



GRANT AWARD POLICY

P-35/2017

Area in charge: Program Management Superintendency

OBJECTIVE:

Describe the FUNBIO directives for Calls for Project Proposals, document the roles and responsibilities of the Secretary General's Office and other key functions; and summarize the main aspects.

APPLICABILITY:

This policy applies exclusively to Funbio and covers all areas.

VALIDATION

Version in effect	Action	Date
1.1	Approved by the Secretary General's Office	Nov 1, 2017
	Came into effect	Nov 2, 2017
	Up for review	Nov 2021

CONTROL OF VERSIONS

Version	Date	Drafted by	Status
0.1	Mar 10, 2017	Fábio Leite	Minute
0.2	Mar 23, 2017	Mônica Ferreira	Revised
1	Mar 30, 2017	Secretary General	Approved
1.1	Nov 1, 2017	Secretary General	Approved

RELATED DOCUMENTS:

- Funbio's Code of Ethics;
- Funbio's Policy for the Prevention and Suppression of Money laundering and Terrorist Financing;
- Funbio's Policy for Reporting Misconduct and/or Concerns;
- Funbio's Institutional Assessment Procedures;
- Grant Award Procedures.

CONTACT:

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Privacy: This document is public and available for consultation on the Funbio website. It must not be edited or altered without express consent.

Contents

Nenhuma entrada de sumário foi encontrada.

I. INTRODUCTION

1. Throughout its history, Funbio has always used open calls to select projects in accordance with a specific intervention logic. In 27 calls, hundreds of projects were received, of which 256 projects were funded from 206 different institutions¹.
2. Cases in point were the 96/97 Call, the open calls for Partnership Funds, the Sustainable Production Support Program, the communitarian projects on Phase I of ARPA, Phases I and II of the Atlantic Forest Conservation Fund (AFCoF), the Kayapó Fund, the Tropical Forest Conservation Act – TFCA Brazil, and the Marine Conservation initiative with Chevron.
3. This disbursement-based support mechanism has numerous benefits, including:
 - Equal opportunities for interested institutions;
 - Strengthens these organizations institutionally;
 - Allows innovative ideas to be floated and tested;
 - Decentralizes actions;
 - Fosters experience-sharing between different organizations;
 - Enables the careful, in-depth comparison of proposals.
4. This Policy is intended to define Funbio's principles, directives and institutional working structure for Project Calls and is to be widely divulged among the Fund's staff and partners.

II. DEFINITIONS

5. **Call for Project Proposals** - a process that defines the form and formats in which project proposals are to be presented, the deadlines by which they are to be received, and the procedures according to which they will be vetted and selected.
6. **Disbursement** – transfer of funds from Funbio to the proponents of the selected projects.
7. **Project Proposal** – the document containing the proposal for the project the proponent wishes to submit for Funbio's consideration.
8. **Proponent** - the institution responsible for the design and execution of the project, or most of it; the signatory of the contract with Funbio; the institution in charge of coordinating the partner institutions (should there be any).

¹ Data from December 2016.

9. **Partner Institutions** – Institutions taking part in the project and making some technical contribution to its success under the Proponent’s coordination. Partner institutions are parties to the project and can co-sign the contract sealed between Funbio and the Proponent.
10. **Co-financing** – Payment made in specie or in kind amounting to an agreed percentage of the overall financing allocated to the project.
11. **Beneficiaries** – the individuals, communities or institutions benefitted by the project’s results, whether immediately or over the mid to long term.

III. DECLARATION OF PRINCIPLES

12. Funbio recognizes that, in a country of continental proportions like Brazil, no organization can hope to know all the stakeholders operating in any one sector, and that, as a result, funding opportunities should be divulged as amply as possible.
13. One of Funbio’s values is innovation, so any mechanism that stimulates or strengthens the emergence of innovative ideas and organizations deserves Funbio’s full attention and backing.
14. Funbio understands that the projects it funds should serve to strengthen the institutions that execute them.
15. Funbio understands that financing projects does not signify authorship of those projects or ownership of their outcomes/results. Funbio considers itself a partner that contributes to the success of the projects it finances.
16. Funbio understands that transparent processes based on the merits of the proposals it selects are the best means towards achieving expressive results that further its mission.
17. Funbio will divulge this policy clearly and amply to all of its partners and it shall apply to all Calls for Projects.

IV. INSTITUTIONAL STRUCTURES

18. The Program Management Superintendency is responsible for managing Funbio’s Calls for Projects.
19. Other areas of Funbio, such as Communication and Marketing, Finances, and Legal Department, will provide support on this Project Call.
20. Funbio will use digital media, the Funbio website and social media as its main channels of communication throughout the Call for Projects process.

V. FUNBIO'S DIRECTIVES FOR CALLS FOR PROJECTS

21. Calls for Projects should contain specific descriptions that clearly state the goals and processes to those interested in submitting proposals to Funbio.
22. The following information must be provided in all calls:
 - a) Clear deadlines and rules for the submission of proposals;
 - b) Criteria of eligibility for proponent institutions;
 - c) Criteria of eligibility for project themes/types;
 - d) Whether co-finance is required and, if so, the applicable rules;
 - e) The basic documentation that must accompany each project submission;
 - f) A model of the forms that need to be filled in and all annexes thereto;
 - g) Details on how the projects will be assessed and selected, the criteria to be applied in doing so and their respective weights in the final score;
 - h) Address and deadline for questions or requests for clarification;
 - i) The Institutional Assessment form (see OP 13: Institutional Assessment Procedures);
 - j) Contact information for the person in charge of the Call at Funbio.
23. The following are obligatory for all of Funbio's Calls for Projects:
 - a) Publication of the Call on the Funbio website, with an announcement on the Home page;
 - b) A timeframe must be set for requests for further clarifications from interested organizations;
 - c) Queries received and their respective replies must be posted openly online;
 - d) A Technical Panel to assess the proposals;
 - e) Proponents must undergo institutional assessment;
 - f) Steps must be taken to ensure that the necessary infrastructure is in place for the selection of proposals by the Technical Panel;
 - g) Announcement of the results.
24. Funbio may publish adjustments to the Calls for Projects documents in the event of inconsistencies that disrupt the smooth running of the call or which might reduce the quantity or quality of submissions.
25. Funbio can cancel the Call for Project submissions if inconsistencies are detected that would require a longer period to correct than the call deadline allows. However,

where possible, adjustments will be made without cancellation (see previous item), and the submissions deadline extended accordingly.

V.1. PROJECT SELECTION PROCESS

26. Funbio will select projects in accordance with pre-established criteria published in the Call for Project Proposals document. Funbio will assess all received project proposals.
27. Proposals for ineligible projects or from ineligible proponents will not be submitted for technical assessment.
28. The selection process must involve at least one component of technical analysis and one element of processual analysis, e.g., whether the proposal was received in the form and according to the rules specified in the Call.
29. Different levels of analysis may be adopted (technical panels, committees, expert review, etc.) and must be clearly defined in the Call for Project Proposals document.
30. Funbio will not enter into contracts with any proponent, even if they met all Call demands, who:
 - Fails to meet the requirements established in Funbio's Policy for the Prevention and Suppression of Money Laundering and Terrorist Financing (P-33). This policy can be consulted on Funbio's website.
 - Fails to meet the requirements established in Funbio's Institutional Assessment Procedures. Funbio can condition its approval upon certain adjustments identified as necessary during the selection process.
 - For projects financed by the Green Climate Fund (GCF), Funbio will refuse to sign contracts with institutions that do not practice equal pay and benefits for equal work for men and women. This practice can be extended to other finance sources as well, and will be made clear in the call for projects.
31. Funbio will deploy safeguards against conflicts of interest in project assessment.
32. Funbio will not publicly disclose the names of the experts who will participate in the project assessments so that they will not be constrained in their ability to provide an unbiased view of the projects appreciated.
33. In extreme cases, the result of a call for projects can be cancelled and a new call issued, or not. These cases generally occur when omissions have been made that infringe upon some law or established best practice, or if previously unidentified conflicts of interest are brought to light.

V.2. DIVULGING THE SELECTION RESULTS

34. All proponents must receive formal communication from Funbio concerning the status of their projects, even when ineligible. This communication must be sent by email to the address provided for this purpose on project submission forms.
35. Should a project require adjustments prior to acceptance, Funbio must communicate this in writing, along with the deadline by which the adjustments are to be made.
36. Having first notified the proponents by email, Funbio will publish the selected projects on its website. This list can still be changed should any of the selected proposals/proponents be found ineligible after publication.
37. Funbio never divulges data on proponents, proposals, technical assessment details, or the scores attributed to them. However, Funbio will supply a proponent's own score upon request.

V.3. AWARDING PROJECTS

38. Funbio cannot enter into contracts with proponent institutions unless all the formal requisites are fulfilled, including the making of technical adjustments and presentation of the certificates requested by Funbio's legal department.
39. Contracts between Funbio and the institutions it supports are legal instruments that signify a relationship of support and financing between the parties. Inclusion on the list of selected projects does not in itself imply any funding commitments on Funbio's part.
40. Funbio is in no way beholden to project proponents prior to the contract's signing.

V.4. PROJECT MONITORING

41. Projects selected on Calls for Project Proposals will follow Funbio's standard procedures regarding financial and technical monitoring.
42. In the case of Donors who have monitoring procedures different from those practiced by Funbio, it should be negotiated with them, that preferably the most robust standard should be used.
43. External audits of the selected projects can be called for as a complement to Funbio's own monitoring. Funding sources that demand such audits, as the Green Climate Fund (GCF), must be identified by Funbio's internal procedures and the requirement must be made clear in the Call for Projects document.

V.5. FUNBIO'S INTERNAL OPERATIONS

44. Funbio will specify the internal procedures pertaining to this policy in a separate document.

VI. SUSPENSION, REDUCTION, CANCELATION AND SANCTIONS

45. Funbio can suspend or cancel any projects that fail to comply with the norms expressed under this Policy, the project-support contract or Funbio's Code of Ethics. Funbio also retains the right to apply sanctions.

VI.1. SUSPENSION

46. Project suspension is a provisional measure designed to protect the use of project funds. The duration of the suspension will be formally communicated in writing by Funbio.

47. Projects will be suspended when:

- (i) there is reasonable doubt as to the project's capacity to achieve its goals;
- (ii) the project falls significantly behind schedule;
- (iii) the quality of the work presented (products, activities, etc.) falls short of that expected/desired;
- (iv) doubts arise concerning financial reporting or malpractice is identified by Funbio or the external auditors;
- (v) Funbio's Ethics Committee recommends suspension due to accusations of misconduct (see Funbio's Code of Ethics).
- (vi) The project context is significantly altered, endangering the proponent's ability to obtain the expected results or triggering one of Funbio's safeguards.

48. Suspension periods are not determined in advance, are case-specific, and will be no longer than is necessary to investigate the reason for the suspension in appropriate detail. As such, periods of suspension can be extended should Funbio deem fit.

49. During periods of project suspension, the proponent may neither make nor contract any further project expenses beyond those to which Funbio has already formally agreed.

50. Before suspending a project, Funbio should gather further information and make every effort to clear up any doubts or lapses in communication that may have occurred.

51. Before deciding to suspend a project, Funbio can ask project proponents to present a plan outlining the steps they intend to take to address the issues at hand.
52. Project suspensions can be lifted when the proponent shows that the identified problems have been resolved. Conversely, should Funbio not be satisfied with the proposed measures, it can reduce the project's scope and timeframe or cancel it altogether.

VI.2. REDUCTION

53. Project reduction involves the cancellation of activities or components that are deemed undeliverable. Reduction can only be used where the exclusions will not significantly alter the overall end result. If the end result is likely to be jeopardized by project reduction, Funbio may opt for cancellation instead.

VI.3. CANCELATION

54. Project cancellation is definitive and irrevocable. It is only used when it becomes clear that the project's problems are irresolvable or that the solutions required are unacceptable to Funbio.
55. Cancellation may follow upon a period of suspension during which the proponent was unable or unwilling to resolve the identified problems. Cancellation may also be summarily imposed in the event of misappropriation of funds, or any other forms of corruption.
56. When a project is cancelled, for whatever reason, unused funds must be returned to Funbio.

VI.4. SANCTIONS

57. Funbio can apply sanctions upon proponents that fail to comply with the norms outlined in this Policy or in Funbio's Code of Ethics. The list below describes the existing sanctions, but others can be used depending on each case:
 - (i) Revocation of project expenditure in whole or in part.
 - (ii) Addition of the proponent's name to Funbio's black list;
 - (iii) Legal proceedings for the reimbursement of funds.