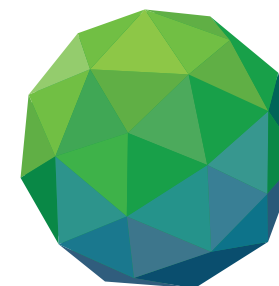


GCF IRMF WEBINAR SERIES - DAY 2

HOW TO ACCESS THE IRMF READINESS WINDOW FOR DIRECT ACCESS ENTITIES

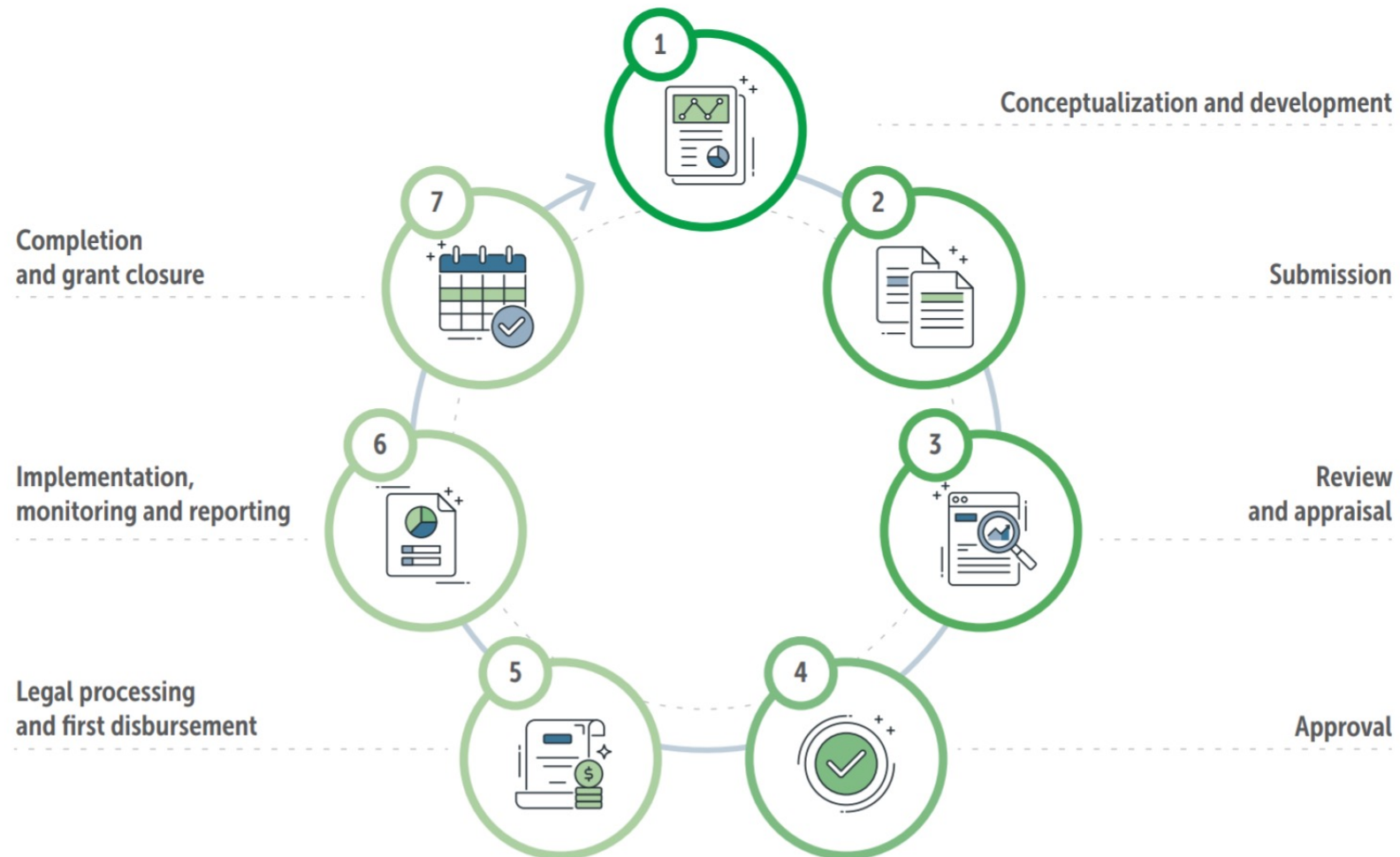


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FUND

26 January 2022

Daniel Buckley, Division of Country Programming, GCF

READINESS PROGRAMME GRANT CYCLE



PROPOSAL DEVELOPMENT



Critical steps in the development stage:

- Engage regional desk focal points in GCF Secretariat for guidance and advice
- Review relevant documentation, including the Readiness Guidebook and the DAE IRMF guidance note
- Decide whether to self-implement or to use an existing Delivery Partner
- Assess gaps vis-à-vis IRMF requirements
- Design proposal in cooperation with Deliver Partner (if any) and GCF regional focal points

PROPOSAL SUBMISSION



Critical steps in the submission stage:

- Submit by email the required proposal documentation – completed proposal (MS Word) and budget plan (MS Excel)
- Submissions should be addressed to the regional focal points in GCF Secretariat
- GCF Secretariat focal points will acknowledge receipt and assess proposal package for completeness
- If the proposal is complete, it will enter the review process; incomplete proposals will be returned to applicants
- Accepting submissions until 31 December 2022

PROPOSAL REVIEW AND APPRAISAL



Critical steps in the review and appraisal stage:

- Complete proposals will be reviewed by a technical team composed of staff from various GCF Secretariat offices and divisions
- DAEs will receive a review sheet (MS Word) with technical comments on the proposal and budget files
- Proposals should be revised by the DAE and Delivery Partner (if any) to address the comments and then resubmitted via email
- GCF review comments are due diligence checks to ensure technical quality as well as adherence to GCF policies

PROPOSAL APPROVAL



Critical steps in the approval stage:

- Following resubmission of revised proposals, the technical team provides final review for endorsement
- Proposals endorsed by the interdivisional technical team are sent to approving authority for signature
- Proposals may be approved with conditions on disbursement
- Once approved, a Notification of Approval (NOA) letter is transmitted to the DAE

LEGAL ARRANGEMENTS



Critical steps in the legal arrangements stage:

- Following receipt of the NOA letter, the legal arrangements (ie, Grant Agreement) must be negotiated
- DAEs or the Delivery Partner (if any) will be contacted by the GCF fiduciary agent regarding the Grant Agreement
- Upon finalization of the Grant Agreement, the DAE or Delivery Partner (if any) may submit the request for first disbursement

FIRST DISBURSEMENT



Critical steps in the first disbursement stage:

- DAEs may request a first disbursement of up to 90% of the total grant budget *[the final 10% will constitute the completion disbursement to be paid upon acceptance of a Completion Report, Audited Financial Statement and all deliverables]*
- First disbursement requests should use the template and be submitted to the GCF regional focal point or GCF fiduciary agent
- GCF and/or the fiduciary agent will undertake due diligence protocols prior to issuing disbursements

IMPLEMENTATION, MONITORING AND REPORTING



Critical steps in the implementation, monitoring and reporting stage:

- DAEs or their Delivery Partner (if any) must implement according to the approved proposal and budget and procurement plans.
- Submission of Interim Progress Reports (IPRs) and related deliverables is compulsory every 6 months
- A financial management system should be maintained, with separate account (i.e. bank account or ledger) and records for all readiness grants
- GCF Secretariat or its fiduciary agent will review all IPRs and may request more information/revisions
- Adaptive management measures may be required; please consult GCF and/or the fiduciary agent first

COMPLETION AND GRANT CLOSURE

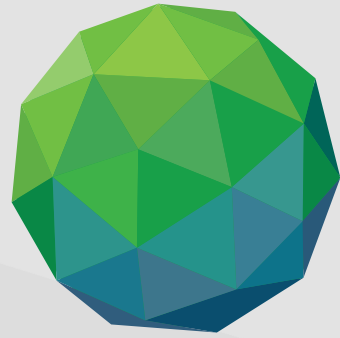


Critical steps in the completion and closure stage:

- Two key dates to remember:
 1. **Completion:** The end of the grant implementation period; the date by which all activities should be completed
 2. **Closure:** The date of expiration of the grant agreement (3 months after Completion)
- DAE and the Delivery Partner (if any) should begin to prepare the Completion Report **before the end of grant activities**
- Completion Report, Audited Financial Report, and any related deliverables or overdue deliverables, must be submitted to the GCF or its fiduciary agent **before the expiration of the grant agreement**



THANK YOU



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