among CABRIC members, promoting best practices and mutual learning. This coordination will support the achievement of Output 2.2: "Institutional capacity to implement and adaptively manage gender-transformative climate-resilient livelihood and social projects increased".

2.7 Operational

2.7.1 Regional Programme Coordination Unit (RPCU)

CABRIC Caribbean's RPCU will be hosted at CCCCC's headquarters in Belmopan, Belize. CCCCC will employ RPCU staff, which will manage the programme operation across the five countries. This will be done under Activity 2.1.1 "Establish CABRIC operational framework". The RPCU will be composed by the following staff:

- One CABRIC Regional Programme Manager
- One Administrative Specialist
- One Programme Financial Specialist
- One Monitoring, Evaluation and Learning Specialist
- One Gender Equality, Disability and Social Inclusion (GEDSI) Specialist
- One Environmental and Social Safeguarding (ESS) Specialist
- One Procurement Specialist

- Two Communications Specialists

Specific responsibilities of the RPCU include:

- Run the day-to-day operations of the Grant Facility, including designing and implementing the annual work-plan and budget.
- Coordinating with the Grants Administrators to launch the call for proposals.
- Supporting the initial screening of EOIs, in coordination with the country facilitators.
- Consolidating the approved grant portfolios from each Grants Administrator for review by the RSC and for regional monitoring and reporting purposes.
- Gender and ESS screening for which the RPCU will be supported by an external Gender, Environmental and Social Safeguards (GESS) expert will support the RPCU in undertaking a gender and ESS integration check to determine if, at the EOI stage, the grantees have identified gendered, and safeguard needs and capacities incorporated into project design.
- Supporting the ongoing management of the **help-desk** – for grantees to access technical support.
- Establishing technical panels to provide in country support to CSOs, NGOs and LAs for implementation.

Table 6. Programme Management Unit roles

RPCU position	Role
CABRIC Regional Programme Manager	Management of the overall programme. Reports to CCCCC Executive Director. Provides annual reports for approval to the board. Ensures Unit is upholding its responsibilities of the AMA and FAA, and contracts with Grants Administrators.
Administrative Specialist	Support the RPCU in handling organizational, administrative and communication tasks.
CABRIC Programme Financial Specialist	Supports the Programme Coordination in administration and accounting. Keeps records of all contracts and financial disbursements to Grants Administrators via Small Grants.
Monitoring, Evaluation and Learning Specialist	Ensures Partners are reporting on indicators, works with external contractors to support Partners and Grantees to ensure monitoring is conducted whilst building capacity. Responsible for coordinating annual reports, along with the interim and final evaluation. Participatory MEL: Use the M&E budget to finance the structural elements of the Participatory MEL system. This includes developing standardized PMEL digital toolkits (e.g., Kobo Toolbox templates), providing direct technical assistance to train lower-capacity CSOs on data literacy, and aggregating the community-generated data into broader GCF performance metrics.
GEDSI Specialist	Ensures internal processes are GEDSI integrated and supports monitoring evaluation and learning (MEL) officer and country facilitators to provide Grantee support in project development, implementation and monitoring. Responsible for SEAH risk mitigation and reporting.
ESS Specialist	Ensures internal processes are ESS integrated and supports monitoring evaluation and learning (MEL) officer and country facilitators to provide Grantee support in project development, implementation and monitoring. Responsible to effective execution of ESMF.
Procurement Specialist	Responsible for all matters procurement-related for the CABRIC programme
Communications Specialists	Responsible for developing and implementing the comprehensive Public Communication Strategy for the CABRIC EDA facility and the Knowledge Management and Information (KMI) Plan. Their work will be crucial for ensuring visibility, sharing lessons learned, engaging stakeholders, and supporting the long-term sustainability and replication of the programme's model

All positions for the RPCU, including the National Coordinators, will be filled through a transparent and competitive recruitment process managed by CCCCC as the Executing Entity. The performance of all staff will be evaluated annually by their direct supervisor, based on clear key performance indicators linked to the programme's annual work plan.

2.7.2 National Management.

For in-country management, The National Coordinator will be embedded within the Grant Administrator to lead local operations. They will report directly to the CABRIC Regional Programme Manager to ensure alignment with national priorities. The national management structure comprises a cross-functional team supported by CANARI specialists in M&E, GEDSI, and Communications. Together, they will oversee the full project lifecycle. Key responsibilities include managing calls for proposals, conducting due diligence, handling

disbursements, and providing day-to-day administrative support. The following section details the roles and responsibilities of each function within the national management team:

- **National Coordinator**, contracted by the Grant Administrator and funded through GCF proceeds via the Subsidiary Agreement, functions as the programme's strategic liaison and facilitator at the country level. They report to the Grant Administrator with a coordination line to the CABRIC Regional Programme Manager. They do not manage grants directly. Their primary responsibilities are to:
 - Serve as the main communication link between the country's activities and the regional RPCU.
 - Manage the promotion, awareness and outreach of the CABRIC grant facility at a national level.
 - Support workshops and write shops in collaboration with CANARI and the other Grant Administrator and RPCU staff.
 - Ensure the Grant Administrator's grant-making strategy and the selection of projects remain strongly aligned with the nation's climate priorities, as articulated by the NDA.
 - Facilitate the delivery of regional programme support (such as capacity-building from CANARI) to the IP and its grantees.
 - Support the Grant Administrator by providing a direct channel to relevant government agencies, helping to resolve policy-level bottlenecks and foster synergies.
- **Administrative Officer**, contracted by the national Grants Administrator, will support the national implementation of the programme through ensuring data collection, evaluation and learning events and products are created. This role will also support with additional administrative burden that the CABRIC on granting will generate.
- **CABRIC capacity building officers**, as part of CANARI's service contract with CCCCC. They are specialists in designing and delivering training events and capacity-building support. They report to CANARI's project lead, with day-to-day coordination with the National Coordinator. They are generalists and able to support a range of topics. Where needed they will connect with the technical panels to draw expertise from.
- **CABRIC community liaison officers**, contracted by CCCCC but embedded within the national Grants Administrator, one in each country to support community outreach, engagement and on-going support for implementation.
- **National technical panel** will be established by the RSC, as a panel of expertise that the programme can draw from at all stages. These national technical experts may be called upon during training events, or for implementation support. There will be a set allocation nationally and a target for each type of need.

2.8 Flow of Funds

At the CABRIC Caribbean programme level, the CCCCC will serve as both the RPCU and EE. In this capacity, the CCCCC will act as the primary financial vehicle for the program, administrating GCF funds and distributing them across the programme Grants Administrators, as well as various contractors and consultants who will support the program's overall functionality. Additionally, the CCCCC will oversee the allocation of funding to Grants Administrators at the national level on an annual basis.

At a country level, Grants Administrators responsible for providing grants to selected CSOs, NGOs and Local Authorities for the implementation of climate resilience projects in coastal communities that align within the selected thematic areas. These projects will focus on two themes: gender-transformative climate resilient

livelihoods and health, well-being, and social resilience, full details are provided in Appendix I. Furthermore, each Grants Administrator will adhere to this CABRIC Operations Manual for the in-country operation of the Grants Facility.

All Grant Administrators will disburse funds to the awarded grantees in a minimum of three tranches tied to project milestones and reporting. The initial disbursement will be made upon the signing of a legal agreement and the approval of the IP's first annual work plan and budget. Subsequent disbursements will be contingent upon the IP achieving a pre-defined fund utilization rate (e.g., 80% of the previous tranche¹) and the timely submission of satisfactory narrative and financial reports to the RPCU. While the exact percentages may be adapted by the IP based on project risk, a standard disbursement schedule should be followed:

- **First Tranche (e.g., 40-50%):** Disbursed upon the signing of the grants agreement.
- **Second Tranche (e.g., 40-50%):** Disbursed only after the submission and approval of a satisfactory mid-term progress and financial report.
- **Final Tranche (e.g., 10%):** Held until the project is complete and is disbursed only after the submission and approval of all final narrative, financial, and monitoring reports.²

Physical assets procured with GCF funds remain the property of the grantee community or organisation, subject to a minimum retention period specified in the grant agreement during which the asset may not be sold, transferred, or repurposed without Grant Administrator approval. Grantees are required to submit a sustainability and O&M plan as part of the full proposal, which is assessed during appraisal. The O&M plan must demonstrate how the asset will be maintained beyond the programme period using the grantee's own resources or community contributions.

2.8.1 Grantees contribution

To guarantee the overall sustainability of the facility and foster beneficiary ownership, the facility requires all grantees to provide an in-kind or cash contribution. To ensure equitable access, this co-financing requirement is tiered based on the grant size:

- Small Grants (up to and including \$150,000): 5% contribution.
- Medium Grants (above \$150,000 up to and including \$300,000): 10% contribution.
- Large Grants (above \$300,000 up to and including \$500,000): 15% contribution.

In-kind contribution can include the following:

- Non-cash donations of goods which include physical items that can be used for operations or distribute with other project beneficiaries, these can include office equipment and programme supplies.
- Services and professional expertise, Grant beneficiaries will contribute the time and specialized skills of their staff to support CSOs, NGOs, and local authorities. This contribution can be leverage from past knowledge, technical and local expertise and lessons learned from the implementation of their own projects.
- Community and Manual labour that can be use the donation of time or physical voluntary work, this type of contribution must be rigorously quantified, monetized, and safeguarded against any labour risks. All such activities must be safeguarded against labour risks, strictly adhering to GCF and CCCC procurement principles. Furthermore, all labour must be free of child exploitation and fully compliant with core ILO standards. Example of this type of contribution includes beneficiaries provide labour for

¹ Belize Fund Grants Manual Section 11.1.1: The disbursement of funds will be made upon acceptance and approval of the Narrative and Financial reports...and after confirming that the expenditures reported exceed 80% of previously disbursed funds

² UNDP SGP Operational Guidelines: Typically, SGP grants follow three instalments: first disbursement of 30% to 50%, followed by 40% to 60% at the mid-term after the submission of progress report; and a final 10% instalment after submission of the final report.

digging planting pits, applying mulch, and weed control as their contribution to the Ecosystem-based Adaptation measures

- Use of property or facilities, existing beneficiary property or facilities may be utilised for program activities or for the benefit of other participants. Depending on project needs, these spaces can be used to host meetings with organizations and authorities or to conduct in-person workshops.

In-kind contributions will be valued at prevailing local market rates. Community and volunteer labour will be valued at the national minimum wage or equivalent community wage rate in the relevant jurisdiction. All in-kind contributions must be documented using standardised templates provided by the Grant Administrator, including descriptions, dates, estimated hours, and the valuation basis applied.

2.9 The Grievance Redress Mechanism (GRM)

2.9.1 Overall Principles

The CABRIC Caribbean Programme is committed to ensuring a transparent, fair, and accessible process for all stakeholders to voice concerns about the programme or any of its finance projects. The Grievance Redress Mechanism (GRM) is managed by the RPCU as (EE) and is designed in line with GCF requirements to strengthen the management of Environmental and Social Safeguards (ESS).

The GRM will:

- Provide stakeholders with a clear process for providing comments and raising grievances.
- Allow stakeholders the opportunity to raise comments/concerns anonymously.
- Structure and manage the handling of comments, responses, and grievances in a timely manner.
- Ensure that comments, responses, and grievances are handled in a fair and transparent manner and in line with local and national policies.

Complaints to be addressed by the GRM can surround environmental or social concerns, policies, gender issues, and safeguards related to the practices implemented by the grant administrator, CSOs, NGOs, LAs or other institution.

Examples of complains include, inter alia:

- Labour and working conditions
- Pollution of land, water and atmosphere
- Inefficient use of natural resources
- Issues related to health, safety and security
- Reporting on issues related to Sexual Exploitation, Abuse, Harassment (SEAH)
- Lack of community consultations or integration of community feedback

Lack of impartiality, and fairness in grant award process

challenge of grant award, grant management, or underperformance decision

- Allegations of conflict of interest by Grant Administrator Personnel
- Breach of CCCCC's policies and procedures
- Negative impacts on indigenous communities, improper consultation with indigenous communities, violations of FPIC
- Social or economic displacement / impacts on informal land occupants.

In cases of complaints related to gender-based violence (GBV), sexual exploitation, abuse, or harassment (SEAH), violence against children, and human trafficking (HT), the GRM will adopt a “survivor-centred approach” as outlined in the Programme’s Environmental and Social Management Framework (ESMF).

To ensure grievances are handled in the most efficient and accessible manner, the CABRIC GRM operates on a two-tiered system. The primary point of contact for all programme-related issues is the in-country is the CLOs. The CCCCC's GRM serves as the second tier for appeals and for regional or sensitive complaints.

2.9.2 Tier 1: Programme Level Grievance Mechanism (GM)

Grievance Submission Channels

Affected persons may submit grievances through the following channels:

Online Portal: A dedicated grievance submission form available on the CABRIC Website and accountability portal with QR Code link to App.

- Email: Direct submission to the GM focal point within the RPCU.
- Phone Hotline: A toll-free number for immediate concerns. This will be determined during programme implementation.
- In-person Submission: At designated CABRIC Programme offices or CCCCC headquarters.
- Country Level Community Liaison Officers: Assigned officers available in programme countries to collect grievances. Given the multi-country nature of CABRIC, it is important for aggrieved parties to have access to GM contacts in their respective countries. CLOs will be sensitized on mandatorily logging grievances and supporting the GM.

Grievances can be submitted in English, Spanish, French, or the local language of the affected communities

A flow chart and refined GM process will be elaborated during programme inception, following consultations with all Grant Administrators, CCCCC and the RPCU. The GM can be refined during implementation based for operational efficiency and effectiveness.

GCF Independent Redress Mechanism (IRM)

Aggrieved parties can also access the GCF IRM. The IRM addresses complaints by people who believe they are negatively affected or may be affected by projects or programmes funded by the GCF. The IRM is not a last recourse mechanism. Therefore, a complainant may opt to report directly to the IRM.

The GCF IRM can be accessed through:

Email: irm@gcfund.org

Sending a voice or video recording

Filling out the online [complaints form](#)

Grievance Handling Process

The GRM follows a structured four-step process:

Step 1: Acknowledgment and Registration (Within 5 Working Days)

- The grievance is logged into the GM database.
- The complainant receives an acknowledgment receipt with a tracking number.
- Initial screening is conducted to determine eligibility and categorization.

Step 2: Assessment and Resolution Proposal (Within 20 Working Days)

- The GM Committee, composed of representatives from the RPCU, nationally identified committee members, and independent experts, if necessary, assesses the grievance.
- If needed, the complainant is consulted for additional details.
- A proposed resolution is drafted and shared with the complainant for feedback.

Step 3: Implementation of Resolution (Within 30 Working Days of Agreement)

- If the complainant accepts the resolution, corrective actions are implemented.
- The complainant is informed of progress and final resolution steps.

- If the complainant rejects the resolution, they may escalate the grievance.

Step 4: Appeal and Independent Review (Within 45 Working Days)

- If the complainant is unsatisfied, the case is referred to the CCCCC.
- The CCCCC reviews the case and provides a final resolution.

2.9.3 Tier 2: The CCCCC Grievance Redress Mechanism (Appeals & Escalation)

Addressing Grievances and Complaints:

The CCCCC's GRM is designed as an “umbrella” or a framework, which means that it incorporates two levels (or systems) for the purpose of addressing grievances and complaints: the (i) Entity-level System, and the (ii) Oversight & Project-level System

Entity-level System: Addresses complaints related to the overall performance of the CCCCC as well as grievances related to the entity as a whole

Oversight & Project-level System: Aims to ensure the environmental and social integrity of all projects in which the CCCCC is involved as an intermediary, implementing or funding entity.

3. CABRIC Caribbean grant facility

3.1 Setting the Investment Priorities

The Community Climate Investment Programme will establish investment priorities through a progressive, bottom-up co-creation process designed to ensure that adaptation finance is directly aligned with community-identified needs and locally defined resilience priorities. It functions as both a prioritisation framework and an enabling platform for building, screening, and advancing community-driven projects from concept to implementation. The Community Climate Investment Programme will establish investment priorities through a progressive, bottom-up co-creation process designed to ensure that adaptation finance is directly aligned with community-identified needs and locally defined resilience priorities.

3.2 Call for Proposals

Frequency: The total fund for each country is USD 5 million. To disperse this to local actors in the five countries with proposals matching the eligibility criteria Grant Administrators may issue up to two calls. These calls

Figure 6

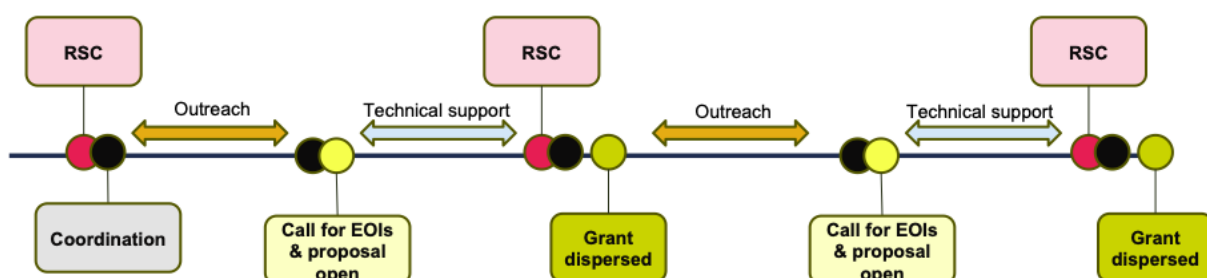


Figure 4: Cycle of calls for EOIs and proposals for biannual windows

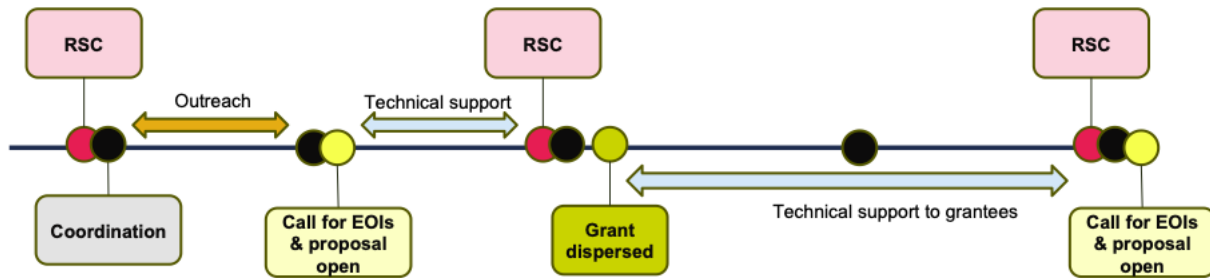


Figure 5: Cycle of calls for EOIs and proposals for annual windows

Set-up of the Grant Facility: The programme initiate with a seven-month startup phase to recruit and operationalise the RPCU. Key hires include the RPCU regional manager, the technical panel and the five national coordinators. Coordination between CCCCC, CANARI, and Grant Administration Partners will be formalized during an initial RSC meeting to ensure all processes are ready for country-level facility establishment.

Outreach: At a regional level, CABRIC communication officers will support the overall messaging and communication products, while at the country level, Grant Administrators and the national coordinator will be responsible for operationalising the messaging. Communication channels should be extensive at this initiation point, and utilise social media, CABRIC Caribbean Website and accountability portal, radio, online notifications, direct emails, phone messages and calls to potential grantees. To ensure inclusive access, Calls for Proposals will also extend beyond digital platforms. National EEs are required to utilize culturally relevant, offline communication methods, including local radio broadcasts, community bulletin boards, and outreach through trusted local intermediaries such as community councils. Outreach events, led by the national coordinator with CANARI's assistance will support organisations to submit their initial EOIs and understand the technical requirements for developing funding-eligible proposals through CABRIC. Registration of interested organisations will be taken by the national coordinator and supported by an extensive stakeholder mapping exercise that will build on the work of the CABRIC SEP.

Call for EOIs and project proposals: There are two types of application process:

1. **Small projects** (up to USD 150,000) = **One Step:** For these types of projects, submitting a **simple proposal** is the only step required to access finance. This can be done either independently or with the assistance of CANARI and the Technical Panel, depending on the applicant organisation's capacity.
2. **Medium and large projects** (above USD 150,000) = **Two Step:** These types of projects require a two-step process: the submission of **an EOI followed by a full project proposal**. Depending on their internal capacity, organisations may complete this process independently or with assistance. Where additional capacity is required, technical support from the CABRIC programme (including stakeholder-supported work) can help strengthen proposals. This ensures they adhere to environmental and social safeguards and align with the GCF investment criteria: impact potential, paradigm shift potential, sustainable development potential, needs of the recipient, country ownership, and efficiency and effectiveness.

Technical support: As defined in output 1.1 “Community-owned coastal climate adaptation priorities and project pipelines developed in priority high risk areas “, the programme seeks to build capacity within CSO, NGO and LA. Under this output, all project proponents will have access to write shops and technical assistance to develop eligible proposals. These sessions will be coordinated by the national coordinator and administrative staff, with technical delivery provided by CANARI and the CABRIC Regional Technical Advisory Panel.

Grant window: Proposals for both grant categories will be assessed through the Grant administration Grants Administrators’ existing decision-making mechanisms. Any EOI or simple proposal received after the communicated deadline will be reviewed in the following window. While it is recommended that these calls align within a two-month window across all countries, the exact dates will be determined by the Grant Administrators to align with their internal cycles.

Thematic-Specific Calls for Proposals While standard Calls for Proposals will be open to all eligible themes, the National Steering Committees and Grant Administrators continuously monitor portfolio balance. If a severe thematic imbalance is detected (e.g., trending toward breaching the 30% minimum floor), the Grant Administrator is explicitly authorized and empowered to issue 'Thematic-Specific Calls for Proposals' (e.g., a call restricted exclusively to Theme B / Health & Wellbeing applications). These restricted calls will be coupled with targeted technical assistance from the Community Resilience Support Centre (to stimulate demand and pipeline development in the underserved sector. Alternatively, projects within the reserve pipeline that fall within underfunded themes, may be prioritized for funding.

Regional Steering committee & coordination meetings: Biannual meetings will be held to ensure the programme remains aligned with CABRIC thematic areas and to coordinate regional and national priorities for subsequent cycles. These meetings will precede both meetings with the Technical Panel and the coordination meetings with punctuate the cycle on a quarterly basis.

3.2.1 Thematic Areas

The CABRIC Caribbean grant facility strives to support CSOs, NGOs and LAs to led and implement project that aims to bring about **socially inclusive and gender transformative climate resilience to coastal communities through tangible adaptation interventions**. The facility will fund activities contributing to gender transformative livelihood security in the areas of agriculture, fisheries and ecotourism, through nature positive, climate resilient action. It will also fund those activities contributing to greater whole-of-society wellness and resilience, through improved climate resilient health facilities, mental health services, climate disaster preparedness, post disaster services and last mile early warning systems. While exact interventions are proposed by the applicants, all projects are reviewed for alignment with the programme's priorities and thematic areas (**see Appendix I**), it is encouraged for these areas to be interpreted broadly, however in the application the case for gender transformative and socially inclusive livelihood and social resilience, which should be made a part of the project proposal, (Appendix IV):

Theme A: Gender transformative climate-resilient livelihoods

Definition: *Those projects that support climate adapted, sustainable, nature positive livelihoods of coastal communities, and mitigate the risk of loss of income or food security post disaster. Project should have a socially inclusive and gender transformative angle to the operation to ensure the most vulnerable benefit.*

Theme B: Inclusive health, wellbeing and social resilience

Definition: Those projects that support the health, wellbeing and social structures of coastal communities at high climate risk. All projects should include specific social inclusion structures and processes so that all vulnerable groups including persons with disabilities, youth, elderly, women and marginalised groups benefit from the outputs of the activities.

3.2.2 Eligible Grants Recipients

The CABRIC Caribbean Grant Facility, which operates through two biannual windows managed by Grant Administrators, seeks to balance fund accessibility for a wide range of CSOs, NGOs, and LAs with the need to retain funds nationally for the benefit of the most vulnerable coastal communities also informed by GEDSI targets. This requires clear eligibility criteria for grantees, while allowing sufficient flexibility for practical application. At the national level eligibility criteria will be defined following strategically identified Participatory Climate Risk and Vulnerability Analyses pCRVAs. In this section we break down eligibility, and mitigating methods) into:

- Type of organisation
- Experience and capacity of organisation
- Ineligible

Whilst some organisations may not meet eligibility levels, there are several mechanisms to support the development of capacity:

1. **Pairing** with a larger organisation to support peer learning
2. Business and organisational strengthening support through coaching and one to **one bespoke training**

Ad hoc technical assistance through the **CABRIC Community Resilience Support Centre (helpdesk)**

Types of organisations

The CABRIC grant facility will offer grants to CSOs, NGOs and Local Authorities. The following table defines this explicitly.

Table 7: Eligible vs ineligible entities and mitigation methods

Criteria	Eligible Entities	Ineligible Entities
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Legal status	• Civil Society Organisations (CSOs): Community-based organisations (CBOs), producer/resource user groups, women's groups, youth groups. • Non-Governmental Organisations (NGOs): National or regional non-profits. • Local cooperatives (e.g., fisherfolk cooperatives, agricultural associations) and micro-enterprises are fully eligible to access the grant facility. However, they must strictly operate under a community-owned legal structure or be formally operating under the legal umbrella of an eligible CSO/NGO. • Local Authorities (LAs): Municipalities, village councils, or local government departments. • Academic/Research Institutions: If operating as non-profits. • Professional Associations	• Individuals (must apply through a group). • Private sector entities (unless acting as a non-profit partner). Purely private, for-profit entities without a formalized community-benefit/cooperative structure are not eligible. • Political parties or groups. • Organisations not registered with the Corporate Affairs and Intellectual Property Office (unless applying via a fiscal sponsor). • International organisations
Location	• NGOs and CSOs must be legally registered and operating in one of the five target countries: The Bahamas, Belize, Grenada, Jamaica, or Saint Lucia. • Academic and research organisations, and professional associations must be based in the region and serve the CABRIC countries.	• International organisations operating via a country office

Experience, capacity and capability of the grantee

Before receiving a grant, each organization's needs will be evaluated to determine its current experience, capacity and capability. This assessment balances up: operational history, track record, strategic vision, leadership, management, financial management and programmatic capacity. (see Table 8).

Furthermore, the IP must be familiar with the sponsoring organization and confirm it can receive and distribute funds for the project in a timely manner, to ensure this, the IP will complete an assessment review (A draft template for this assessment is available in **Appendix II**). The review will be done in conjunction with the capacity-building activities outlined in output 1.1.

Table 8: Standard requirement and mitigation methods for small CSOs / NGOs

Criteria	Standard requirement	Mitigation for small CSOs / NGOs
Operational history	• Must have been operating for at least two years.	• Partnership Model - Organisations with <2 years of operation can apply if paired with a higher-capacity organization (mentor/fiscal sponsor) that acts as the lead applicant.

Track record	Demonstrated history of managing funds or implementing projects in relevant thematic areas (Livelihood Security or Social Resilience).	Track Record Transfer: The "Lead" partner in a consortium can provide the necessary track record, allowing the newer CBO to gain experience as a sub-implementer.
Strategic Vision	Must have a clear mission and strategic plan for the organisation	
Leadership	The Board has a track record of guiding the organization's long-term financial plan (3-5 years) and overseeing multiple projects	Skill-Based Composition: The Board members must collectively possess the "key skills needed" (e.g., one with legal knowledge, one with community ties), even if they haven't worked together long AND: If the Board is new/inexperienced, they are eligible for Governance Training or must be paired with a mentor organization
Project management experience	The organisation must demonstrate a history of prior grants from other funders and a portfolio of relevant projects	Individual Track Record: The Project Coordinator must submit a resume demonstrating personal experience managing similar projects or budgets.
Financial Competency	Competency: The organization provides external financial audits or Profit & Loss statements for the last 2 years	Representative Competency: The designated Treasurer or Finance Officer must demonstrate financial literacy and the ability to maintain an internal accounting system AND: If no audit exists, the organization must prove it has a bank account requiring at least two authorized signatures (e.g., Treasurer + Chair) to ensure checks and balances.
Technical Expertise (Thematic)	The organization has a history of delivering results in the specific sector (e.g., sustainable fisheries, agriculture).	Technical Expert Involvement: The key personnel or a specific Board member must have proven technical expertise in the chosen theme (e.g., a veteran fisher on the board of a new Fisher's Co-op). AND: The facility can provide technical support to assist the representatives during the design phase
Community Legitimacy	Legitimacy: The organization has long-standing working relations with strategic partners and government agencies	Existing Integration: Representatives must hold standing in existing community structures (e.g., Village Councils, producers' associations) rather than creating a new silo. AND: Projects must show they are discussed as a "standing agenda item" at these existing community meetings to ensure oversight.

Table 9: Standard requirement and mitigation methods for Local Authorities

Criteria	Standard requirement	Mitigation for LAs
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Legal Status & Fiduciary Capacity	The LA must be a legally established statutory body with the authority to enter into contracts	Intermediary Model: If an LA lacks the specific fiduciary setup for rapid grant disbursement, it can partner with a trusted NGO to act as a fiscal sponsor.
Project & Financial Management	Must demonstrate an established internal accounting system capable of tracking discrete project funds	Project-Specific Accounts: LAs are required to open a dedicated project chequing/savings account to avoid comingling with general municipal funds, simplifying reporting for tranches
Thematic Expertise	History of delivering results in relevant sectors like climate-resilient infrastructure or social services.	Technical Advisory Panel: LAs can draw from the CABRIC Regional Technical Advisory Panel for specialized expertise in nature-based solutions or early warning systems during the design phase.
Community Legitimacy & Inclusion	Must prove ongoing engagement with the target coastal communities.	Existing Governance Loops: LAs must present project updates as a standing agenda item at existing Village Council or community development committee meetings to ensure downward accountability.
GEDSI Integration	Projects must have a demonstrated approach to gender equality and social inclusion (GEDSI).	Dedicated Support: LAs will be paired with CANARI specialists and CABRIC GEDSI officers to develop mandatory gender assessments and action plans during the full proposal stage.
Procurement Integrity	Adherence to transparent and competitive bidding processes (e.g., local shopping or 3-quote method).	Community-Based Contracting (CBC): LAs can utilize the JSIF CBC models to delegate simple works or services back to local community labour, increasing local economic co-benefits.

Capacity is assessed using the Capacity Assessment Tool (Appendix II). Scores determine the "Risk Level" and the mitigation required. Upon completion of the capacity assessment, each applicant will be ranked as follows:

- **High Capacity:** The entity is considered to have sufficient capacity to access the grants, the applicant will be rostered as immediately eligible to submit an EOI for a medium / large project or a project proposal for a small project.
- **Medium capacity:** The entity is considered to have minor organizational, managerial, or financial gaps, for which technical assistance will be offered to improve capacity along those lines.
- **Low capacity:** If an entity presents severe gaps, the fiduciary capacity assessment will be applied proportionately. Organizations assessed as 'Low-Capacity' remain fully eligible to independently implement Small Grants (up to USD 150,000), provided they are supported by enhanced risk-mitigation protocols applied by the National EE (e.g., direct vendor payments by the EE, smaller and more frequent disbursement tranches, and mandatory technical assistance). For Medium and Large grants, low-capacity organizations must be matched with a higher-capacity organization to collaborate, with the higher-capacity organization acting as the fiduciary lead agency.

Capacity Graduation Mechanism Organizations initially assessed as 'Low-Capacity' or 'Medium-Capacity' that actively participate in the CABRIC programme's capacity-building interventions (provided by CANARI and Community Resilience Support Centre) are highly encouraged to request a reassessment prior to subsequent biannual Calls for Proposals. If the reassessment demonstrates that critical operational or fiduciary gaps have

been closed, the organization will formally 'graduate' to a higher capacity tier, thereby unlocking independent eligibility for larger grant windows.

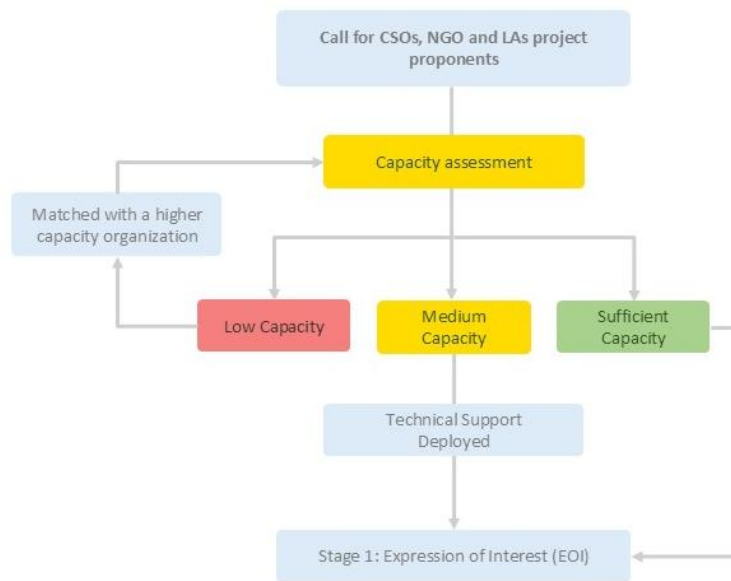


Figure 6: Process for developing a roster of eligible proponents

3.2.3 Non-Eligible activities

There are, however, several activities that the programme will not fund. A simple set of exclusion criteria will be implemented to ensure that all programme activities are supporting priority adaptation grants aligned with the overall CABRIC Grant Facility and the GCF investment criteria. The list of non-eligible activities includes the following:

1. Negative ecological and biodiversity impacts

- i. **Harm to Protected Species & Habitats:** Activities that substantially affect rare, endangered, or migratory species (animal or plant), or diminish/degrade their habitats.
- ii. **Critical Ecosystems:** Projects resulting in a net loss of biodiversity or anticipated negative impacts on "critical" habitats (e.g., mangroves, coral reefs).
- iii. **Protected Areas:** Activities inconsistent with government-recognized management plans or lacking demonstrated consultation with stakeholders in protected areas.

2. Negative social and cultural impacts

- i. **Displacement:** Activities causing involuntary resettlement, physical relocation, or long-term displacement of people (including economic displacement due to land use changes).
- ii. **Cultural Heritage:** Projects that disrupt archaeological sites, properties of historic/cultural significance, or physical cultural assets.
- iii. **Community Disruptions:** Activities that induce substantial population growth, concentration, or increased traffic beyond existing capacity.

3. Land use and legal compliance issues

- i. **Land Tenure Conflicts:** Projects raising legal issues regarding land tenure, failing to comply with local/customary laws, or involving unfair/illegal use of land.

- ii. **Agricultural Conversion:** Converting prime agricultural land to non-agricultural use or impairing its productivity.
- iii. **Planning Conflicts:** Activities that conflict with adopted community plans, established uses, or extend infrastructure (e.g., sewer lines) intended to serve new, unplanned development.
- iv. **Legality:** Any activity that is not legally permitted.

4. Pollution and public health issues

- i. **Pollution & Waste:** Activities that breach solid waste standards, violate air quality standards, substantially increase noise levels, or involve hazardous material disposal.
- ii. **Resource Depletion:** Projects that substantially degrade water supplies, interfere with groundwater recharge, extract non-renewable resources, or use excessive amounts of fuel, water, or energy.
- iii. **Health Hazards:** Activities creating potential public health hazards or exposing sensitive populations to pollutants.

5. Physical and geological risks

- i. **Hazard Amplification:** Activities that cause substantial flooding, erosion, or siltation, or expose people/structures to major geological hazards.
- ii. **Emergency Response:** Projects that interfere with existing emergency response plans.

Ineligible costs

The following activities are ineligible:

- Purchase, rent or leasing of land and existing buildings.
- Purchase or leasing of passenger motor vehicles, boats, and outboard engines.
- Second-hand equipment, unless the TA is satisfied with the technical quality and capacity of the equipment to deliver the climate benefits.
- Any activity that meets the Exclusionary Criteria listed in Appendix VIII of this Operations Manual.
- Grants can allocate only up to 10% as overhead costs

3.3 Grant Types and Funding Windows

The CABRIC grant facility offers a tiered funding structure with three distinct grant sizes designed to accommodate a range of organisational capacities and project scales. Application is one or two step depending on the grant amount, and with or without technical support depending on 1 – Category of grant and 2 – Capacity of organisation, (Table 10).

Small Grants: Up to \$150,000

This window is designed to be highly accessible, catering to a wide range of organisations including smaller community-based organisations (CBOs), grassroots groups, and established NGOs undertaking well-defined projects. Projects in this category will feature a streamlined application and reporting process.

Medium Grants: above \$150,000 up to and including \$300,000

Aimed at more established NGOs and CSOs, along with local authorities with proven project management capabilities. This window is suitable for projects of a larger scale and complexity that are expected to deliver significant, and potentially multi-year, community-level impact.

Large Grants: above \$300,000 up to and including \$500,000

This window is intended for experienced national organisations and consortiums undertaking substantial, strategic projects. Proposals in this category will be expected to demonstrate a high level of technical detail, a robust monitoring and evaluation framework, and the potential for broad, lasting, and replicable impact.

Table 10: Application process differentiated by capacity and grant size.

Capacity	Small grant	Medium grant	Large grant
Low	One step: Simple proposal submission (Subject to enhanced EE risk-mitigation protocols & mandatory technical support)	Coupled with medium/high-capacity org + technical support = 1 EOI + 1 simple proposal	N/A
Medium	One step: Simple proposal submission (Technical support available)	Technical support Project Proposal	Technical support Project Proposal
High	One step: Simple proposal submission	Two step: EOI + Project proposal submission	Two step: EOI + Project proposal submission

3.4 Accountability and Due Diligence

All grant recipients will have to provide the following information to prove their ability to meet the goals and objectives of their proposed projects with integrity and financial responsibility. Examples of materials to be requested are noted in Table 7.

Table 11: Indicative list of proof of accountability for grantees.

Materials requested include	
For all grantees	• Copy of the organization's Charter, Articles of Incorporation, and By-Laws. • Detailed Budget of the project. • Workplan outlining how the project will be executed. • Demonstration of a bank account in the organization's name and proof that they require at least two authorized signatures for cash withdrawals. • Demonstration of an appropriate accounting system. • Copy of the organization's Financial Audit or Profit and Loss Statement and Balance Sheet for the last 2 years. • Resume of the Project Coordinator and other significant staff of the project. • History of prior grants from other funders. • Annual Report or documents describing the organization's activities and accomplishments of the last two years.
For grantees whose, annual operating budget exceeds USD 350,000	• The organization must provide a copy of an external audit of its financial records. • Alternatively, the FO may grant an exception determined on a case-by-case basis, based on an in-depth assessment of the fiscal and reporting capacity of the grantee organization.

Once the grant is awarded, a written grant agreement (contract) with specific provisions setting forth mutual responsibilities is signed by the Grants Administrators and the grantee. Failure to adhere to the reporting schedule and requirements may adversely affect consideration for future grants and may result in penalties as outlined in the contract agreement (please refer to Appendix VII).

Audits

The facility applies a proportionate accountability and due diligence approach that balances financial oversight with accessibility for community-based organizations. Small grants benefit from simplified application and compliance pathways and are exempt from requiring costly independent external audits. Instead, they are subject to internal audits and targeted financial spot-checks conducted by the Grant Administrator. Financial compliance is further supported through the mandatory annual independent external audit of the Grant Administrator's overall CABRIC portfolio. Medium and Large grants are subject to enhanced financial oversight and must undergo an independent external financial audit upon project completion, with associated audit costs included as an eligible budget line within the grant proposal. To ensure equitable access, small grants are subject to a reduced co-financing requirement of 5%, which may be fully met through eligible in-kind community contributions, including volunteer labour. This tiered approach ensures that accountability measures remain robust while enabling genuine community-based organizations to access funding, rather than creating barriers that disproportionately favour highly capacitated international NGOs.

3.5 Conflict of Interest

At the time of submission, all project applicants must disclose any familial, organizational, or financial relationship with any member of their respective countries' financial vehicles/Grants Administrators. Similarly, any member of staff or advisor having, or potentially having such a relationship, will excuse him/herself from the grant applications evaluation process. A conflict of interest occurs when anyone in an advisory or decision-making role meets any of the following conditions:

- The person is directly involved in the project, contract, agreement, or conflict to be dealt with, or the person has a direct interest in the matter under consideration.
- The person's spouse, parent, child, brother, sister, cousin, or the spouse of any of those relatives, is involved in the project, activity, or decision.
- There is a blood, marriage, or clan relationship with any person involved in the project, activity, resolution, or matter under consideration.
- There is clear friendship or hostility with parties involved in the project, activity, resolution, or matter under consideration.
- There is or has been a professional or legal relationship with a person involved in the project, activity, resolution, or matter under consideration.
- Failure to disclose a conflict of interest by any party may result in the disqualification of any concept paper or proposal and/or the nullification of any subsequent or related contracts.

A request for no objection is required if the Recipient Organization deems it necessary to hire family members or relatives of the recipient organization's staff to provide any goods and services. The recipient organization must provide proper justification for such a request. The Recipient Organization will also have to comply with the IP's procurement policies and request no objection where necessary.

4. Application Process and Project Cycle

4.1 Grant Application Overview

Overall, there are 5 stages to the grant application process within CABRIC Caribbean:

- **Stage 0: Initiation and capacity assessment.** This is the process of engaging with the process, registering interest with the national coordinator, and completing a community capacity assessment and participatory capacity mapping as a self-assessment. This assessment will be reviewed by the national coordinator and capacity building officer.
- **Stage 1: Expression of Interest.** This is the first concept stage for higher capacity organisations, for medium and large grant sizes.
- **Stage 2: Technical support.** This is available to all medium capacity organisations, and low-capacity organisations grouped with a medium capacity organisation to support the co-design of a project proposal informed by community prioritized areas.
- **Stage 3: Project proposal submission.** This is a compulsory stage for all grant sizes and includes full description of the project problem, solution, impact, budget, stakeholder engagement, ESS risk assessment and how it aligns to the GCF impact criteria.
- **Stage 4: Decision Making.** This is the review of the grants by the grant administration committees / & boards.
- **Stage 5: Contracting and implementation.** This is the formal commencement of the CABRIC sub - grants.

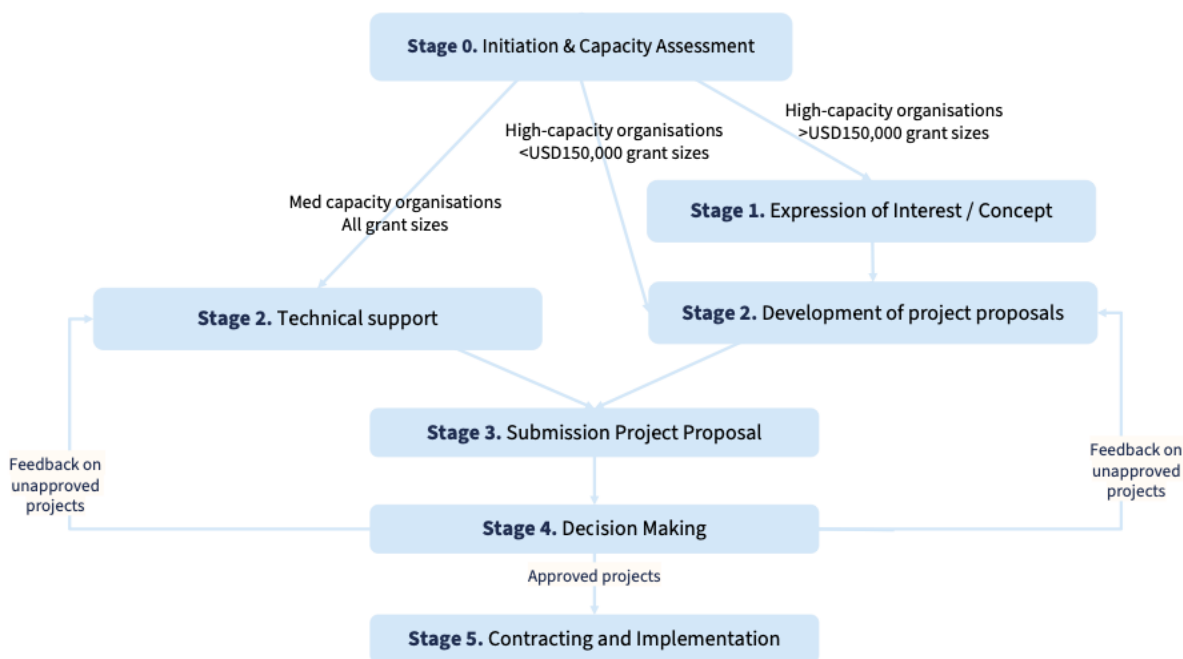


Figure 7 Overview of the application process and project cycle

4.1.1 Stage 0: Initiation & Capacity Assessment

After the capacity assessment conducted during component 1 and prior to submitting an EOI or project, CANARI as the technical lead will develop a community awareness session as well as write shops for NGOs and CSOs to provide them with the tools for identification of problematics and completion of the EOI and other

requirements. This pre-stage includes a capacity participatory self-assessment of LAs, NGOs and CSOs (further explanation is included on section 3.1.2).

The type and intensity of support provided to prospective applicants will be tailored based on the results of their capacity assessment. Organisations assessed as 'Medium Capacity' will be prioritised for attendance at write shops, while those assessed as 'Low Capacity' will be eligible for more intensive, one-on-one support from a Facilitating Agent or may be required to partner with an Intermediary Organisation.

For small, medium, and large grants, Stage 0 follows an identical process; however, Stages 1 and 2 differ according to the grant category. The following sections provide a detailed, step-by-step process for small grants, as well as for medium and large grants.

4.2 Application Process: Small Grants

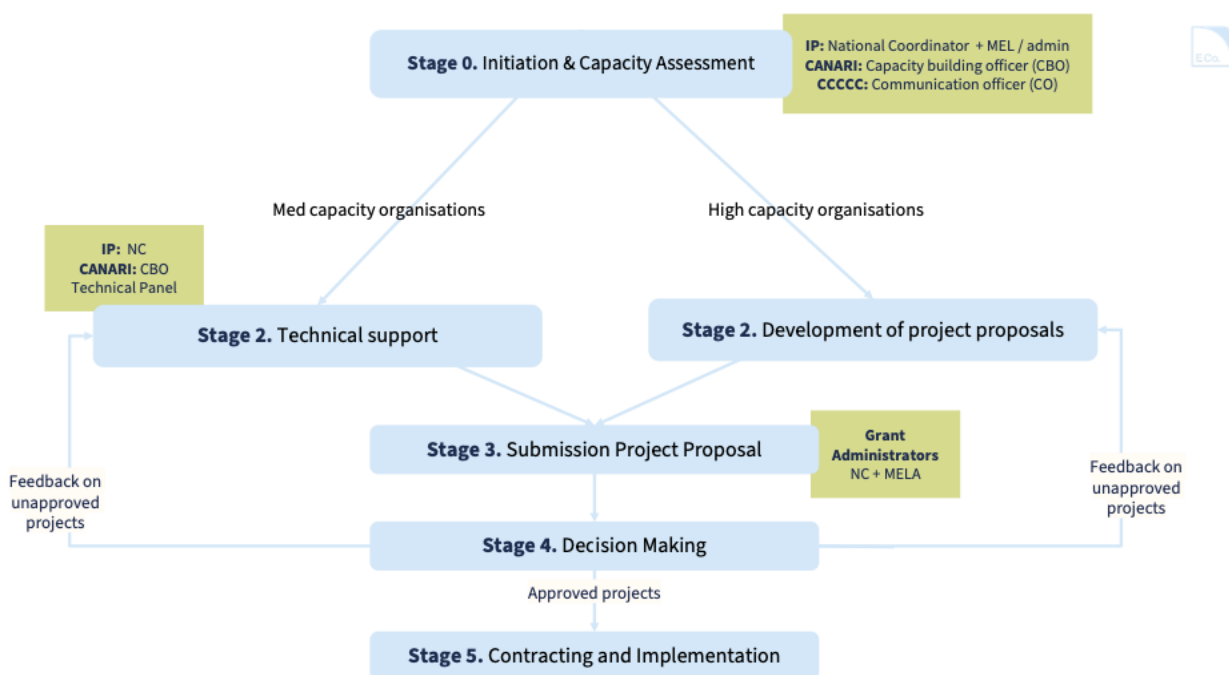


Figure 8: Application process for grants up to USD150,000

Following Stage 0 and the capacity assessment, CSOs and NGOs will not be required to submit an EOI due to the small size of the grant; instead, they will proceed directly to Step 2.

4.2.1 Stage 2 small grants: Developing of the project proposal

Following the capacity assessment, high-capacity applicants may develop their own project proposals, while medium-capacity organizations can utilize technical support for proposal development. Every proposal be grounded in a Community-Led Climate Risk and Vulnerability Assessment (CRVA). This ensures that basis for the project informed by local lived experience, not just regional models. This support will be provided by technical contractors and country facilitators, and peer to peer exchange. These facilitating agents will guide organizations on integrating scientific and local knowledge, while helping them build the skills necessary to successfully design and implement their projects. All full proposals must include an ESS checklist.

Mandatory Co-Design Requirements: Every full proposal must be explicitly grounded in a Participatory/Community-Led Climate Risk and Vulnerability Assessment (CRVA) conducted prior to

submission. This ensures the project rationale is driven by local lived experiences, not just regional models. Furthermore, to prove locally led adaptation (LLA), all applicants must compile a verifiable 'Community Engagement and Co-Design' annex (e.g., minutes, photos, and attendance sheets from a community validation meeting) demonstrating that the target community actively co-designed the proposed interventions.

4.2.2 Stage 3 small grants: Submission of the project proposal

Once the applicants have successfully developed their project proposals, these will be submitted to the Grants Administrators. This application process will be supported by workshops and country facilitators. The proposal submission deadline will be set at the beginning of each year, according to the previously agreed-upon work plan. The project proposal should provide information on how communities will benefit from the grant and detail how knowledge/skill transfer will occur. Appendix IV, provide a template of the proposal and the main items to include.

4.2.3 Stage 4 small grants: Decision-Making

Field Appraisal: Following the full proposal, the Grants Administrator will conduct a field appraisal for shortlisted projects. This site visit will serve to verify project details, consult directly with community stakeholders, and confirm the applicant's operational capacity. The findings will be summarized in an Appraisal Report, which will be a key document for the final approval decision.

Pre-selection of country grants: Once pre-screening and completeness checks have been conducted by the Implementation partner, the proposals will be reviewed through the selection process to select those that will be put to approval consideration by the Community Peer and then Grant Administrator grant committee / board.

Final approval: Following the pre-selection process, the Grants Administrator's Grant Administrator Technical Committee will approve, based on the criteria outlined in Appendix V. Reviewers will evaluate the proposals against the agreed checklist (the specific review process and criteria for ESS screening can be found Section 5). Then a final decision will then be made to approve the full proposal, reject it, or refer it back for further modifications, with detailed recommendations and the reasoning behind the decision recorded. In cases of conditional approval, the meeting record will specify the conditions that must be met for final approval. All decisions will be validated by the national board / climate change committee.

The National Board shall have final selection and approval authority. However, all selections made by the NGC shall be subject to review by the AE (i.e., the RPCU), in its capacity as the AMA/FAA holder, to ensure compliance with the Operations Manual (OM) and the Project Selection Criteria. Where the RPCU determines that an NGC selection is inconsistent with the OM or the Project Selection Criteria, the RPCU reserves the right to exercise its step-in rights and requires the selection to be reviewed, revised, or reconsidered in accordance with the applicable requirements.

Communication and next step: The Grants Administrators will notify the applicants base on the result of the proposal. Applications that are approved will enter the contracting stage, while the proposals that are referred to proponents for further modification will have an opportunity to be resubmitted in the next call for proposals.

4.2.4 Stage 5 Small grants: Contracting and implementation

Communication and next step: The Grants Administrators will notify the applicants base on the result of the proposal. Applications that are approved will enter the contracting stage, while the proposals Once the

proposal has been approved, the implementation partner will prepare and enter into a grant agreement (contract) with the awarded Grant Recipient.

Legal agreements: The legal agreements between the implementation partner and the grant Recipient will be negotiated and finalized based on the nature of the activity and the anticipated funding flows. The agreements will contain all relevant details regarding the terms and conditions of the Grant Facility outlined in this Manual and following each Partners' rules and procedures. Please see a draft contract agreement template available in **Appendix VII**.

Contracts: All grants projects contracts will specify:

- Project duration including start and end dates
- They will also specify monitoring, evaluation, and reporting requirements. Baselines will need to be established within the first three months of grant inception. This stage will conclude with the signing of legal agreements between the Implementation Partner and the grant Recipient.
- Workplans for the project and/or Terms of Reference for Consultants and Technical Assistance
- Payment schedule and requirements including milestones, financial report requirements, and agreed to outcomes/products.

Implementation, Monitoring and Reporting

Fund Disbursement

To ensure accountability, all grants will be disbursed in a minimum of three tranches tied to project performance and reporting. A lump-sum disbursement is not permitted for projects exceeding six months in duration. A typical disbursement schedule is as follows:

- First Tranche (e.g., 40-50%): Disbursed upon signing the grant agreement.
- Second Tranche (e.g., 40-50%): Disbursed upon submission and approval of a satisfactory mid-term progress report.
- Final Tranche (e.g., 10%): Disbursed upon submission and approval of the final project reports.

The reporting frequency required to trigger disbursements may be adjusted based on the grantee's assessed capacity. Grantees with limited experience may be required to submit reports on a quarterly basis, while more established organisations may report semi-annually, as stipulated in their grant agreement.

4.3 Application Process: Medium and Large Grants

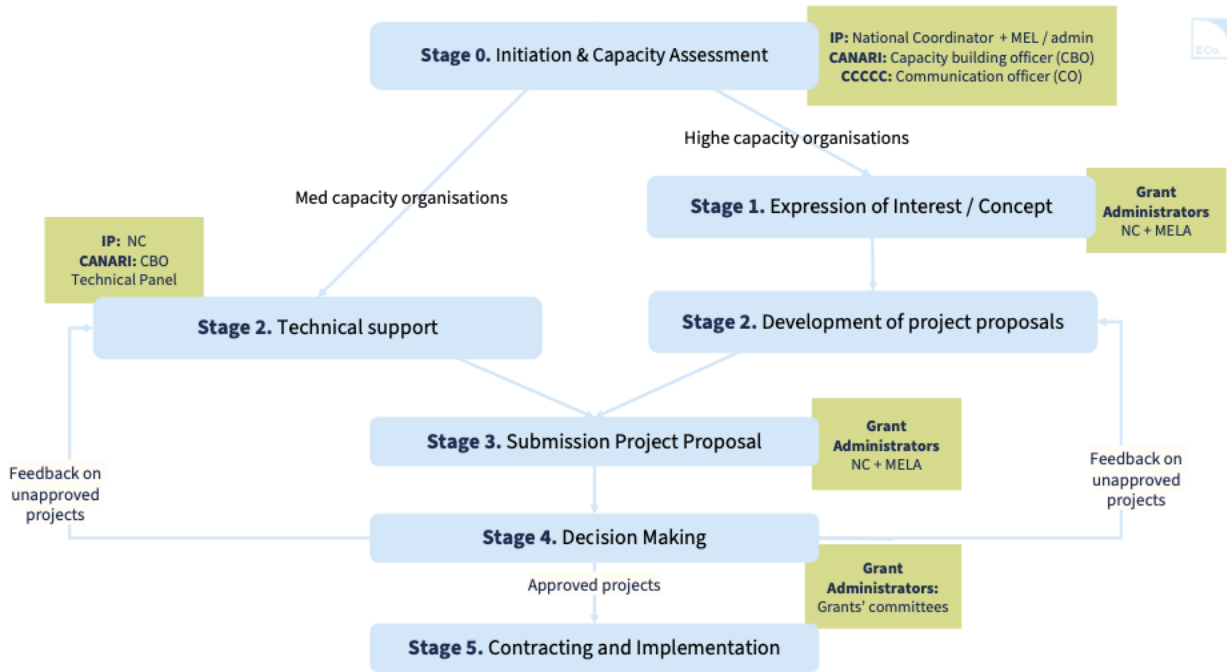


Figure 9: Application process for grants over USD150,000

4.3.1 Stage 1 Medium / large grants: Expression of Interest

During the initial stage, eligible NGOs and CSOs seeking grants will be required to submit a brief Expression of Interest (EOI), using the form provided in **Appendix III**, outlining their proposed intervention. The first EOI call will be issued approximately seven months after the EDA program's implementation begins. Subsequently, EOI calls will be issued biannually, for around 3.5 years after the start-up phase. All EOIs must address climate risks, demonstrate engagement and input from community stakeholders, and clearly strive to involve women, youth, and other marginalized groups. Community involvement will include informing stakeholders about the eligibility criteria used to assess grant proposals in Stages 1 and 2. The eligibility of activities will be based on their contribution to the GCF investment criteria, as detailed in Section 5.3.

- **Advertisement of the EOI:** The frequency, medium, and duration of advertisements of call for submission of EOIs, will differ between the five countries to adapt to the different contexts. This will ensure that target beneficiaries are exposed to the advertisement of the EOIs through means of communication that are widely available, easily accessible, and in the appropriate language, making sure that not group is excluded. Each implementation partner will be responsible for advertising EOIs via channels deemed the most appropriate for their respective context.
- **Screening of EOIs:** Following submission, each EOI will be screened by the National Coordinators, supported by an external consultant who will apply a GEDSI approach. Moreover, the screening will assess alignment with GCF criteria, the level of Environmental and Social Safeguards (ESS) risk, gender integration, and the engagement of local communities and marginalized groups.
 - ➔ **If the EOI is successful:** The grant project falls within the appropriate thematic areas, it aligns with the GCF investment criteria, it passes the screening procedure and there is no duplication with other ongoing support within the target country, the EOI will be cleared, and the prospective grant recipient will be invited to submit a full proposal.

➔ **If the EOI is not successful:** Feedback will be provided as to why the EOI was not cleared. The applicant could be supported by a Facilitating Agent, which will be selected through a call for tenders, to provide project development support to refine the EOI to meet the eligibility criteria for submission into a later EOI call. If relevant, the applicant may be referred for training and capacity development under Output 1.1.

- **The Project Pipeline:** Proposals that are promising but require significant revision will not be rejected outright but may be placed in the Project Pipeline. Pipelined applicants will be given a set timeframe (e.g., three months) to revise and resubmit their application for consideration outside of the regular call-for-proposals cycle. This allows the programme to support and cultivate promising ideas that need further development.³
- **Reserve Pipeline:** 'Proposals that meet all eligibility and quality criteria but cannot be funded due to envelope constraints will be maintained in a reserve pipeline held by the Grant Administrator and Consolidated by the RPCU and given priority consideration in subsequent calls for proposals. Notwithstanding priority considerations, the reserve pipeline will compete on equal footing with new applicants. Projects in the reserve pipeline will be prioritized based on the following:
 - If a recommended project declines, cannot sign, or withdraws.
 - If an active grantee is terminated based on underperformance, replacement may be drawn from reserve.
 - If one theme falls below the required floor or portfolio targets, reserve activation may prioritize compliant projects in the underrepresented theme.
 - If a participating country or national EE withdraws and funds are reallocated proportionally to the remaining four countries through the Regional Steering Committee, subject to GCF approval.

Reserve projects will receive priority review in subsequent calls, but this does not translate to automatic funding. Projects in this pipeline should be reconfirmed for relevance, community consent/ownership, readiness, and compliance before award. The number and size of projects in the reserve that can be considered funding in any one call should be determined nationally based on alignment with Climate Investment Programme and community ownership. CCCCC will actively support the linkage of unfunded but viable proposals to alternative climate finance sources.

4.3.2 Stage 2 Medium / large grants: Development of project proposals (with or without technical support)

Once an EOI is successful, the applicant will be required to develop a full project proposal, receiving further support from technical contractors and country facilitators who will act as facilitating agents supporting the organizations on how to integrate scientific and local knowledge, and to develop the needed skills to successfully design and implement the projects. The full proposal will include a Self-assessment ESS checklist.

Mandatory Co-Design Requirements: Every full proposal must be explicitly grounded in a Participatory/Community-Led capacity and vulnerability analysis (PCVA) or with proof of robust community consultations) conducted prior to submission. This ensures the project rationale is driven by local lived experiences, not just regional models. Furthermore, to prove locally led adaptation (LLA), all applicants must compile a verifiable 'Community Engagement and Co-Design' annex (e.g., minutes, photos, and attendance sheets from a community validation meeting) demonstrating that the target community actively co-designed the proposed interventions.

³ Belize Fund Grants Manual - Pipeline Project

4.3.3 Stage 3 Medium / large grants: Submission of the full proposal

This stage will adhere to the same protocols and requirements established for small grants in Stage 3.

4.3.4 Stage 4 Medium / large grants: Decision-Making

Pre-screening and completeness checks: The Grants Administrators will act as a first filter to review the proposal for completeness. Particular attention will be paid to whether stakeholder input and engagement have been continued through the full proposal development (from the EOI stage).

The decision-making phase for medium and large grants follows a process consistent with Stage 4 of the small grants category. This includes the Field Appraisal, Pre-selection, and Final Approval phases. Following the decision, Grants Administrators will notify applicants of the results. Approved applications will proceed directly to the Contracting Stage, while those requiring further modification will be invited to resubmit during the subsequent call for proposals.

4.3.5 Stage 5: Contracting

Once the proposal has been approved, the IP will draft and execute a formal grant agreement with the awarded recipient. The contracting process for all grant categories (small, medium, and large) adheres to the standardized procedures explained in Section 4.2.4. This section provides a detailed framework for legal agreements, project implementation, and the corresponding monitoring and reporting requirements.

4.4 Project Modifications

Budget Reallocations: Grant recipients may reallocate funds between approved budget lines up to a cumulative total of 10% of the grant amount without prior approval. Any reallocation exceeding this 10% threshold requires the submission of a formal Budget Reallocation Request to the Grants Administrator for approval. A request for budget reallocation is required when there is a change that alters an approved budget category by more than 10%. A 10% budget tolerance indicates that funds can be reallocated to other approved budget categories without formal approval. Any reallocation of funds exceeding 10% of any budget category will require approval from the IP. The recipient organization will be required to submit a Budget Reallocation proposal to the IP to document the request.

Activity Reprogramming: Any significant change to the project's scope, objectives, or key activities requires the submission of a formal Reprogramming Request for approval by the Grants Administrator. A reprogramming request is required when there is a change in the scope of an approved project. Reprogramming may be considered as a result of unexpected and justifiable changes in the approved project outcomes, outputs, and/or activities. A reprogramming request shall be required if there is a need to move or modify approved activities. A reprogramming request should be submitted to the Grants Administrator for a further review and approval. If approved, the IP will provide a formal response, a letter or email of exchange between both parties for a reprogramming of approved activities will suffice.

No-Cost Extensions: If a project requires more time to complete its activities without additional funding, the grant recipient must submit a No-Cost Extension Request at least 90 days prior to the grant's original end date, providing a clear justification for the delay.

To ensure sub-projects do not impact the closing and completion dates of the overarching CABRIC programme, non-cost extensions are strictly capped. Sub-grantees are limited to a maximum of two (2) non-cost extensions over the life of the sub-project, which cumulatively cannot exceed 12 months.

No extension will be granted under any circumstances if it extends a sub-project's completion date beyond the financial closure date of the overarching CABRIC facility. All extension requests must be accompanied by a valid justification and a formally revised implementation plan for approval by the Grant Administrator.

4.5 Funding duration

The duration of implementation period of the projects will vary depending on the amount of financing they have acquired and the nature of it. Therefore, the appropriate duration of each project will be determined on a case-by-case basis when they are assessed and selected through the CABRIC Grant Facility. The acceptable duration of the grants will also be assessed based on the selection criteria. For example, as a part of the screening processes, an implementation plans will be assessed to determine if it will be able to realistically implement the planned activities within the allocated time and according to the grant received.

A project can be extended beyond the expiry date of the agreement with proper and reasonable justification whilst ensuring that the goal(s) and objective(s) remain relevant and achievable. The recipient organization shall submit such request before the project end date as stipulated in the Award Agreement. A formal letter approving the request will be provided by the IP to the recipient organization. Non-cost extensions may be requested an unlimited number of times, contingent upon a clear and valid justification for each request.

4.6 Monitoring

At the project level, a Knowledge Management and Information (KMI) plan will also be established during *Output 3.1 “Strengthened ecosystems for sharing GEDSI-integrated climate risk data and community-led solutions”*. All grantees will assist to training on data literacy, collection of data and accessible learning products, by complying with the Knowledge Management and Information protocol there will be a close collaboration and evaluation of the grants. This is line with guidance provided by the GCF and will ensure that evaluation and learning are enabled throughout grants implementation, with the aim to formulate and develop recommendations to increase effectiveness, efficiency, and timeliness of the CABRIC Grant Facility.

As part of the proposal, each grants will have a set of measurable indicators and baselines to assess its progress and completion. These indicators will be developed in consensus with relevant local actors, particularly the women and vulnerable group in the coastal communities. All grantees are required to report on the Universal Indicator and at least one thematic indicator relevant to their sub- project. The Cross-Cutting Indicators are mandatory for all applicants. The RPCU will aggregate sub-project-level results into the programme’s Annual Performance Reports to the GCF.

The KMAL Plan for the grants will include:

- Description of activities and performance indicators, including related to gender inclusion.
- Description on the data collection method
- Details about who will be responsible for the KMAL, timeframe, and how the data will be collected, stored, analysed, and disseminated, and integrated into future activities.

The projects will contribute to the programme's overall knowledge management and learning strategy, crucial for sustaining the initiative beyond GCF support. Demonstrating the effectiveness and impact of these projects will help mobilize further resources. Project reporting will feed into Component 3, particularly:

- **Activity 3.1.1:** Co-design an integrated Knowledge and Action Platform.
- **Activity 3.1.2:** Co-produce and mobilize knowledge products from local implementation **Activity 3.1.3:** Facilitate Peer-to-Peer Learning and Institutional Networks

These activities will refine knowledge products, reports, training modules, and best practices for dissemination across CABRIC and CARICOM countries.

4.6.1 Participatory Monitoring and Community Oversight

To ensure ongoing community ownership and accountability throughout the project lifecycle, a formal mechanism for participatory monitoring is required, particularly for larger projects. Instead of creating a new committee, this will be achieved through existing community structures.

For all **Medium to Large Grants** (i.e., over \$150,000), the grantee is required to:

1. **Integrate with Existing Groups:** Present project progress and financial updates as a standing agenda item at the regular meetings of an established and legitimate community governance body. This could be a Village Council, a local producers' association, a community development committee, or another relevant local body. This approach leverages existing structures and avoids adding another layer of meetings.
2. **Host Open Community Meetings:** Where no suitable existing body is available, the grantee must host dedicated, open community meetings at least twice a year. The purpose of these meetings is to present progress, gather feedback, and collaboratively address any challenges or concerns from the wider community.
3. **Baseline Reporting:** Because absolute baselines for grassroots interventions cannot be established prior to sub-project award, all Medium and Large grantees are required to establish project-specific baselines as their first official deliverable. Grantees must utilize the data from their Community-Led Climate Risk and Vulnerability Assessments (CRVA) to generate a formalized Sub-Project Baseline Report, establishing precise starting values for their approved indicators.
4. **Resourcing Participatory MEL:** In strict alignment with GCF Locally Led Climate Action (LLCA) guidance, all Medium and Large grant proposals must include a dedicated Participatory MEL budget line within their requested project funding. This grant-level funding must directly support community-led tracking activities, including:
 - The facilitation of local indicator co-design workshops prior to implementation.
 - Logistical support for recurring community validation meetings.
 - Fair financial compensation or stipends for local community members who act as designated 'Community Monitors' or data collectors, ensuring their time and expertise are formally valued.

The minutes and attendance records from these meetings must be documented and included as an annex in the grantee's progress reports to the Grants Administrator.

4.7 Reporting

At the project level: Grantees will submit reports to the Grant Administrators issuing the Grant every five months, following their guidelines. They will also report during a mid-year meeting (held either in person or online) and a submission of a project performance reports based on the Monitoring and Evaluation Plan that grantees submit to their respective Grant Administrator. Data collection tools must be accessible on mobile-first, low-bandwidth platforms so communities can own and update their data in real-time.

All grantees are required to report on the Universal Indicator and at least one thematic indicator relevant to their sub- project. The Cross-Cutting Indicators are mandatory for all applicants. The RPCU will aggregate sub-project-level results into the programme's Annual Performance Reports to the GCF.

Community engagement must be maintained throughout the implementation lifecycle. For all Medium and Large grants, grantees are required to present project progress and financial utilization updates as a standing agenda item at regular, recurring meetings of established local governance bodies (e.g., Village Councils, Fisherfolk Cooperatives, or Parish Committees) at least bi-annually.

To ensure the continued inclusion of the most vulnerable, representatives from the target vulnerable groups identified in the project's baseline CRVA must be actively present at these oversight meetings. Grantees must submit meeting minutes and community feedback from these sessions as mandatory annexes to their standard progress reports to the National EE.

Independent External Audits for Sub-Projects To ensure robust financial integrity while preventing disproportionate financial burdens on grassroots organizations, independent external audits will be applied using a proportionate, tiered approach:

- **Medium and Large Grants:** These sub-projects must undergo an independent external financial audit upon project completion (or annually for multi-year projects). Grant applicants are strictly required to budget for this audit expense within their initial proposal.
- **Small Grants:** These grants are not required to commission independent external firms. Instead, they will be subject to internal audits and random financial spot-checks conducted directly by the Grant Administrator. Their financial compliance is ultimately verified through the mandatory annual independent external audit of the Grant Administrator's overarching CABRIC portfolio.

At the programme level: Each Grants Administrator will submit project performance reports to the AE via the RPCU. These reports will summarize project progress and risk management related activities. Annual financial and narrative reports will also be submitted to the AE by the Partners.

Managing Risk

Partners will be responsible for working with the Grant recipients to ensure that recommendations identified through reporting in the step above are integrated into the relevant project risk management plans and future implementation activities. Where risks are detected, the implementation Partners may propose the redirection of project funds to risk management activities, or the withholding of the next tranche of payment until satisfactory risk management actions are determined and agreed. In this regard, it is noted that every effort will be made to support grant recipients to positively respond to and manage unanticipated risks.

Underperformance

Underperformance is determined by the National Coordinator based on objective criteria defined in the grant agreement: failure to meet reporting deadlines, utilisation rates below 50% of the previous tranche, or material deviation from the approved work plan. Where underperformance is identified, the Grant Administrator issues a written notice specifying the issues and providing a 30-day remediation period. The grantee has the right to present a response and a corrective action plan. If underperformance persists, the Grant Administrator may withhold subsequent tranches, require a revised work plan, or in severe cases terminate the grant agreement. All such decisions may be appealed through the programme's Grievance Redress Mechanism

4.8 Project closure and Knowledge Management

Throughout the implementation of the EDA programme, opportunities will be created for recipients to meet and share lessons and experiences amongst each other as well as local and national stakeholders (Component 3 of the project), particularly through the programme-level MEL and the creation of a shared platform. All recipients are expected to submit a final financial and narrative report at mid and final term.

A distinction is made between project completion and closure:

- **Project Completion** occurs when all grant-funded activities have been implemented.
- **Project Closure** occurs only after the grant recipient has submitted all final narrative, financial, and monitoring reports, and these have been reviewed and approved by the Grants Administrator. Closure also requires the reconciliation of all funds, including the return of any unspent balance.

Upon successful closure, the Grants Administrator will issue a formal **Project Closure Letter** to the grant recipient, officially concluding the grant agreement.

4.9 Project eligibility criteria

To ensure robust fiduciary control, the evaluation process maintains a strict separation between advisory recommendations and final binding approval:

- The National Grant Committees are responsible strictly for the technical review and scoring of applications. They operate in a non-binding capacity, providing a ranked list of funding recommendations to the National Board.
- The National Boards hold the final oversight and approval authority. They review the recommendations to ensure strategic alignment and fair process, and they hold the sole authority to formally approve the sub-projects for contracting.

4.9.1 Indicative thematic areas

As noted in the early section of this Manual. The CABRIC Caribbean programme supports two climate adaptation thematic areas: gender transformative livelihood security and inclusive social resilience. The design of these areas at a national level is guided by Climate Investment programmes that are informed by pCRVAs. These areas are expected to address the nexus of multisectoral issues contributing to the vulnerability that coastal communities in the Caribbean face. The programme and its grant facility primary is looking for locally led adaptation solutions that support climate resilient livelihood security, health and wellbeing.

Table 12 and Appendix I provides a suggested guideline for these interventions, and the Economic and Financial Analysis is based on these examples, however national level decision making based on needed locally led solutions brought for review, with a strong and sound climate basis, and impact will be considered even if they are not listed in the examples. This is important to ascertain at the inception of the programme at a local level through participatory climate risk and vulnerability assessments. Interventions proposed must align to this assessment and the prioritisation at the inception.

Results-Based Alignment: To ensure sub-projects contribute directly to the overarching CABRIC Logical Framework, every proposal must explicitly adopt, baseline, and commit to tracking at least one indicator from the CABRIC Menu of Core Indicators (detailed in the Project Proposal Form - Appendix IV).

Theme A: Gender transformative climate resilient livelihoods

Definition: *Those projects that support climate adapted, sustainable, nature positive livelihoods of coastal communities, and mitigate the risk of loss of income or food security post disaster. Project should have a socially inclusive and gender transformative angle to the operation to ensure the most vulnerable benefit.*

Under this theme, the grant facility actively supports the climate-resilient transition of eligible micro-enterprises and community cooperatives (such as those engaged in agro-processing, sustainable aquaculture, or eco-tourism), provided their legal structures align with the programme's community-ownership eligibility requirements.

Theme B: Inclusive Health, wellbeing and social resilience

Definition: *Those projects that support the health, wellbeing and social structures of coastal communities at high climate risk. All projects should include specific social inclusion structures and processes so that all vulnerable groups including persons with disabilities, youth, elderly, women and marginalised groups benefit from the outputs of the activities.*

Table 12: Thematic area summary

Theme A : Gender transformative climate resilient livelihoods security	Theme B : Inclusive social resilience
A.1 Climate Resilient Agriculture: → Resilient crop varieties → Soil & water conservation farming and land management techniques → Rainwater harvesting → Watershed management → Agroforestry A.2 Climate-resilient Ecosystem based fisheries and aquaculture: → EbA fisheries practices → Fish nursery protection → Participatory LMMAs / MPAs → Livelihood diversification to sustainable climate-resilient gender-transformative, native aquaculture practices. → Post harvest loss reduction → Value chain building A.3 Nature based Solutions for coastal resilience → Long line aquaculture → Hybrid reef structures with ecotourism projects	B.1 Equitable Early Warning Systems & health risk management → Community led, gender transformative, climate risk health information dissemination structures and processes. → Community awareness and training by climate hazard risk. B.2 Gender and socially responsive mental health initiatives → Climate anxiety management and psychological support programmes → Research on climate threats impact on mental health. B.3 Socially inclusive community health clinics and shelters → Capacity building in climate risks and use of data. → Adapted clinic technology, systems and processes for the climate vulnerable.

Thematic Portfolio Allocation Strategy & Minimum Floors To ensure balanced coverage across both critical resilience pathways, the CABRIC grant facility targets an indicative 50/50 resource allocation split between Theme A (Gender transformative climate resilient livelihoods security) and Theme B (Inclusive health, wellbeing, and social resilience).

To strictly mitigate the risk of underserving any sector, the programme institutes a Minimum Thematic Floor: over the life of the facility, no less than 30% of the total disbursed grant resources in any participating country may be allocated to a single theme.

4.9.2 Investment criteria for proposal selection

Along with assessment of the capacity of the applicant to implement the proposed grant, all proposals will also be assessed for their potential to provide adaptation benefits in line with the GCF investment criteria. CABRIC grants will thus only be awarded where project proposals fulfil the following key eligibility criteria:

1. The adaptation rationale and incremental/additional cost argument based on a business-as-usual scenario for the targeted project, the projected climate change impacts, the specific adaptation activities to be implemented to reduce the climate change vulnerability compared to the baseline scenario.
2. The prioritisation of the project defining how and why this particular project idea was identified among the many alternatives that could have been addressed with the same funding.
3. Projects must also clearly define their contribution to the GCF investment criteria.
4. Projects must have a GEDSI approach.

Climate change adaptation impact potential

- Number of direct and indirect beneficiaries whose vulnerability is reduced, or resilience is increased (with detailed information on locations & exposure, gender, social conditions etc.)
- Inclusion of most vulnerable populations (e.g., at risk of being displaced, women, those at the extremes of age, those with pre-existing health problems, the poor and socially disadvantaged, outer islands communities, etc.)
- Climate change resilient jobs/livelihoods created.
- Dependency on livelihoods vulnerable to climate change reduced.
- Increase in generation and use of climate information in local decision-making.

Transformational/paradigm shift

- Degree to which the proposed project addresses prevailing unsustainable practices/situations towards a resilient development pathway.
- Degree to which the project is innovative/business unusual.
- Potential for scaling up and replication elsewhere if the project proves successful.
- Potential for knowledge and learning
- Sustainability of outcomes and results beyond completion of the intervention (projects will need to include an exit strategy and demonstrate commitments towards long-term sustainability including for instance, operation & maintenance plans).

Needs from local communities

- Degree to which the proposals account for local communities' needs, directly validated by a community-led pCVA or robust engagement reports
- Direct community involvement in project implementation and design, evidenced by the mandatory 'Community Engagement and Co-Design' annex.

Alignment with national or sub-national priorities

- Degree to which the project clearly aligns with national or subnational priorities (e.g., contributing to objectives of national climate change policies, coastal policy frameworks, action plans or local Disaster Risk Reduction plans).

Efficiency and effectiveness

- Cost-effectiveness and efficiency
- Co-financing
- Financial viability
- Application of best practices

4.9.3 Locally Led Climate Action

To institutionalize Locally Led Climate Action (LLCA) and ensure demand-driven selection, the evaluation of all Medium and Large grant proposals will utilize a weighted scoring matrix that legally embeds community validation.

The assessment conducted by the Grant Administrator / National Board (comprising local representatives and target beneficiaries) must constitute a minimum of 25% to 40% of the total overall project score. This dedicated portion of the score will be strictly allocated to evaluating the proposals:

- Genuine community ownership and alignment with local priorities.
- Adequacy of social inclusion and gender-responsive design.
- Verifiable integration of traditional knowledge and LLCA principles.

A proposal cannot be recommended for funding by the National EE if it fails to achieve a passing threshold in this community-scored section, regardless of its technical score. Essential to scoring highly for this criteria is that proposals align to the climate risk needs identified through the participatory CVRAs, and that community representatives and engagement have supported the co-creation of the project design.

4.9.4 Environmental and Social Safeguards

In line with the CCCCC's Environmental and Social Management System, the proposed EDA programme will ensure that adverse environmental and social impacts are avoided or, when unavoidable, minimized, mitigated, and/or appropriately compensated. The CABRIC Grant Facility will address environmental and social concerns throughout the project cycle to prevent harm to both the environment and people. This approach incorporates the “do no harm” principle outlined in the CCCCC’s Sexual Exploitation, Abuse, and Harassment (SEAH) policy, reaffirming the commitment to safeguarding against ESS risks as well as sexual exploitation, abuse, and harassment. By embedding these safeguards into project design and implementation, the programme aims to protect target communities, enhance social outcomes, and generate co-benefits for sustainable development.

The ESS Safeguards Policy applies to all stages of the project cycle from design and implementation to monitoring and evaluation. All projects will comply with applicable national and international laws for all countries of implementation.

Proposals categorized as low and medium risks (Category B and C, in line with CCCCC ESS Policy and the GCF’s environmental and social safeguards), will be cleared for full proposal development. An indicative list of exclusionary criteria which will disqualify grants or grant activities to mitigate risks and ensure that all grants fall under the Category B or C designation can be found in appendix VIII of this document.

CCCCC is responsible for overall compliance with the GCF Environmental and Social Policy and the monitoring/reporting to GCF. CCCCC will support the work of the GESS Officer to ensure effective operating procedures that support ESS risk management into decision-making and review processes, particularly for specific grants. CCCCC is ultimately responsible to ensure that the selected grants are categorised low and medium risk projects and that they align with the environmental and social action plan, CCCCC’s current ESS policy, and the GCF Environmental and Social Policy.

At the project level, the final determination of the risk category will be confirmed by the ESS Specialist at the EOI stage and will make recommendations for the next steps. At the full proposal stage, “small” size projects will develop an ESS framework (risk mitigation plan) which will set out ESS requirements, including those pertaining to monitoring, evaluation, and reporting. Medium and Large size grants will not be required to develop an ESS framework but will be required to develop an Environmental and social Monitoring and Management Plan (EMMP), or Environmental and Social Management Plan (ESMP) which need to include the monitoring of any identified risks and reporting on a six-monthly basis.

- If the project is ranked as “**low risk**” during the full proposal screening process, no further assessment is needed, and the project can be approved after technical appraisal.
- If the project is ranked as “**medium risk**” during the screening process, the organisation is required to develop an Environmental and Social Management Plan (ESMP) and relevant accompanying plans as part of their application.
- If the project is ranked as “**high risk**”, further assessment may be needed in order to determine if it can be implemented while not triggering the social and environmental safeguards of CCCCC Social and Environmental Responsibility Policy, and under what conditions or adjustments, including mitigation measures must be taken to re-categorize the project into a low or medium risk category.

At the full proposal stage, Category B projects must include an ESMP for approval. This requirement applies to all medium and large grant applications; however, small grant projects ranked as low risk are exempt from this requirement.

An ESS screening template has been developed and is included in Appendix V. This screening tool will be used by grantees for each grant application submission by the ESS Specialist in consultation with the Grant Administrator Technical Committee to review the screening template and clearance form at the inception of the programme to validate and adjust as needed.

4.9.5 Gender and Social Inclusion Considerations

Based on CCCCC’s Gender Policy, this CABRIC Grant Facility is designed to integrate approaches and actions to advance gender equality and female empowerment through its grant cycle as well as throughout project design, implementation, monitoring, evaluation, and learning. Therefore, as per Annex 4 of the Funding Proposal, at least 40% of Grantees will be women’s organizations and/or inclusion-based organizations⁴ from each Country.⁵

At a project level, initial screenings will be conducted at the EOI stage to evaluate whether the grantee has integrated gender in the proposed project. If invited to submit a full project proposal, grantees will be supported by the RPCU and CCCCC to produce a gender analysis and integrate gender through the results framework of the project. The Grant Administrator Technical Committee will assess whether the proposal has appropriately integrated gender and social inclusion.. See Appendix III for the Project Screening Tool for details.

⁴ Inclusion based organizations are organizations that work to dismantle systemic barriers, empower marginalized populations, and provide equal access to education, economic opportunities, and human rights. These organisations may represent the interest and needs of diverse constituents based on age, sex, disability, race, ethnicity, origin, religion or economic or other status

⁵ Refer to Annex 4 for a detailed Gender Action Plan.

Appendix I: Thematic Areas Description

Theme A: Gender-transformative climate resilient livelihoods

Thematic Area A1: Climate-Resilient Agriculture

Type of Project	Description
Drought-resistant crop variety cultivation	Introduction and cultivation of climate-adapted crop varieties that can withstand prolonged dry periods and changing precipitation patterns
Small-scale drip irrigation systems	Installation of efficient water delivery systems that provide targeted irrigation directly to plant roots, reducing water consumption
Shade farming structures	Construction of protective structures that shield crops from extreme heat, intense sunlight, and heavy rainfall
Rainwater harvesting & water storage	Installation of collection and storage systems that capture and store rainwater for agricultural and domestic use during dry periods
Mulching / composting	Promotion of organic soil management practices that improve soil moisture retention, reduce erosion, and enhance soil fertility through natural decomposition processes, reducing the need for chemical fertilisers
Protected agriculture (greenhouses / polytunnels)	Construction of controlled-environment structures that protect crops from extreme weather events, pests, and diseases while also allowing for optimal growing conditions
Integrated pest management systems	Implementation of holistic approaches to pest control that combine biological, cultural, and environmentally friendly methods to minimise crop damage
Solar-powered hydroponics / aquaponics	Development of soilless growing systems powered by renewable energy, that can operate independently of traditional agriculture
Agroforestry systems	Integration of trees and crops in productive land management systems that enhance biodiversity, improve soil health, and provide multiple income streams
Small- scale post-harvest cold and dry storage facilities	Construction of small temperature and humidity-controlled storage facilities that reduce food losses and extend shelf life of agricultural products.
On-farm technologies	Adoption of soil moisture probes, fertigation systems, automated irrigation, and infrared thermometers to improve farm efficiency

Thematic Area A2: Climate-Resilient Ecosystem Based Fisheries

Type of Project	Description
Long-line aquaculture	Implementation of suspended rope cultivation systems for marine species such as seaweed that operate in open water environments
Small scale solar-powered post-harvest cold storage facilities	Construction of refrigeration facilities that preserve fish quality and extend market life of marine products, reducing post-harvest losses and improving food safety. Solar-powered and with backup generators in case of power outages.

Mariculture (e.g., seamoss, shellfish)	Development of marine farming systems for high-value species including sea moss, oysters, mussels, and other shellfish in coastal waters
Value-adding processing facilities for fish products	Establishment of small-scale processing units that transform raw fish into higher-value products such as fillets, smoked fish, or fish meal
Freshwater farming (e.g., tilapia, prawn)	Development of pond-based aquaculture systems for freshwater species that provide protein-rich food and income generation opportunities

Thematic Area A3: Restorative and Protective Coastal NbS

Type of Project	Description
Eco-tourism microenterprise	Development of small-scale, community-managed tourism activities that showcase natural and cultural attractions while generating income for local communities
Mangrove plantation and restoration	Restoration of degraded mangrove ecosystems through community-based planting and management programs that provide coastal protection and biodiversity conservation
Mangrove-based apiculture	Development of beekeeping enterprises within restored mangrove areas that produce honey and other bee products
Coral reef plantation and restoration	Implementation of coral restoration programmes using techniques such as coral gardening and transplantation to rebuild degraded reef ecosystems.
Seagrass plantation and restoration	Restoration of seagrass beds that serve as critical nursery habitats for marine species
Community-managed marine protected areas	Establishment of locally managed marine conservation areas that restrict certain activities while providing sustainable livelihood opportunities through eco-tourism and sustainable fishing.

Theme B: Inclusive health, wellbeing, and social resilience

Thematic Area B1: Equitable early warning systems and emergency health risk management

Type of Project	Description
Community disaster emergency response teams	Training and equipping local volunteers to respond to climate-related emergencies including floods, storms, and health outbreaks. These teams provide first aid, evacuation assistance, and coordinate with formal emergency services during disasters
School-based disaster preparedness	Implementation of comprehensive disaster preparedness programmes in schools that include emergency planning, evacuation procedures, and climate risk education for students and teachers. These programs ensure safe school environments during emergencies
Farm-level weather monitoring	Equipping farmers with basic weather stations and climate tracking tools

Community-based vector control and disease prevention	Implementation of community-led environmental management and awareness programmes to reduce disease vectors and prevent climate-sensitive disease outbreaks, such as training community members to identify and eliminate mosquito breeding sites, organising regular environmental clean-up campaigns, and maintaining community spaces to reduce vector habitats.
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Thematic Area B2: Gender and socially responsive mental health initiatives

Type of Project	Description
Youth mental health programmes	Development of age-appropriate mental health services and support programmes (including non-verbal therapy programmes such as art and music therapy) that address issues such as climate anxiety, trauma, and social stress among young people. These programs include counselling, peer support, and resilience-building activities delivered through schools and community centres. The intervention supports youth wellbeing and builds future community mental health capacity.
Post-disaster mobile mental health services	Training of professional mental health workers that provide counselling and support services to remote and underserved communities after climate-related disasters
Climate and mental health training for community staff	Training programmes for existing community health workers, social workers, teachers, and community leaders to recognise and address climate-related mental health impacts including anxiety, trauma, and stress. These training programmes build local capacity to provide psychological first aid, identify mental health warning signs, and connect community members with appropriate support services
Climate-responsive social protection networks	Development of comprehensive support systems for elderly community members who are particularly vulnerable to climate impacts and social isolation
Community cooling centres and climate-safe spaces	Establishment of climate-resilient community spaces that provide cooling and safety during extreme heat events, particularly for vulnerable populations including elderly persons, pregnant women, and women experiencing increased gender-based violence during climate stress periods. These spaces are equipped with cooling systems, backup power, and basic amenities while providing safe environments during heatwaves and climate emergencies.

Thematic Area B3: Socially inclusive community health clinics and shelters

Type of Project	Description
Climate-proofing maternal and child health centres	Refurbishing and equipping existing health facilities with maternal care equipment (birthing beds, infant scales, sterilization equipment), medical supplies, or emergency backup systems.

Multi-purpose emergency shelters	Climate-proofing and equipping existing community buildings with emergency supplies, communication equipment, backup power systems, water storage tanks, or accessibility modifications.
Telemedicine services	Equipping existing health facilities with computers, internet connectivity, video conferencing equipment, and basic diagnostic tools to help connect remote communities with medical specialists and health services through internet and mobile technology. These services provide access to specialised care and medical consultations without requiring travel to distant facilities
Solar-powered health facilities	Equipping existing clinics with solar panel systems, battery backup, medical equipment, or water purification systems.
Water purification & storage systems for clinics	Installation of advanced water treatment systems in health facilities to ensure safe water supply for medical procedures, patient care, and infection control

Appendix II: Capacity Assessment

The following Capacity Assessment framework is a key tool used by the Grants Administrator, in collaboration with the applicant, to gain a clear understanding of an organisation's operational, managerial, and financial capacities. The primary purpose of this assessment is not to exclude applicants, but to identify existing strengths and determine the most appropriate level of support needed to help the organisation develop a successful project proposal. The results of this assessment will be used to tailor the support provided, as outlined in Section 3.1.1 of this manual.

Name of the organisation: _____ **Type of Organisation:** _____ **Date of Assessment:** _____

A: Operational History

A1: Operational History

5 ☐	The organization is a legally constituted entity that has been operational for more than five years.
4 ☐	The organization is a legally constituted entity that has been operational for between two and four years.
3 ☐	The organization is a legally constituted entity that has been operational for between one and two years.
2 ☐	The organization is a legally constituted entity that has been operational for less than one year.
1 ☐	The organization is a legally constituted entity that has been operational for less than six months.

B: Track Record

B1.1: Track Record-Livelihood projects

5 ☐	The organization consistently meets or exceeds targets for beneficiary reach and provides verified data showing a significant, sustained increase in household income or diverse livelihoods.
4 ☐	The organization consistently meets all primary targets. Provides clear, documented evidence of positive livelihood shifts (e.g., new jobs created, improved market access). Monitoring data is reliable and shows sustained outcomes over the project duration.
3 ☐	The organization meets most targets, though some delays or minor shortfalls may exist. Impact on livelihoods is visible but may be moderate or inconsistent across different beneficiary groups. Data is primarily self-reported but generally credible.
2 ☐	The organization has a checkered track record. It struggles to meet beneficiary reach targets, or the impact on livelihoods is temporary/superficial. Documentation is often incomplete, making it difficult to verify long-term success.
1 ☐	Little to no evidence of reaching targets. Outcomes are either not documented or show negligible impact on beneficiary livelihoods. The organization lacks a clear methodology for measuring its impact.

B1.2: Track Record-Social Resilient projects

5 ☐	Proven success in shifting communities from "surviving" to "thriving" under climate stress. Verified evidence shows that project interventions (e.g., climate-smart irrigation, mangrove buffers) successfully protected assets/lives during actual climate events. High level of community-led climate governance.
4 ☐	Consistently meets targets for reducing climate risk. Documentation shows clear uptake of adaptive behaviours (e.g., use of early warning systems, crop diversification). Monitoring data confirms that the most climate-vulnerable groups (youth, elderly, women) are the primary beneficiaries.
3 ☐	Meets most targets for infrastructure or training. The community is better prepared, but resilience may be limited to specific, smaller shocks rather than long-term climate shifts.
2 ☐	The organization delivers activities (e.g., seed distribution), but they are not linked to a long-term climate strategy. Interventions may be "band-aid" solutions that do not address the root causes of vulnerability.
1 ☐	Failure to reach targets or provide evidence of impact. Activities may inadvertently increase vulnerability

C. Strategic vision

C.1: Organizational Mission

5 ☐	The organization has a specific, focused mission that is readily articulated by staff and Board, directs activities of the organization, is widely recognized by the public, and is reviewed periodically.
4 ☐	The organization has a specific, focused mission that is readily articulated by staff and Board, and directs activities of the organization
3 ☐	The organization has a specific, focused mission that expresses the purpose of the organization, and guides its activities.
2 ☐	The organization has an imprecise or broad mission that does not provide clear direction for the organization.
1 ☐	The organization does not have a mission

C.2: Strategic Planning

5 ☐	The strategic plan, including long-term institutional financial plan (3-5 years) is updated periodically through a process that involves staff, Board and outside advisors.
4 ☐	Staff uses the strategic plan, which incorporates long-term institutional financial plan, to guide all major programme decisions, including submission of grant proposals.
3 ☐	Current strategic plan exists. Staff is somewhat familiar with it.
2 ☐	Strategic plan is outdated or being prepared.
1 ☐	No strategic plan exists.

D. LEADERSHIP

D.1: Board Composition

5 ☐	The current board size is sufficient to manage the organization's workload and responsibilities effectively
4 ☐	The board is an appropriate size, and its members collectively possess the key skills needed. While there may be some overlap in expertise, it is not excessive and serves to strengthen certain areas.
3 ☐	The board's size is adequate, but it may be on the cusp of being too large or too small. There are noticeable skill gaps or an over-representation of a particular skill set

2 ☐	The board's size is a significant problem; it's either too small to handle the workload, causing burnout, or so large that it leads to inefficiency and a lack of clear purpose.
1 ☐	The board's size and composition actively obstruct the organization's progress.

D.2: Board Effectiveness

5 ☐	Board members govern actively and effectively to guide the future of the organization and ensure its long-term institutional and financial stability. Committees have been formed to address specific issues as investments, financial sustainability, fundraising, etc.
4 ☐	Most Board members regularly provide leadership, financial oversight, set policies, participate in planning, give or obtain funds and provide continuity for leadership transitions.
3 ☐	Some Board members occasionally assume leadership and oversight and give or obtain funds for the organization.
2 ☐	Only a few members contribute time, effort or money to organization's governance.
1 ☐	Board members are inactive or do not provide guidance.

D.3: Organizational Values and Ethics

5 ☐	Organization has a statement of values or code of ethics that all staff and Board members are familiar with and utilize.
4 ☐	Organization has a new statement of values or code of ethics and is in the process of disseminating it among staff and Board members.
3 ☐	Organization is beginning to develop a statement of values or code of ethics with the participation of staff and Board members.
2 ☐	Organization has a general notion of its institutional values but has not formalized them.
1 ☐	Organization has not addressed the issue of institutional values or ethics.

E: Financial Competency

E.1: Strategic Financial Planning

5 ☐	Organization has implemented its long-term financial plan and monitored its results; goals are being met and adjustments made.
4 ☐	Organization has analysed and tested various income generation / fundraising approaches, integrated them into a long-term financial plan and begun to achieve goals.
3 ☐	Organization has begun to develop fund-raising and other income-generation strategies to achieve its identified long-term financial needs.
2 ☐	Organization has identified the financial need to accomplish its objectives for the next 3-5 years.
1 ☐	Organization has not identified the minimum financial need to accomplish its objectives for the next 3-5 years.

E.2: Accounting Systems

5 ☐	Organization has sound and up-to-date financial information, which is used daily to allocate resources and implement projects.
4 ☐	Organization has sound financial information that is updated monthly and used to allocate resources and implement projects.
3 ☐	Organization's financial information is updated quarterly and used to allocate most resources and implement most projects.
2 ☐	Financial information is often out of date and of limited value to making decisions.
1 ☐	Consolidated financial information does not exist.

E.3: External Oversight (Audits)

5 ☐	Internal and external audits conducted on a periodic basis and all recommendations fully implemented.
4 ☐	Internal and external audits conducted on a periodic basis; recommendations partially implemented.
3 ☐	Internal and external audits conducted on a periodic basis.
2 ☐	Only internal audits conducted.
1 ☐	No internal or external audit or formal review of the organization's financial statements conducted

F: Community Legitimacy

F.1: Working Relations with Other Organizations

5 ☐	Organization has long-standing working relations and/or joint projects with a variety of strategic partner organizations.
4 ☐	Organization has working relations and/or ongoing joint projects with several strategic partner organizations.
3 ☐	Organization has working relations, and at least one ongoing joint project with other organizations.
2 ☐	Organization occasionally engages in alliances and projects with other organizations on an ad-hoc basis.
1 ☐	Organization seldom collaborates with other organizations

F.2: Government Relations

5 ☐	Organization has constructive working relations with relevant governmental agencies at various levels, and regularly participates in official events.
4 ☐	Organization has generally constructive working relations with relevant governmental agencies and participates in official events.
3 ☐	Organization has working relationships with some relevant governmental agencies and occasionally participates in official events.
2 ☐	Organization has few working relations with some relevant governmental agencies and rarely participate in official events.
1 ☐	Organization has no strategic working relations with relevant governmental agencies and does not participate in official events.

G: Project management experience

G.1 Project management experience

5 ☐	Extensive history of managing large-scale grants from multiple international or multilateral donors (e.g., GCF, UN, World Bank). Portfolio shows long-term consistency in the specific sector. Impeccable reporting and audit history.
4 ☐	Clear history of multiple grants from reputable national or international funders. The portfolio is directly relevant to the current project objectives. Demonstrates a steady growth in project scale and funding complexity over time.
3 ☐	Has managed at least 2–3 significant grants from recognized funders. The portfolio includes relevant projects, though they may be smaller in scale or less technically complex than the current proposal.
2 ☐	Only one prior grant or several very small "micro-grants." The portfolio is thin or only tangentially related to climate/resilience. May rely heavily on a single funding source or internal/private donations.
1 ☐	No history of external grant management or a portfolio that is entirely unrelated to the current scope. Represents a high fiduciary risk due to lack of prior oversight by other funders.

G.2 Thematic competence

5 ☐	The organization is recognized as a leader in the sector (e.g., sustainable fisheries, climate-smart agriculture, or water resource management).
4 ☐	Clear evidence of multiple successful projects in the specific sector. The organization employs specialized technical staff and demonstrates an understanding of sector-specific risks
3 ☐	Has implemented projects in the sector before, but they may have been "standard" or basic interventions. The organization shows adequate technical knowledge but may lack the specialized depth required for highly complex climate challenges.
2 ☐	The organization has worked in related fields but has limited direct experience in the specific sector.
1 ☐	No history of delivering results in the specific sector. The organization lacks the technical personnel, equipment, or specialized knowledge required to implement the proposed activities effectively.

SCORE AND OVERALL ASSESSMENT

Capacity criteria	Max Score	Min Score	Organisation Score	Mitigation Measures
A. Operational History	5	1		
B. Track Record	5	1		
C. Strategic vision	10	2		
D. Leadership	15	3		
E. Financial Competency	15	3		
F. Community Legitimacy	10	2		
G. Project management experience	10	2		
TOTAL	70	14		

Capacity Assessment Result	Score
1. Sufficient Capacity	55-70
2. Medium Capacity	30- 54
3. Low Capacity	14-29

Overall capacity of the organization:

☐ Sufficient Capacity ☐ Medium Capacity ☐ Low Capacity

Reviewer Observations:

Insert here the observations.

Next step:

- ☐ Organisation need to be coupled with a medium capacity organisation.
- ☐ The organisation moves to the proposal development stage.
- ☐ The organisation can submit a EOI.

Appendix III: Expression of Interest (EOI) Form

Call for Expressions of Interest

Climate Actions for Building Resilience in Coastal Communities in the Caribbean (CABRIC Caribbean)

[Include the **Grants Administrator**] is inviting Expressions of Interest (EOIs) for projects that align with the Green Climate Fund's (GCF) programme "*Climate Actions for Building Resilience in Coastal Communities in the Caribbean (CABRIC Caribbean)*" operating in the Caribbean countries of Belize, Bahamas, Grenada, Jamaica, and Saint Lucia.

Project Scope

Projects should support climate resilient communities one of the following Themes:

Theme A : Gender transformative climate resilient livelihoods security	Theme B : Inclusive social resilience
A.1 Climate resilient agriculture	B.1 Equitable early warning systems & emergency health risk management
A.2 Climate resilient fisheries	B.2 Gender and socially responsive mental health initiatives
A.3 Nature based Solutions for coastal resilience	B.3 Socially inclusive community health clinics and shelters

Project Timeframe

Project should commence no later than [Date] with a maximum duration of {Months}

Project Funding:

Three types of grants will be awarded:

- Small Grants: Up to \$150,000 (For small grants no EOI is required)
- Medium Grants: above \$150,000 up to and including \$300,000
- Large Grants: above \$300,000 up to and including \$500,000

EOI Submission:

Interested groups are invited to submit an EOI using the form provided overleaf.

EOIs should be submitted to _____ no later than _____. [Grants Administrator] will acknowledge receipt of concepts and will notify applicants of their submission by _____.

Organizations invited to submit a full proposal will be provided with further details about the application process.

Project Title:

Country:

☐ Bahamas ☐ Belize ☐ Grenada ☐ Jamaica ☐ St Lucia

Project Contact Information:

Name: _____

Organization: _____

Position/Role: _____

Telephone: _____

Email: _____

Grant size requested:

- ☐ Medium Grants: above USD 150,000 up to and including USD 300,000
- ☐ Large Grants: above USD 300,000 up to and including USD 500,000

Intervention category*Mark x for the type of intervention**Theme A: Gender transformative climate resilient livelihoods security*

- ☐ A-1 Climate resilient agriculture.
- ☐ A-2 Climate resilient fisheries
- ☐ A-3 Nature based Solutions for coastal resilience

Theme B: Inclusive social resilience

- ☐ B-1 Equitable early warning systems & emergency health risk management
- ☐ B-2 Gender and socially responsive mental health initiatives
- ☐ B-3 Socially inclusive community health clinics and shelters

Project summary (max 500 words)

Describe the planned project including a) how the project will address climate risks that affect communities b) the estimated # of direct and indirect beneficiaries.

Alignment to intervention category (max 250 word)

Describe how the planned project aligns to the CABRIC impact area of improved resilience to coastal communities through livelihood security and social, health and wellbeing resilience.

Stakeholder involvement (max 500 words)

Describe how key partners and stakeholders will be involved throughout the project implementation and detail any stakeholder consultations held to date

Alignment with Green Climate Fund (GCF) investment criteria

Please detail below how your project aligns with the GCF investment criteria.

Investment Criteria	Alignment
Impact potential	Briefly describe the expected change in loss of lives, value of physical assets, livelihoods, and/or environmental or social losses due to the impact of extreme climate-related disasters and climate change in the geographical area of the GCF intervention. EOIs should also refer to the number of direct and indirect beneficiaries of the project (estimates). (Max 200 words)
Paradigm Shift potential	The paradigm shift should outline how the proposed project can catalyse impact beyond a one-off investment. (Max 200 words)
Sustainable Development Potential	Identify at least one positive co-benefit in at least two of the four coverage areas: - Economic co-benefits, such as the creation of jobs, poverty alleviation and enhancement of income and financial inclusion, especially among women. - Social co-benefits, such as improvements in health and safety, access to education, cultural preservation, improved access to energy, social inclusion, improved sanitation facilities and improved quality of and access to other public utilities such as water supply. - Environmental co-benefits, including increased air, water and soils quality, conservation, and biodiversity. - Gender empowerment co-benefits outlining how the project will reduce gender inequalities. (Max 200 words)
Needs of recipient	Does the project provide financing needs to the beneficiary country and population? Is there an absence of alternative sources of financing? (Max 200 words)
Country ownership	EOIs should outline how they plan to engage/consult with relevant stakeholders and how their interventions align with their respective national adaptation programmes. (Max 200 words)
Efficiency and Effectiveness	EOIs should describe how does the project foster cost-effectiveness and private sector funding mobilisation?. (Max 200 words)

Project Environmental and Social Risk

Below are three descriptions of project risks, please select the one most appropriate to the project. Note that this EDA programme will only fund Category B and C interventions

- ☐ Project activities have the potential to cause significant negative environmental and/or social impacts that are widespread, irreversible, and cannot be easily addressed through planning and other mitigation efforts (Category A)
- ☐ Project activities have the potential to cause limited negative environmental and/or social impacts that are site-specific, largely reversible, and can be easily addressed through planning and other mitigation efforts (Category B)
- ☐ Project activities have minimal or no negative environmental and/or social impacts (Category C)

Gender considerations

Guiding Questions	Response
What are the main sources of livelihood and income for men and women? If survey data is available, it should be included otherwise qualitative descriptions are helpful.	
What are the key vulnerabilities being addressed by the project? How do these differ for men and women?	
Based on initial stakeholder engagement, what are the needs and priorities related to the envisioned activities? Are men's and women's needs/priorities different?	
How are women and men expected to benefit from project activities?	
What specifically will the project do to ensure that women and men have equal opportunity to benefit from the project activities?	
Are project outcomes/results gender disaggregated? If so, describe the specific indicators and how they will be monitored.	

Appendix IV: Project Proposal Form

PROJECT TITLE

Insert Project Title

Country

☐ Bahamas ☐ Belize ☐ Grenada ☐ Jamaica ☐ St Lucia

PROJECT CONTACT

Organisation: Click or tap here to enter text.

Type of organisation Choose an item.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

PROJECT INFORMATION

Target Area: Click or tap here to enter text.

Number of beneficiaries: Men: Women: Total:

Expected Start of the project: Click or tap to enter a date.

Expected Duration of the Project: *Duration of the project in months.*

Grant size requested:

- ☐ Small Grants: Up to \$150,000
- ☐ Medium Grants: above \$150,000 up to and including \$300,000
- ☐ Large Grants: above \$300,000 up to and including \$500,000

PROJECT DESCRIPTION

Project Summary (max 250 words)

Describe the planned project including overall description of the project, while indicating community consultations that have taken place.

Click or tap here to enter the Project Summary.

Project Problem (Max 1500 words)

Describe the problem that the project aims to address, this includes:

- *Include a baseline of the context of the project, Define the geographical scope, the primary sector involved, and the socio-economic landscape of the target area.*
- *Detail how climate change is currently manifesting in the target area. Focus on observed changes in: temperature, rainfall (quantity and variability), sea level rise, extreme weather events, etc.*
- *Describe the specific climate vulnerabilities facing the target population and ecosystems (for instance crop failure due to water scarcity produce by the changing raining pattern).*
- *Summarize ongoing initiatives, existing policies, and current stakeholder actions within the project's focus area.*

Click or tap here to enter the Project Problem

Project Justification (Max 250 words)

Explain why climate adaptation has not yet been successfully achieved at the project site. This paragraph should serve as a high-level justification for why your project is necessary right now. Present 1 short paragraph for each of the following barriers: social, gender, fiscal, regulatory, technological, financial, ecological, institutional, etc.

Click or tap here to enter the Project Justification.

Project Objective (Max 150 words)

Describe the overall objective of the project. This objective must clearly align with how the project will help build climate resilience in coastal communities in the Caribbean, as well as how it will ensure the inclusion of women. Example: To address escalating climate

risks in [Country], this project seeks to strengthen [Target Group X] in [Area Y] by improving [Technical Process XXX] and building sustainable capacity for [YYY]. Through targeted interventions in [X, Y, and Z], the project focuses on the [Region/Watershed]—an area identified as a strategic priority for adaptation. These efforts will directly empower [Number] beneficiaries, enhancing their ability to [Specific Benefit]

Click or tap here to enter the project objective.

Project Activities (Max 1000 words)

List and describe the project Components, outputs and activities including detail on scale of the activities (i.e. area impacted (ha), # of households, # of technology deployments) and specific deliverables (i.e. plans, trainings, workshops, etc.). Include the intended beneficiaries of the project. All names of outputs and activities should clearly state their link to climate change. minimize the number of outputs (components) to keep the design simple connecting the outputs to the barriers.

Component	Output	Main barrier addressed	Activity	Description of the activity	Scale	Specific Deliverables
Component 1	Output 1.1: Climate-smart Ag-tech adoption	Technological & Financial	Deployment of solar-drip irrigation kits	The project will facilitate the procurement, distribution, and installation of solar-powered drip irrigation kits for smallholder farmers....	500 ha / 250 households	250 kits; 10 technical manuals

Click or tap here to enter the project activities description.

Project partners and implementation plan (Max 500 words)

Describe how the project plans to implement the activities including specifically how funds will be managed and who will be responsible for each activity listed above. This should also include a description of any partners or partner organisations that will be assisting with the activities

Output	Activity	Responsible	Stakeholders involve	Cost of the Activity
Output 1.1: Climate-smart Ag-tech adoption	Deployment of solar-drip irrigation kits	Organisation	- Communities involve - Local authorities - Private sector	\$ USD
Total				\$ USD

Click or tap here to enter the description of the project partners.

Stakeholder Involvement and Co-Design (Max 500 words)

Describe how key partners, vulnerable groups, and community stakeholders were actively involved during the project design phase. Detail how they will remain engaged in monitoring and oversight throughout implementation.

Please attach any verifiable evidence (e.g., meeting minutes, attendance sheets, or letters of support from existing community governance bodies) demonstrating that the target community was directly consulted during the formulation of this project.

Click or tap here to enter text.

EXPECTED RESULTS

Impact Potential (Max 250 words)

Paragraph presenting the total number of direct beneficiaries with a brief description of how this number was calculated. Include how the project will define “increased resilience of the beneficiaries”. Please note that an increase in income per se is not acceptable as increased resilience.

Click or tap here to enter text.

GEDSI (Max 250 words)

How will the project support gender and social inclusion? Will the project ensure equal participation of women and men, or will it go beyond to address equity and support gender and social balance. Describe how all women and men are expected to benefit from

project activities. What specifically will the project do to ensure that women and men have equal opportunity to benefit from the project activities? Based on initial community engagement, how are the priorities/needs of men and women different with regards to project activities?

Click or tap here to enter text.

Paradigm Shift Potential (Max 250 words)

Paradigm shift potential is defined as ‘degree to which the proposed activity can catalyse impact beyond a one-off project or programme investment’. Also describe how and to what extent the project/programme will be able to promote or contribute to paradigm shift through the below.

- Potential for scaling up and replication
- Potential for knowledge sharing and learning. Write about how specific activities (list them) involve capacity building, lessons learned, knowledge development and sharing and monitoring.
- Contribution to the creation of an enabling environment. This should focus on how the project will remove barriers. An enabling environment is a set of interrelated conditions – such as legal, organisational, fiscal, informational, political, and cultural – that impact on the capacity of development actors.
- Contribution to the regulatory framework and policies. list the existing legal framework and policies to which the project is aligned
- Innovation of the project. Present the innovative aspects of the project. Innovation can be either upscaling a new technology or by introducing a tried and tested technology that is not yet widespread in the country.

Click or tap here to enter text.

Sustainable Development (Max 250 words)

Include a paragraph with information on environmental, economic, and social co-benefits the project will generate

Click or tap here to enter text.

Efficiency and Effectiveness (Max 250 words)

Include 1 paragraph - Explaining that the funding will be adequate (enough to do the job) and reasonable (not overfunded). explicitly state why the project wouldn't happen without this specific support.

Include 1 paragraph - Demonstrating that your project intervention is more efficient over the long term when considering both initial costs and lifecycle maintenance. Briefly describe how your chosen activities have already worked in previous projects or similar contexts.

Click or tap here to enter text.

Sustainability (Max 500 words)

Include how the project will ensure the long-term sustainability of the outputs, activities and results/ benefits generated after the project ends. Add 1 paragraph to detail and explain each one of items listed in the previous paragraph on approaches and strategies that will be used to ensure the projects sustainability (Other examples include: Institutional strengthening/ improvement of legal framework and policies / Capacity building/ Participatory design and implementation / Monitoring and Evaluation / Systematization and application of lessons learned).

Click or tap here to enter text.

Project Indicators

Fill the table to establish the project indicators with specific performance indicators. List down tailored indicators to monitor /track progress against relevant project results.

*Please select at least one (1) Indicator from the menu below from **Theme A** or **Theme B** that your project will directly contribute to. Your project's specific baseline and targets for this indicator must be clearly defined in your LogFrame table below. **All Cross-Cutting and Universal Indicators will apply.***

Universal Indicator:

- Total number of direct and indirect beneficiaries with enhanced resilience to climate impacts. [Aggregates to GCF Core Indicator 2]

Theme A Indicators (Gender transformative climate resilient livelihoods security):

- Number of individuals adopting climate-resilient livelihood practices (e.g., climate-smart agriculture, sustainable fisheries, livelihood diversification). [Aggregates to GCF Supplementary Indicator 2.1 & LogFrame Co-benefit 1]
- Hectares of coastal/marine ecosystems (mangroves, reefs, seagrass) protected or restored. [Aggregates to GCF Core Indicator 4 & LogFrame Co-benefit 3]
- Number of households with improved food security through climate-resilient agricultural or fisheries practices. [Aggregates to GCF Supplementary Indicator 2.2]

Theme B Indicators (Inclusive Health, Wellbeing, and Social Resilience):

- Number of community members covered by new or improved, socially inclusive Early Warning Systems. [Aggregates to GCF Supplementary Indicator 2.4]
- Number of community health clinics or emergency shelters climate-proofed or rehabilitated. [Aggregates to GCF Core Indicator 3 & LogFrame Output 2.1]
- Number of climate-responsive mental health and psychosocial support services established or strengthened. [Aggregates to LogFrame Output 2.1]
- Value of physical assets made more resilient to the effects of climate change (USD). [Aggregates to GCF Core Indicator 3]

Cross-Cutting Indicators (GEDSI & LLA):

- Percentage of funded sub-project leadership positions held by women. Indigenous people; youth -led organi. [Aggregates to LogFrame Co-benefit 2]
- Percentage of target community members actively participating in the co-design and execution of the intervention. [Aggregates to LogFrame Outcome 2]

Project Outputs	Indicator	Means of Verification	Baseline	Mid-term Target	Final Target	Assumptions
Output 1.1		Sources of information and methods used to collect and report data/information to measure progress against targets	The starting point or current value of the indicators before the implementation of the project	The estimated value of the indicator at the mid-point of the implementation	The estimated value of the indicator at the completion of the implementation	Externalities and factors outside project management's control that may impact on the Component. Data sources and methodologies applied for estimating baseline and targets

Environmental and Social (ESS) Impacts

	Included in the project?	Mitigation Strategy
NATURAL INFRASTRUCTURE (Buildings, roads, coastal defences etc.)		
Will the project involve any construction and/or reconstruction/rehabilitation of any type?	Choose an item.	<i>Included a description of the mitigation measures to take to minimise environmental and social affectations.</i>
Will the project involve building penetrating roads, road rehabilitation and maintenance or other road related infrastructure (drainage, bridges, etc.)?	Choose an item.	
Will the project involve construction or rehabilitation of coastal water and / or sanitation infrastructure (irrigation systems, potable water, water harvesting, septic systems etc.)? (NB: Potable water systems require testing for bacteria, arsenic and other heavy metals.	Choose an item.	
Will the project involve construction or rehabilitation of any other infrastructure such as coastal defences, landfills, incinerators, energy infrastructure, etc.	Choose an item.	
Will the project require local planning permissions (i.e. zoning, building permits, etc)	Choose an item.	
BIOPHYSICAL		
Will the activity include the purchase, use, plans to use, and/or training in the use of pesticides (including bio-pesticides)?	Choose an item.	
Will the project involve changes in water quality (resulting pollution, sedimentation, stagnation, salinization, temperature change, etc.)	Choose an item.	
Will the project affect surface or groundwater quantity	Choose an item.	
Will the project involve training and/or implementation of agricultural practices/production including animal husbandry?	Choose an item.	
Will the project involve the use or disposal of hazardous materials (used engine oil, paint, varnish, lead-based products, fluorescent light bulbs/mercury, batteries, asbestos or other hazardous or special management waste)? Consider effects to both the biophysical environment and human health.	Choose an item.	
Will the project involve implementation of timber management, extraction of forest products, clearing of forest cover, and/or conversion of forest land by cutting of trees >20cm diameter at base height?	Choose an item.	
Is the project in or near (within 50m) any sensitive coastal, marine, terrestrial or aquatic areas including protected areas, wetlands, critical wildlife habitat (including nesting areas), and threatened or endangered species?	Choose an item.	
Will the project contribute to coastal or fluvial erosion?	Choose an item.	
Will the project change existing land use in the vicinity?	Choose an item.	

Is the proposed project incompatible with land type (i.e., annual crops on steep slopes, infrastructure on poorly drained soils)?	Choose an item.	
Will the project have potential effects to inhabitants, natural landscapes, or flora/fauna downstream from the project site?	Choose an item.	
Will the project have a direct or indirect effect, or include actions with mangroves, coral reefs and other marine/coastal ecosystems?	Choose an item.	
Climate Change		
Does the project exacerbate climate change vulnerabilities (i.e., drought, flooding, decrease water supply)?	Choose an item.	
Will the project create greenhouse gas emissions from decomposing waste, burning of organic matter, or use of fossil fuels etc. (consider duration and scale)	Choose an item.	
Socio Economic		
Will the project contribute to displacement of people, housing or businesses?	Choose an item.	
Will the project affect indigenous peoples and/or unique cultural or historical features?	Choose an item.	
Will the project expose people or property to flooding?	Choose an item.	
Environmental & Health		
Will the project create conditions encouraging an increase in illness, diseases, or disease vectors (waterborne, STDs or other)?	Choose an item.	
Will the project generate hazards or barriers for pedestrians, motorists or persons with disabilities?	Choose an item.	
Will the project involve the use, storage, handling or disposal of syringes, gauzes, gloves and other biohazard medical waste?	Choose an item.	
Will the project expose workers to occupational hazards?	Choose an item.	
Gender		
Does the project inhibit the equal involvement of men and women?	Choose an item.	
Do the project results disproportionately benefit/impact men and women?	Choose an item.	

Project Budget

	Detail description	Unit cost (USD)	Total Cost (USD)
Component 1	<i>Include the overall description of the component</i>		
Project Staff	<i>Include the staff roles and specific salaries for the duration of the project</i>		
Travel	<i>Include all the local travels</i>		
Materials	<i>Include and approximation of all the materials need for the project implementation</i>		
Participatory Monitoring, Evaluation, and Learning (PMEL)	<i>For Medium and Large grants, include the costs of community-led data collection, including fair compensation/stipends for local community monitors and the costs of hosting community validation meetings.</i>		
Trainings	<i>Include the cost of training sessions</i>		
Other	<i>Space for other expenses</i>		
Total:			

Appendix V: Project screening tool

PART A: Project eligibility screening

The Grants Administrators will screen the proposals using the following checklist. Upon receipt, the Grants Administrator will use this checklist to verify that the proposal is administratively complete, meets minimum facility eligibility criteria, and is ready for formal appraisal. Proposals failing this compliance check will be referred back to the applicant for revision prior to expert review.

Question	Response	Actions to take
Project overview		
How does the project align with building resilience for coastal communities?		
The proposed duration of the project is appropriated for the selected theme and activities.		
Has the grantee involved relevant beneficiaries and conducted stakeholder consultations during the project design?		
Does the project contain a clear statement of objectives and results?		
Do the objectives and results align with the goal of building climate resilience in coastal communities in the Caribbean?		
Project description		
Do the project activities include detailed, measurable and feasible targets for activities? (e.g., #of trainings conducted, # of workers, area restored)		
Does the proposal provide a granular breakdown of activities, ensuring the scope is well-aligned with the objectives and that each component is technically and operationally feasible?		
Has the barriers been clearly identified?		
The project justification provides a robust additionality argument, clearly articulating the financial and technical		

barriers that prevent implementation in the absence of grant funding.		
Are the key stakeholders for project implementation clearly identify?		
Does the project justification clearly define why the funding is needed and why the project wouldn't happen without the grant?		
Does the proposal establish quantifiable indicators and specific targets that enable clear tracking of implementation progress and impact?		
Is the project beneficiaries clearly identify?		
GCF Investment Criteria		
Impact Potential: Does the project clearly describe the change from the status quo? Has the project included information on the learning potential from the project and the sustainability of outcomes?		
Paradigm Shift: Does the project clearly demonstrate how it will deliver environmental, economic, and/or social co-benefits?		
Sustainable Development: Has the project aligned its activities to address needs and priorities of the most vulnerable local communities in relation to climate change?		
Needs of local communities: How has the project engaged stakeholders and how does it plan to continue that engagement?		
Efficiency and Effectiveness How does the project plan to use grant resources? Are best available technologies and practices being used?		
Gender Assessment		
Are women/gender focused groups, NGOs/CSO's or gender units in partner organizations involved in project implementation? Included as beneficiaries?		

The project includes clear mechanisms for the integration of women into all activities and monitoring indicators.?		
Does the project ensure that gender-specific obstacles to participation are identified and solutions designed, so that both women and men can access and participate in project activities in an equal manner?		
Are outcomes, outputs and activities designed to meet the different needs and priorities of women and men, boys and girls?		
Budget		
Is the budget clearly defined?		
Is the financial allocation proportionate to the work breakdown structure, ensuring that resource inputs are consistent with the project's operational requirements?		

Environmental and Social Safeguards screening

The Grants Administrators will screen the proposals using the following checklist.

ESS Assessment		Risk Description		Score
		Yes, No, n/a, TBD	If No answer, please shortly justify. If Yes answer, describe potential issues, specify activities causing the risk identified.	Characterize the risk level:
1.Human Rights	Is the project likely to negatively impact on the human rights of the affected populations? (e.g., their rights to water, work, health, to a healthy environment, etc.)?	Choose an item.		Choose an item.
	Is the project likely to create less favourable treatment of, or discrimination against, any person or group such as persons with disabilities?	Choose an item.		Choose an item.

2 Gender	Is there a likelihood that the project would have adverse impacts on gender equality, and/or the situation of women and girls?	Choose an item.		Choose an item.
	Have community groups/leaders raised gender equality concerns regarding the project during the stakeholder engagement process?	Choose an item.		Choose an item.
3.Climate change	Could the project adversely contribute to climate change by generating greenhouse gas emissions including through deforestation or forest degradation?	Choose an item.		Choose an item.
	Could the project negatively affect the resilience to climate change?	Choose an item.		Choose an item.
4.Labour and Working Conditions	Will the project present unsafe, indecent, or unhealthy working conditions for stakeholders involved?	Choose an item.		Choose an item.
	Is there potential for the project to apply adverse discriminatory practices based on religious, racial, gender, disability or political considerations?	Choose an item.		Choose an item.
5.Resource Efficiency and Pollution Prevention	Is the project likely to lead to environmental damage due to an uncontrolled management of waste?	Choose an item.		Choose an item.

	Is the project likely to lead to pollutants release? Are chemicals (including pesticides) likely to be used during the project?	Choose an item.		Choose an item.
6.Community health safety	Is there a risk that the project would create or exacerbate conflicts with or within affected populations?	Choose an item.		Choose an item.
	Are there any anticipated occupational and community health and/or safety risks?	Choose an item.		Choose an item.
	Is the project likely to increase community exposure to diseases (water borne, water based, water related and vector borne diseases as well as communicable diseases)?	Choose an item.		Choose an item.
7.Land Acquisition and Involuntary Resettlement	Is the project likely to negatively affect Peoples or communities rights: rights of affected populations, including procedural rights such as the right to be consulted or to have access to information, or substantive rights (real or personal) such as the right of access to natural resources or benefit-sharing related to these natural resources (carbon rights, benefits from access to genetic resources, etc.).	Choose an item.		Choose an item.
	Could the project involve the physical relocation of people? (encompassing displacement as well as planned relocation)	Choose an item.		Choose an item.
	Could the project require the relocation of Peoples from their homes or lands subject to traditional ownership or customary use?	Choose an item.		Choose an item.

8. Biodiversity Conservation and Sustainable Management of Living Natural Resources	Could the project lead to adverse impacts on biodiversity or natural habitat?	Choose an item.		Choose an item.
	Is the project likely to negatively impact a protected area?	Choose an item.		Choose an item.
	Is the project likely to introduce invasive species to the project area?	Choose an item.		Choose an item.
	Is the project likely to restrict People's access to natural resources and their means of livelihoods?	Choose an item.		Choose an item.
	Will the project utilize or implement activities in any habitats which are considered "critical" by relevant national, regional, and/or international authorities?	Choose an item.		Choose an item.
	is the project likely to favour unsustainable exploitation of a renewable resource	Choose an item.		Choose an item.
9.Indigenous Peoples/Marginalized Groups	Is the project likely to negatively affect Peoples or communities' rights: rights of affected populations, including procedural rights such as the right to be consulted or to have access to information, or substantive rights (real or personal) such as the right of access to natural resources or benefit-sharing related to these natural resources (carbon rights, benefits from access to genetic resources ...).	Choose an item.		Choose an item.
	Will the project require the application of Free, Prior and Informed Consent?	Choose an item.		Choose an item.

	Could the project require the relocation of Peoples from their homes or lands subject to traditional ownership or customary use?	Choose an item.		Choose an item.
12. Prevention and Protection from Sexual exploitation , Sexual Abuse and Sexual Harassment (SEAH)	Has the project completed a risk assessment for potential instances of SEAH?	Choose an item.		Choose an item.
	Is the project expected to “do good” and/or have positive impacts on women and women’s empowerment?	Choose an item.		Choose an item.

PART B: Project Appraisal

Proposals that successfully pass the Part A compliance check will be formally evaluated using the appraisal matrix below. To ensure high-impact investments, proposals must achieve a minimum combined score of 70/100 across technical, financial, and community validation criteria to be recommended to the National Board for final funding.

Evaluation Category	Evaluator	Key Criteria to Assess	Max Points
1. Climate Rationale & Technical Feasibility	National Grant Committee	• Hazard Identification: Does the Participatory CRVA clearly identify a specific, localized climate hazard? • Adaptation Response: Is the proposed intervention a technically sound adaptation response to that hazard? • Paradigm Shift: Does the project introduce innovative practices or have the potential for scaling and replication?	20
2. Results-Based Alignment & GCF Impact	National Grant Committee	• LogFrame Alignment: Does the project explicitly map to and select at least one Core CABRIC indicator?	15

Evaluation Category	Evaluator	Key Criteria to Assess	Max Points
		• Baseline & Targets: Is there a clear, verifiable baseline, and are beneficiaries calculated using the standardized methodology? • Impact Potential: Will the project verifiably reduce the vulnerability of the targeted direct/indirect beneficiaries?	
3. Financial Viability & Implementation Capacity	National Committee Grant	• Budget Efficiency: Is the budget cost-effective, realistic, and aligned with current market rates? • Co-Financing Requirement: Has the applicant demonstrated the mandatory (Small 5%, Medium 10%, Large 15%) in-kind or cash contribution? • PMEL Resourcing: (For Medium/Large Grants) Is there a dedicated budget line for Participatory Monitoring, Evaluation, and Learning (PMEL)?	20
4. ESS & Gender Integration	National Committee Grant	• Safeguards: Has the applicant accurately completed the ESS screening, and is a robust ESMP provided (if Category B)? • Gender Action Plan: Has the applicant appropriately conducted a gender assessment and produced a credible Gender Action Plan?	15
5. Locally Led Adaptation (LLA) & Community Validation	National Committee Grant	• Local Ownership: Is there verifiable evidence (e.g., meeting minutes) that the target community actively co-designed the proposal? • Cultural Appropriateness: Does the intervention respect local/traditional knowledge and directly address the 'Needs of the Recipient'? • GEDSI Integration: Are women, youth, persons with disabilities, and marginalized groups structurally integrated into the project's benefits and oversight?	30
TOTAL SCORE			100

Appendix VI: Project Risk Categorisation

Please carefully consider the results of the ESS assessment above and determine the appropriate risk category of the project

Risk Category	Explanation & Recommended Courses of Action
A	Proposed project activities have potential significant adverse environmental and/or social risks and impacts that, individually or cumulatively, are diverse, irreversible, or unprecedented likely to cause significant adverse environmental and/or social risks/impacts that are diverse, irreversible or unprecedented. The Programme does not finance projects in this risk category.
B	Proposed project activities have potential limited adverse environmental and/or social risks and impacts that individually or cumulatively, are few, generally site-specific, largely reversible, and readily addressed through mitigation measures. The project can be financed; however, the organisation is required to develop an ESMP as part of their application.
C	Proposed project activities have minimal or no adverse environmental and/or social risks and/or impacts.

After submission of the proposal the Grants Officer, supported by ESS and GEDSI experts, will provide a clearance to the Grant Administrator Technical Committee through a standardized EES clearance form that includes an indication of the grant's risk category. The final clearance form will be refined/modified as needed by the ESS expert and approved by the Grant Administrator Technical Committee. Project proposals classified under Category Risk "B" should develop and included an ESMP as part of their full proposal submission.

Environmental and Social Clearance Form

EES Clearance Form				
Grant Name	Recipient			
Estimated Duration	Project	Start of the project	Approximate date of finalisation.	Months:
Total Grant Amount:	☐ Small Grants: Up to and including \$150,000 ☐ Medium Grants: above \$150,000 up to and including \$300,000 ☐ Large Grants: above \$300,000 up to and including \$500,000			
Any other partners (in delivery)				
Type of organization (i.e. non-profit, community association)				
Overview of the project and the ESS assessment	<i>Provide Brief Overview</i>			
Risk categorization B, or C (medium or low)	☐ Risk Category B ☐ Risk Category C			
Will the project proposal require an ESMP?	☐ Yes ☐ No			
Environmental and Social Clearance decision:	<i>Please tick one</i> ☐ Cleared ☐ Conditionally cleared ☐ Clearance rejected			
For grant cleared or conditionally cleared, define any additional work required	<i>Describe additional work required</i>			
Justification for the clearance decision	<i>Please describe the basis for the clearance decision.</i>			

Appendix VII: Contract Agreement template (Grants Administrators and Grant Recipient)

Below is a contract template, *in Blue* the information that needs to be completed as per the specific project.

Contract between: *Grants Administrator* and *Grant Recipient*

Project Title: *Insert project title.*

Introduction: The *Grants Administrator* will make available to the *Grant Recipient* a Contract for the amount not to exceed **[AMOUNT (USD)]**. The funds for this contract are budgeted under a grant to the Grants Administrator from the Green Climate Fund (GCF) Enhanced Direct Access Programme titled ***Climate Actions for Building Resilience in Coastal Communities in the Caribbean (CABRIC Caribbean)***

Brief description of the project under this programme

1 Project period: *Enter the date project initiation*

2 Scope of Work and Budget:

2.1. This Contract is to implement the scope of activities as detailed in the attached Project Implementation *Workplan*.

2.2. The budget is as follows:

Details of the budget for the grant (breakdown of activities and amounts)

3 Contract Amount, Conditions and Mode of Disbursements

3.1. On the basis of the budget agreed upon between *Grants Administrator* and the *Grant Recipient*, the ceiling amount approved to accomplish project activities corresponds to an amount of **[AMOUNT (USD)]**. Bank charges, where applicable, will be borne by the *Grant Recipient*. Payments shall be deposited in the Grantees bank account, details of which are as follows:

Bank name: *Click or tap here to enter text.*

Branch name: *Click or tap here to enter text.*

Account Name: *Click or tap here to enter text.*

Account No.: *Click or tap here to enter text.*

Address: *Click or tap here to enter text.*

(Bank name must be the same as the *Grant Recipient* name above)

Alternatively, the Grants Administrator can mail a check via registered mail to your postal address.

3.2. The *Grants Administrator* shall pay the *Grant Recipient* a total amount of **[AMOUNT (USD)]** for the proper and satisfactory performance of the *Grant Recipient* services and upon submission of the deliverables outlined in Section 2.1. The following is the payment and reporting schedule:

Deliverable	Reporting Due	Date	Payment

4. Reporting requirements

- 4.1. The Grantee is to provide to the **[Grants Administrator]** the deliverables described in detail in the *Workplan* and according to the above schedule in section 3.2.
- 4.2. The Grantee agrees to make all reasonable modifications and corrections to the work product requested by the **[Grants Administrator]** without additional compensation, so long as the requested modifications and corrections fall within the Scope of Activities.
- 4.3. The **[Grants Administrator]** encourages timely submission of deliverables. The **[Grants Administrator]** reserves the right to permanently withhold \$10/day for late reports, exceeding 5 days from the due dates of reports as outlined in the above schedule.
- 4.4. Reports exceeding 10 days from the due dates of reports as outlined in the above schedule will be considered as non-submission of report and will constitute a breach of this contract, as per section 5.7.
- 4.5. In accordance with the CABRIC tiered audit framework, if the Grantee is the recipient of a Medium or Large Grant, the Grantee is legally mandated to undergo an independent external financial audit upon project completion (or annually if the project is multi-year). This must be conducted by a certified independent auditor, and the costs must be covered by the approved project budget. If the Grantee is the recipient of a Small Grant, the Grantee must permit and fully cooperate with internal audits and random financial spot-checks conducted by the Grant Administrator or their designated representatives. Grant recipients shall comply with reporting requirements established by the Grant Administrator, with requirements proportionate to grant size, risk, and complexity.
 - Small grants shall follow simplified reporting procedures and may be subject to internal reviews and random financial spot-checks.
 - Medium and Large grants shall submit comprehensive narrative and financial reports and complete an independent external financial audit upon project completion.
 - Small grants shall follow streamlined reporting requirements, including reporting on eligible in-kind community contributions where applicable.
 - The Grant Administrator may request additional information or documentation to verify compliance, ensure transparency, and support effective grant oversight.

5. General Terms and Conditions

This contract shall be governed by the following general terms and conditions:

- 5.1. The Grantee shall not have authority to act and shall not make any commitment on behalf of the **[Grants Administrator]**, except when such authority shall be conferred in writing by **[Grants Administrator]**.
- 5.2. The Grantee shall conform to all laws, regulations and local customs governing his/her conduct in the place of assignment.
- 5.3. The Grantee shall not improperly disclose any of the trade secrets, restricted or confidential information of **[Grants Administrator]**.
- 5.4. The Grantee understands that confidential information includes, but is not limited to, computer programmes and procedures that he/she has established or used during his/her assignment. This obligation shall not be limited to the term of this contract. All documents that the Grantee prepares or confidential information or programmes (including but not limited to, computer programmes and computer-related information systems, designs, or models) that might be given to him/her during his/her assignment shall remain in **[Grants Administrator]** possession on the premises upon completion of each assignment. Under no circumstances shall any information or document be utilized or commercialized without **[Grants Administrator]** consent.

- 5.5. **[Grants Administrator]** may terminate this agreement with or without cause provided fifteen days prior notice in the following cases:
- 5.5.1 If the Grantee does not perform all of the duties required of him/her to the full and complete satisfaction of **[Grants Administrator]**⁶.
 - 5.5.2 If the Grantee is in breach of any of the terms and conditions of this contract.
 - 5.5.3 If the Grantee violates any rule of conduct governing **[Grants Administrator] staff**.
 - 5.5.4 If, because of ill health, physical or mental disability, or for any other cause, the Grantee is unable or unwilling to perform his/her duties hereunder for twenty (20) days or more, either consecutive or not.
 - 5.5.5 If there is any circumstance arising that will substantially change the capacity of **[Grants Administrator]**, provide the grant funds for the Grantee's services during the contract term, this Contract may be suspended or terminated in whole or in part by **[Grants Administrator]** upon consultation with and prior written notice to the **[Grant Recipient]**.
- 5.6. In the event of termination of the Contract, as aforesaid, the **[Grant Recipient]** shall be entitled to be paid for all work properly performed up to the time the notice of termination is given by **[Grants Administrator]**.
- 5.7. The Contract shall be governed by and interpreted in accordance with the laws of the *country (Belize, Bahamas, Grenada, Jamaica, and Saint Lucia)*.
- 5.8. This Contract represents and constitutes the entire agreement between the parties. It shall not be justified, modified, or contradicted by prior or contemporaneous negotiations, representations or agreements, either written or oral. This Contract may be amended only by written means signed by each party.
- 5.9. Compliance with anti-terrorism laws: The **[Grant Recipient]** agrees that he/she will use any funds received under this Contract in compliance with all applicable antiterrorist financing and asset control laws, regulations, rules, and executive orders including, but not limited to the USA Patriot Act of 2001 and Executive Order 13224.
- 5.10. Certification for Conflict-of-Interest Determination: There should be no business transactions between **[Grants Administrator]** and any Consultant or Related Party, involving a conflict between the duty of the Consultant to **[Grants Administrator]** and the self-interest of the Consultant or Related Party. Consultants or Related Parties of **[Grants Administrator]** should avoid all situations, which affect, or might be likely to affect, their undivided loyalty and interest in serving **[Grants Administrator]**. No Consultant or Related Party of Executing Entity his/her dealings on behalf of this Contract, should realize any profit or benefit for himself/herself, or secure gain apart from his/her remuneration from **[Grants Administrator]**.
- 5.11. **[Grants Administrator]** retains the right to inspect at any time all documents, records pertaining to the project funded under this Contract and the Grantee agrees to make available all such records, documents upon request by **[Grants Administrator]**. The **[Grant Recipient]** also undertakes to keep original records and documents for 7 years.
- 5.12. The Grantee undertakes to implement a policy of zero tolerance to discrimination based on national origin, gender, colour, religion, belief, sexual orientation, or age.
- 5.13. The **[Grant Recipient]** is not allowed to use funds for the carrying on of propaganda, participation in or intervention in (including the publishing or distribution of statements concerning) any political campaign on behalf of (or in opposition to) any candidate for public office.
- 5.14. None of the Parties to this Contract have the authority to create any obligations, expressly or implied, on behalf of the other.
- 5.15. Each Party shall promptly inform the other if there is a change of main office, mailing address or telephone numbers. The notice shall be deemed given on receipt.

⁶ Underperformance is determined by the National Coordinator based on objective criteria defined in the grant agreement: failure to meet reporting deadlines, utilisation rates below 50% of the previous tranche, or material deviation from the approved work plan. Where underperformance is identified, the Grant Administrator issues a written notice specifying the issues and providing a 30-day remediation period. The grantee has the right to present a response and a corrective action plan. If underperformance persists, the Grant Administrator may withhold subsequent tranches, require a revised work plan, or in severe cases terminate the grant agreement. All such decisions may be appealed through the programme's Grievance Redress Mechanism

- 5.16. In the case that a project is not progressing according to the agreed-upon timeline, the *Grant Recipient* must notify **[Grants Administrator]**, as soon as possible. If an extension is necessary, a formal request must be submitted to **[Grants Administrator]**, in writing as soon as possible, and no later than 90 days (date to be written in) prior to the end of the project term. Extensions are not guaranteed and will be determined based on evaluation of legitimate extenuating circumstances.

6 Correspondence and Notice

- 6.1. The *Grant Recipient* will direct all correspondence, activity reports and financial reports to **[Grants Administrator]**'s point of contact. The individual authorized to sign modifications on behalf of **[Grants Administrator]**, s.
- 6.2. **Prohibition Ineligibility or Suspension:** In accepting this Contract, the Grantee's signature on this Contract certifies that neither the Grantee nor any of its officers or managers have been convicted by a court of law of any offence, criminal or otherwise or are currently involved in such a process.

7. Business Ethics

- 7.1. Both **[Grants Administrator]**, and *Grant Recipient* shall uphold the highest standards of business ethics in the performance of this Contract.
- 7.2. Neither Party shall knowingly involve itself in any business in connection with, or use information arising from this Contract, in a manner with conflicts with the interests of the other party.
- 7.3. **[Grants Administrator]**, shall ensure that its employees and Grantee shall participate in the Anti- fraud, Bribery and Corruption; other ethical and compliance; governance and accounting internal controls; procurement; supply chain management and other training and instruction sessions and programmes provided by *[Grant Recipient]* from time to time aimed to assist the Grantee build its capacity and demonstrate compliance with the anti-corruption provisions.

I/We hereby agree to the terms and conditions of this Contract.

Signature

[Grants Administrator],

[Grant Recipient]

Appendix I – Workplan

Include Workplan including scope of work.

Appendix VIII: Exclusionary criteria

The following activities are explicitly excluded from funding under the CABRIC Grant Facility. This list applies to all sub-projects regardless of grant size or thematic area. It is aligned with the CABRIC Environmental and Social Management Framework (ESMF, Annex 6) and the CCCCC Environmental and Social Management System.

A. General Exclusions

Excluded Activities
Activities classified as Category A (high environmental and social risk) under the GCF Environmental and Social Policy.
Activities requiring a full Environmental Impact Assessment (EIA) under national legislation.
Activities with no arguable link to climate change adaptation.
Recurrent costs (such as salaries, operational costs, etc.) unless directly linked to project implementation.
General purpose expenditures not tied to specific adaptation outcomes.
Private goods benefiting a limited number of individuals without broader community benefit.
Scholarships, office equipment, and furniture (unless directly essential to project delivery).
Purchase, rent, or leasing of land and existing buildings.
Purchase or leasing of passenger motor vehicles, boats, and outboard engines.
Second-hand equipment, unless the Grant Administrator is satisfied with technical quality and capacity to deliver climate benefits.
Grants that allocate more than 10% to overhead costs.

B. Environmental Exclusions

Excluded Activities
Activities resulting in significant adverse impacts on critical habitats, key biodiversity areas, or internationally recognised conservation sites.
Activities causing a net loss of biodiversity or anticipated negative impacts on critical ecosystems (mangroves, coral reefs, seagrass beds).
Activities inconsistent with government-recognised protected area management plans or lacking demonstrated consultation with protected area stakeholders.
Introduction of invasive or non-native species (plant or animal) without scientific justification and regulatory approval.
Hazardous waste generation beyond local management capacity.
Activities that substantially degrade water supplies, interfere with groundwater recharge, or involve unsustainable extraction of water resources.
Activities that breach solid waste standards, violate air quality standards, or substantially increase noise levels.
Activities that cause substantial flooding, erosion, or siltation, or expose people/structures to major geological hazards.
Major civil works, large-scale infrastructure, or land conversion.

C. Social and Cultural Exclusions

Excluded Activities
Activities causing involuntary resettlement, physical relocation, or long-term displacement of people (including economic displacement due to land use changes).
Activities without Free, Prior, and Informed Consent (FPIC) from affected Indigenous Peoples and Local Communities (IPLCs).
Activities that disrupt archaeological sites, properties of historic/cultural significance, or physical cultural assets.
Activities that induce substantial population growth, concentration, or increased traffic beyond existing community capacity.
Activities with significant Sexual Exploitation, Abuse, and Harassment (SEAH) risks that cannot be adequately mitigated.
Activities involving harmful or exploitative forms of forced labour or child labour.
Activities with negative impacts on indigenous communities that cannot be avoided or mitigated.
Activities that restrict access to natural resources on which vulnerable communities depend for their livelihoods, without adequate compensation or alternative livelihood support.

D. Land Use and Legal Exclusions

Excluded Activities
Activities raising unresolved legal issues regarding land tenure or failing to comply with local/customary laws.
Converting prime agricultural land to non-agricultural use or impairing its productivity.
Activities that conflict with adopted community plans, established land uses, or extend infrastructure intended to serve new, unplanned development.
Any activity that is not legally permitted in the relevant jurisdiction.
Activities interfering with existing emergency response plans.

E. Thematic Exclusions by Intervention Type

In addition to the general exclusions above, the following sector-specific exclusions apply to sub-projects under each thematic area:

Thematic Area	Additional Exclusions
A1: Climate-Resilient Agriculture	Clearance of native vegetation for conversion to farmlands. Procurement, utilisation, and/or promotion of banned or restricted pesticides. Introduction of invasive crops not approved by national agricultural authorities. Irrigation systems relying on unsustainable groundwater abstraction. Activities covering irrigation area greater than 10 hectares without environmental assessment.
A2: Climate-Resilient Fisheries	Introduction of non-native aquaculture species without regulatory approval. Activities that increase fishing pressure on overexploited stocks. Dredging or filling of marine habitats. Construction of infrastructure in or adjacent to designated Marine Protected Areas without management plan approval.
A3: Coastal NbS	Reforestation with non-native or invasive species. Activities resulting in unsustainable extraction of native tree species. Eco-tourism infrastructure that exceeds the carrying capacity of the target ecosystem.

B1: Early Warning Systems	Installation of monitoring equipment in protected areas without management approval. Systems that exclude or fail to reach persons with disabilities or marginalised groups.
B2: Mental Health	Activities that replace or substitute existing public health services without government agreement. Procurement of pharmaceuticals or controlled substances.
B3: Health Clinics/Shelters	Construction of new facilities on previously undeveloped land (new footprint). Rehabilitation works involving disturbance or use of asbestos-containing materials. Facilities that do not meet national building codes and accessibility standards.

F. Relationship to ESS Risk Categorisation

Any proposed sub-project that triggers one or more of the exclusions listed above will be deemed ineligible for CABRIC funding. Sub-projects that do not trigger any exclusions will be assessed through the CABRIC Environmental and Social Screening Form (OM Appendix V) and assigned a risk category of either Category C (minimal risk) or Category B (moderate, site-specific risks). Category A projects are not eligible for CABRIC funding under any circumstances.

This exclusion list will be reviewed and updated during the programme inception phase in consultation with CCCCC, the Grant Administrators, and the NDAs to ensure alignment with national environmental and social regulations in each of the five target countries.