



**CASPIAN ENVIRONMENT PROGRAMME**  
Towards a Convention and Action Programme for the Protection of the Caspian Sea Environment Project



**MICRO ENVIRONMENT GRANTS  
ROUND II  
IN THE CASPIAN REGION**

**APPLICATION GUIDELINES &  
FORMS**

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**A GEF/UNDP/UNOPS PROGRAMME FOR THE  
ENVIRONMENT OF THE CASPIAN REGION**

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**CASPIAN ENVIRONMENT PROGRAMME (CEP)  
PROGRAMME COORDINATION UNIT (PCU)  
Micro Environment Grants Programme (MEG)**

# 63, Golestan Alley, Valiasr Avenue, Tehran, 1966 733413, I.R. Iran  
Tel: (+ 98-21) 2042285, 2042935, 2059574, 2048777 - Fax: (+98-21) 2051850  
E-mail: [melina.seyfollahzadeh@undp.org](mailto:melina.seyfollahzadeh@undp.org) or [ali.mohammadi@undp.org](mailto:ali.mohammadi@undp.org)  
Web: <http://www.caspianenvironment.org>

**MPPAs**

**Azerbaijan: Aytan Shirinova**

Email: [ashirinova@caspian.in-baku.com](mailto:ashirinova@caspian.in-baku.com)  
Tel: (+994-12) 4938003 / (+994-12) 49717 85 - Fax: (+99-412) 49717 86

**I.R. Iran: Abdolhamid Amir Ebrahimi**

Email: [hamid.amirebrahimi@gmail.com](mailto:hamid.amirebrahimi@gmail.com) or [caspianian@yahoo.com](mailto:caspianian@yahoo.com)  
Tel: (+98-192) 4227777 - Fax: (+98-192) 4228855

**Kazakhstan: Shynara Jetpisova**

E-mail: [sj21@mailto.kz](mailto:sj21@mailto.kz) or [serik.akhmetov@nursat.kz](mailto:serik.akhmetov@nursat.kz)  
Tel: (+7 31) 72 59 19 69 - Fax: (+7 31) 72 59 19 69

**Russia: Vassili Rodionov**

Email: [vrodionov@worldbank.org](mailto:vrodionov@worldbank.org)  
Tel: (+70-95) 7457000 - Fax: (+70-95) 7457002

**Turkmenistan: Oleg Guchgeldiyev**

Email: [pipp@online.tm](mailto:pipp@online.tm) or [oguchgeldiev@worldbank.org](mailto:oguchgeldiev@worldbank.org)  
Tel: (+993-12) 357341 - Fax: (+993-12) 353716

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# ABBREVIATIONS

<b>CBO</b>	Community-based organization
<b>CEP</b>	Caspian Environment Programme
<b>EC</b>	Evaluation Committee
<b>EU</b>	European Union
<b>MEG</b>	Micro Environment Programme
<b>MOA</b>	Memorandum of Agreement
<b>MPPA</b>	Matched Small Grants and Public Participation Advisor
<b>MSGP</b>	Matched Small Grants Programme
<b>NCAP</b>	National Caspian Action Plan
<b>NFP</b>	National Focal Point
<b>NGO</b>	Non-Governmental Organization
<b>NIS</b>	Newly Independent States
<b>PCU</b>	Programme Coordination Unit
<b>PIP</b>	Priority Investment Project
<b>SAP</b>	Strategic Action Programme
<b>SAPIC</b>	Strategic Action Programme Implementation Coordinator
<b>TDA</b>	Transboundary Diagnostic Analysis
<b>TACIS</b>	Technical Assistance/Commonwealth of Independent States
<b>UNDP</b>	United Nations Development Programme
<b>UNOPS</b>	United Nations Office for Project Services
<b>UNEP</b>	United Nations Environment Programme
<b>WB</b>	World Bank

# APPLICATION GUIDELINES AND FORMS

THIS DOCUMENT IS DESIGNED TO ASSIST APPLICANTS IN PREPARING AN APPLICATION FOR THE MICRO ENVIRONMENT GRANTS. PROJECT COORDINATION UNIT (PCU) WILL EVALUATE THE APPLICATIONS BASED ON ADVICE FROM THE MPPAs FROM EACH CASPIAN COASTAL REGION TO SELECT THE BEST PROPOSALS FOR GRANT FUNDING. THE DEADLINE FOR SUBMISSION OF APPLICATION FROM FOR **THE SECOND ROUND OF MEG IS 15 APRIL 2005.**

ONLY APPLICATIONS MADE ACCORDING TO THESE GUIDELINES WILL BE ELIGIBLE FOR SELECTION.

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## DESCRIPTION OF THE MICRO ENVIRONMENT GRANTS PROGRAMME

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The Micro Environment Grants (MEG) is an element of the project entitled "Towards a Convention and Action Programme/or the Protection of the Caspian Sea Environment". This project which is short titled as GEFII is a component of the Caspian Environment Programme.

### PURPOSE OF THE PROGRAMME

The purpose of the MEG is to raise public awareness, knowledge and understanding of the environmental problems facing the Caspian Sea and to finance small-scale projects with a REAL impact to address urgent environmental problems.

### ELIGIBILITY

We will support projects in the Caspian Regions of Azerbaijan, I.R. Iran, Kazakhstan, Russia, and Turkmenistan. The Caspian Region is defined as coastal areas and 100 km inland of the sea, and also includes the major tributaries.

Any group of people who has the capacity to raise public awareness or carry out small scale project with a real impact is eligible. This includes NGOs, Schools, Community Groups, specialist groups, associations, trade unions and others. If you are not sure whether you qualify then contact your national MPPA or PCU-Tehran.

### TYPES OF PROJECTS

The MEG will finance projects that will raise awareness and have real impact on environmental issues. Projects eligible under the MEG Programme must address at least one of the following environmental areas, which have been identified as the priority areas of concern in the Caspian Strategic Action Programme (SAP) priorities:

- Unsustainable use of bioresources (particularly sturgeon)
- Threats to biodiversity, including those from invasive species;
- Pollution
- Unsustainable coastal area development

Successful projects will also need to:

- have a realistic workplan with tangible objectives and clear activities;
- demonstrate sustainability after the grant period;
- be cost effective;
- have an effective stakeholder participation and sufficient information dissemination;
- deal with issues that have been identified in the SAP and/or in the National Caspian Action Plan (NCAP) in your country.

### OTHER RESOURCES/FUNDS

Grants may range from USD 500 up to USD 3,000. Other funds may come from the applicant and/or from a partner could also be used to implement the project.

## DURATION OF THE PROJECT

The project must begin within one month after receiving approval letter for your project and signing the Memorandum of Agreement (MOA). The project duration shall be no longer than 12 months. The project must be completed, including all reporting, within maximum one year of signing the MOA.

## SELECTION CRITERIA

Applications will be evaluated based on the following criteria.

<b>EVALUATION CRITERIA</b>	<b>Max. Points</b>
A) The project has a realistic workplan with tangible objectives and clear activities.	5
B) The results of the project are sustainable after the grant period.	5
C) The project is cost effective.	5
D) The project bears significant participation, including partnerships with appropriate stakeholders.	10
E) The project is Caspian related and has a tangible and sustainable environmental impact, consistent with SAP and/or NCAP objectives.	25
<b>TOTAL</b>	<b>[50]</b>

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## **CONDITIONS**

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- Each grantee must attend a meeting arranged by national MPPA, to sign the MOA and be informed about the project implementation, reporting, financial arrangements, and so on.
- The grantee is responsible paying all taxes incurred for the project in accordance with the relevant policies and regulations in his/her country. MEG will assist, where possible, in obtaining tax exemption status for grantee, but final responsibility lies with the grantee. **The MEG may not be used to pay taxes, though applicants may include taxes in their own contribution.**
- Any publications issued by the grantee as a result of the grant, such as articles, studies, manuals, newsletters, or brochures must acknowledge the support of the MEG and the CEP.
- Equipment acquired for execution of the project may remain with the grantee upon completion of the project.
- The grantee owns all intellectual property created under a MEG Award, however, the UNDP has the non-exclusive right to use and reproduce the intellectual property at no cost. The MEG reserves the right to publish and distribute descriptive information and lessons learned from any of the projects implemented under the Programme.

An organization currently working on a project funded partly by a MEG cannot apply for another MEG before the final report of the first project has been submitted and accepted by the PCU/MEG Programme.

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## **GRANT PAYMENT AND REPORTING REQUIREMENTS**

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MEG will be disbursed either in USD or local currency to a legal bank account of the grantee that is established solely for the MEG project. All budgets and financial reports should be made in USD, with conversion for costs in local currency.

Each grantee must open a bank account to be used **ONLY** for MEG grant and other funds (if applicable). The account must be in the name of the grantee. The full information of the account, i.e. Account Holder, Account Number,

Bank Name, Bank Code, Bank Address, SWIFT Code, should be communicated with MPPA. The bank account could be USD or local currency.

MEG will be paid in instalments. The first instalment will be maximum 70% of the total grant and will be paid before the grantee starts the project. The other instalments will be paid during the project after receiving progress report; final project report and financial reports by the grantee.

All MEG recipients shall prepare progress and final reports. Reporting forms and procedures will be made available to grantees by the national MPPA. Grantees must maintain in their project records copies of all invoices and receipts for expenditures on salaries, equipment, travel, hotels, rent, service providers, printing and reproduction, as well as for any other expense exceeding USD25.

The purchase of goods, works and services must follow the procurement guidelines. The Procurement guidelines will be made available to grantees by the national MPPA. Reporting according to the procurement guidelines is obligatory. If the guidelines are not followed, or reporting does not clearly reflect compliance with them, the expenditure in question may be disallowed.

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## THE MICRO ENVIRONMENT GRANTS PROGRAMME APPLICATION

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◀ Prospective grantees will fill out a MEG Application, which consists of the following documents:

- Properly completed MEG Cover Page;
- Annex I – The MEG - Project Narrative Description
- Annex II – The MEG Budget Table;
- Annex III – the MEG Workplan;
- Annex IV – A copy of the necessary documents the applicant may wish to attach to support the application and confirm that the applicant has the ability to conduct the project.

◀ Applicants are recommended to consult the national MPPA to fill out the application form

Your application form will be preliminary assessed by the national MPPA with consultation of the Caspian Concern Groups (CCGs). These groups meet frequently and will forward your application to the PCU-Tehran for final approval.

One hard copy **original** of the Application Form as well as the **electronic** version must be received by the national MPPA by **15 April 2005** for assessment. (e-mail addresses are provided in the front page). The applicant is responsible for the timely delivery of the Application Form and may call or email or fax to confirm receipt. MPPAs will submit the Application Forms and their assessment to PCU-Tehran by **8 May 2005** for final approval.

Incomplete applications will **NOT** be considered. Additional materials not specified in the list above will be discarded, in order to ensure the comparability of the applications.

The application must be prepared in English by **all** applicants. Applicants from Azerbaijan, Kazakhstan, Russia and Turkmenistan should submit the application in both English and Russian. Only copies of official documents of the applicant may be submitted in the original language. Applicants are responsible for the quality of their translations. Poor quality translations may not receive proper consideration during evaluation.

You will be informed whether your project has been approved or not within two months of submission of the Application. If your project is successful and approved then a meeting will be arranged with the national MPPA who will inform you about project implementation and other issues like reporting, financial arrangements and so on.

You must start your project within one month of receiving the approval letter for your project and signing the MOA. If you don't, then we shall probably take away the grant award unless there are very good reasons why you are late starting!

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## MICRO ENVIRONMENT GRANTS PROGRAMME COVER PAGE

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The cover page is the first page of your full application. It should be filled out clearly. Do not fill out the gray box marked: "To be filled out by PCU-Tehran."

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## GUIDELINES FOR NARRATIVE DESCRIPTION

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In the narrative description applicant explains why the project is important, how it will help to solve one or more environmental problems, where the project will take place, and who will undertake what actions. The narrative description needs to explain how the work will be organized to produce a successful project with concrete results. It should also explain that what the project wants to achieve, what is the project's environmental impact, output, target groups, public participation approach, the risks that the project may take during the implantation, how the project continue after the grant, and what would be the evidence to show that the project was successful at the end.

The narrative part of the application should be no longer than 2 pages.

The narrative description includes the following seven main topics:

### **Title of the project**

Choose a short title specifying the type of project. A more explanatory sub-title may be added, for example specifying the geographical region where the project will be implemented.

### **Background and problem statement – 0.25 page**

Explain the environmental problem the project addresses, where and how this problem occurs, what the consequences are and for whom. If necessary give the background of the problem, its history and/or the current developments surrounding it. Adequate data on the current situation will help the committee to understand the impact of the project.

### **Goal and objectives – 0.25 page**

Define the overall goal of the project, and then define the specific objectives. The goal gives the direction of the project, and the specific objectives to be reached as a result of a successful project. Show how your proposal will address a national priority as identified in your country's NCAP, or have a positive and transboundary impact, or address a common problem within one of the four major areas of environmental concern as indicated in the SAP.

### **Proposed project activities – 0.75 pages**

This section gives all information on 'who will do what, when and where'. In this part, specify the environmental problem(s) you are addressing and how you will address it. Describe thoroughly the different project phases, activities planned, equipment to be bought and tasks to be performed. Include steps to share information on project results and lessons learned. The phases as described in this section should correspond directly to the phases shown in the workplan (Annex III of the application).

### **Expected results – 0.25 page**

List the results that your organization would expect to see as the outcome of the proposed project. Make sure that the results follow logically from the activities you propose to implement. Describe the expected results in such a way that it is clear when you consider the project a success.

### **Deliverables and indicators for success – 0.25 page**

Based upon your expected results, develop to the extent possible quantitative indicators to measure whether you reached those results or not. These indicators will ensure that the MPPAs/PCU understands the project targets and their successful completion. Indicators will be used to measure project outcomes. This section should also identify any risks or constraints beyond the control of your organization that could prevent the successful implementation of the project.

### **Sustainability and/or follow up of the project – 0.25 page**

An important criterion for the MEG is the future sustainability of the project. Describe how the results of the project will be maintained after completion of the grant-funded tasks. Explain how you envision that the given environmental problem will improve for the long term. Develop a strategy for the replication of the project elsewhere, or on a larger scale, and specify how such a follow up could take place. Describe how the results of the project will be disseminated (e.g., training, publications, workshops, public information, etc.) and how Significant participation, including partnerships with appropriate stakeholders is envisioned.

**Refer to the Selection Criteria while preparing your application.**

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## MICRO ENVIRONMENT GRANT BUDGET TABLE

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The MEG Budget Table is designed to give a picture of the project's budget by showing the breakdown of the activities financed by the MEG.

The budget for the MEG must be filled in completely, showing all figures in USD. In the Budget Table list completely all expenses related to the proposed project. All activities must be broken down into costs matching the budget line items provided in the Budget Table. Budget Table is attached as annex II. Applicants may adjust the blank Budget Table by adding lines and pages as necessary, in the format provided.

In the budget table, show the unit of measurement for each expected cost (for example Grantee's Personnel), each personnel should be indicated separately with the price per unit.

Applicants should contact the national MPPA before application deadline with any questions or concerns regarding documentation of funding.

Competitive procurement of goods, works and services is required.

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### CLARIFICATION OF BUDGET LINE ITEMS

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#### **1. GRANTEE'S PERSONNEL**

These are human labor costs from the applicant's own organization used for implementation of the project and should be grouped as follows:

- 1.1 Professional Personnel**
- 1.2 Administrative Support**
- 1.3 Others (specify)**

As a unit for calculation of salary cost, you may use a day, week or month. Estimate the amount of time required for each position. Specify the name of the person (if known) who will do the job and the position. Daily or monthly pay rates must be reasonable for the site of the project and salary should be within the range of current market rates for such a position. These budget items will cover ONLY the maximum of %20 of the project's total budget.

#### **2. GRANTEE'S TRAVEL COST**

Include information on destination, means of transportation and the number of travelers. For every trip all items must be filled in. If per diem is included, indicate the number of days and the rates used.

- 2.1 Domestic**

#### **3. CONTRACTS**

Contracted labor of subcontractors, equipment arranged by contracts, and supplies procured by contractors should be shown here. These should be grouped as follows:

- 3.1 Consultants**
- 3.2 Institutions**
- 3.3 Other Services (including translation, IT Support, etc.)**

These can be specialist professional, translation, computer, or other services where contracted outside the organization. When using the item 'other services' please specify which services these will be. A standard unit for services is the workday, but if in your case it is a workweek or month, you can use that as well.

#### **4. TRAINING & MEETINGS**

These pertain to the expenses related to the cost of training activities, conferences and meetings including rent for a meeting room or conference room

- 4.1 Workshops/Conferences/Meetings (including all materials and supplies)**

#### **5. EQUIPMENT & SUPPLIES**

This category is for equipment or supplies to be purchased and utilized directly by the applicant organization during the course of the project. These budget items will cover ONLY the maximum of %30 of the project's total budget. These should be grouped as follows:

### **5.1 Supplies**

Specify the type of supplies you plan to buy and the estimated costs. Provide breakdown by types of supplies, listing specific items necessary. Project supplies are consumables used during project implementation and for project purposes costing less than 100 USD a piece; these could be chemicals, spare parts, plastic waste bins, etc

### **5.2 Equipment**

Specify the type of equipment/technology that you intend to purchase and the estimated cost. Equipment or environmental technology includes any essential and tangible property that costs more than 100 USD and has a useful life of more than one year. (Software is “equipment” if it costs more than 100 USD). The equipment must be a separate and complete item to be used during project implementation and for project purposes. The cost of shipping and customs duties for equipment should be included in this line item

## **6- MISCELLANEOUS**

Specify any other direct costs you intend to make, which do not fit under any of the other budget line items mentioned above. “Miscellaneous expenditures” will not be admitted as a suitable budget line item. These should be grouped as follows:

### **6.1 Office Operations, Internet, Communications**

Specify the type of office supplies you plan to buy and the estimated costs. Provide breakdown by types of supplies and maintenance, listing specific items necessary. Office supplies include: paper, pencils, toner cartridges, floppy disks, etc. as well as any software costing less than 100 USD.

Specify the estimated monthly costs for telecommunication (phone and fax), courier service, postage and electronic communication for the project.

### **6.2 Reporting and Documentation Cost**

Specify all costs you intend to make for printing and reproduction at an outside copy-service, or instead indicate how much you will spend per month on an outside copy service. Specify all publications you intend to make and estimate their costs per copy.

### **6.3 Other**

All items in this category should be clearly explained.

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## **MICRO ENVIRONMENT GRANTS PROGRAMME WORKPLAN FORMAT**

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Attached at Annex III is a blank MEG workplan, which you should adjust for your grant amount, including description of activities, estimated expenditures and actual work schedule. The workplan specifies all key activities you are planning for your project, as well as when you plan to do that activity. The MEG Workplan Format provides a time frame of maximum 12 months. However, the project period could be less than 12 months.

The MEG workplan covering the entire life of the project, indicating the month and year in which the project outcome, outputs and targets are expected to be achieved or completed.

The first activity for all grantees will be participation in the meeting organized by national MPPA. This meeting is planned within one month of project's approval and will be held nationally in each of the Caspian Littoral States.

Fill out the workplan by marking an ‘X’ where certain activities and/or tasks will be completed and specifying the name of the activity or task that you have described in the narrative portion of the application. The MEG Workplan is Annex III of your application.

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## **ASSISTANCE**

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Applicants are also encouraged to contact the national Matched & Public Participation Advisors (MPPAs) for advice and information about the grant programme. Applicants could also contact PCU-Tehran - Ms. Melina Seyfollahzadeh and Mr. Ali Mohammadi for their queries. Information of the MPPAs and PCU-Tehran is available on the front page of this guideline.

Please also do not hesitate to contact the National Focal Points (NFPs) or SAP Implementation Coordinators (SAPICs) for information about Caspian Environment Programme (CEP).

**NATIONAL FOCAL POINTS AND SAP IMPLEMENTATION COORDINATORS  
(SAPICs)/ MATCHED & PUBLIC PARTICIPATION ADVISORS (MPPAs)**

<p><b>AZERBAIJAN</b></p> <p><b>NFP: Mr. Gouseyn Bagirov</b> Minister of Ecology and Natural Resources 100a, Bahram Agayev str., Baku, AZ 1073 Azerbaijan Republic</p> <p><b>SAPIC: Mr. Rasim Sattarzadeh</b> Tel: +99412-4924173, 4982346 Fax: +99412-49259 07 E-mail: <a href="mailto:rsattarzade@azdata.net">rsattarzade@azdata.net</a></p> <p><b>MPPA: Ms. Aytan Shirinova</b> Tel: (+994-12) 4938003 / (+994-12) 49717 85 Fax: (+99-412) 49717 86 Email : <a href="mailto:ashirinova@caspian.in-baku.com">ashirinova@caspian.in-baku.com</a></p>	<p><b>I.R. IRAN</b></p> <p><b>NFP: Mr. Hosseini Emami</b> General Director of Marine Environment Research Bureau, Nejatollahi St, PO Box 15875-5181, Tehran Islamic Republic of I.R. Iran</p> <p><b>SAPIC: Dr. Parvin Farshchi</b> Tel: +98-21-8808 776, +98-21-8901 096 Fax: +98-21-8907 223 Email: <a href="mailto:cep@irandoc.org">cep@irandoc.org</a> <a href="mailto:Parvin@neda.net">Parvin@neda.net</a></p> <p><b>MPPA: Mr. Abdolhamid Amirebrahimi</b> Tel: (+98-192) 4227777 Fax: (+98-192) 4228855 Email: <a href="mailto:hamid.amirebrahimi@gmail.com">hamid.amirebrahimi@gmail.com</a> <a href="mailto:caspianian@yahoo.com">caspianian@yahoo.com</a></p>	<p><b>KAZAKHSTAN</b></p> <p><b>NFP: Mr. Nurlan A. Iskakov</b> Vice-Minister of Environment Protection 31, Pobedy av., Astana, 473000 REPUBLIC OF KAZAKHSTAN</p> <p><b>SAPIC: Mr. Serik Akhmetov</b> Tel: (+7 3172) 59 19 69 E-mail: <a href="mailto:serik.akhmetov@nursat.kz">serik.akhmetov@nursat.kz</a></p> <p><b>MPPA: Ms. Shynar Jetpissova</b> Email: <a href="mailto:sj21@mailto.kz">sj21@mailto.kz</a> Tel: (+7 3172) 59 19 69 Fax: (+7 3172) 59 19 69</p>
<p><b>RUSSIA</b></p> <p><b>NFP: Mr. Amir Khan M. Amir Khanov</b> Deputy Head, Department of State Environmental Policy Ministry of Natural Resources 123812, Moscow GSP Bolshaya Gruzinskaya Street, 4/6 Russian Federation</p> <p><b>SAPIC: Ms. Tatyana Butylina</b> Tel: (+70-95) 1256302, 165 63 81 Fax: (+70-95) 1256302, 165 08 90 E-mail: <a href="mailto:cip@id.ru">cip@id.ru</a></p> <p><b>MPPA: Vassili Rodionov</b> Tel: (+70-95) 7457000 Fax: (+70-95) 7457002 Email: <a href="mailto:vrodionov@worldbank.org">vrodionov@worldbank.org</a></p>	<p><b>TURKMENISTAN</b></p> <p><b>NFP: Minister of Nature Protection of Turkmenistan</b> Kemine Street, 102 Ashgabad, 744000 Turkmenistan</p> <p><b>SAPIC: Ms. Gozel Orazdyrdiyeva</b> Tel : (+993-12) 393737 (+993-12) 3573 41 Fax: (+993-12) 511613 (+993-12) 35 37 16 E-mail: <a href="mailto:1nfp-tm@online.tm">1nfp-tm@online.tm</a></p> <p><b>Turkmenistan: Oleg Guchgeldiyev</b> Tel: (+993-12) 357341 Fax: (+993-12) 353716 Email: <a href="mailto:pipp@online.tm">pipp@online.tm</a> <a href="mailto:oguchgeldiev@worldbank.org">oguchgeldiev@worldbank.org</a></p>	

# MEG COVER PAGE

## MICRO ENVIRONMENT GRANTS (MEG II) IN THE CASPIAN REGION

### TO BE FILLED IN BY PCU-TEHRAN

<b>PROJECT CODE:</b>	<b>PROPOSAL COMPLETE:</b>	<b>YES/NO</b>
<b>DATE OF RECEIPT:</b>	<b>PROPOSAL IN SCOPE:</b>	<b>YES/NO</b>
	<b>COPIED FOR EVALUATION:</b>	<b>YES/NO</b>

Cover Page (to be filled in and signed by the Grantee)

Project Title:

Name of Grantee:

Name of Project Partner(s) (if applicable):

Name and Type of Organization: *(Describe your organization including its function and number of members)*

Registration Number *(if it is legally registered):*

E-mail:

Phone:

Address:

Fax:

Internet site *(if available):*

Alternative: Name, Contact information Phone/Fax/E-mail:  
*(Specify another person we could contact for the project)*

Signature:

Total project budget (USD):

Total Micro Environment Grant (USD):

Duration of the project:

Geographical location:

**Reference:** *(Please specify the name and contact details of a person who knows you/your organization, but is not a member of your organization.)*

# **PROJECT NARRATIVE DESCRIPTION**

Maximum two pages

<b>PROJECT BUDGET TABLE</b>			
<b>BL</b>	<b>Category</b>	<b>Total Expenses USD</b>	<b>Grant USD</b>
<b>1</b>	<b>Grantee's Personnel</b>		
1.1	Professional Personnel		
1.2	Administrative Support		
1.3	Others (Specify)		
<b>BL. 1 - Subtotal</b>			
<b>2</b>	<b>Grantee's Travel Costs</b>		
2.1	Domestic		
<b>BL 2 - Subtotal</b>			
<b>3</b>	<b>Contracts</b>		
3.1	Consultants		
3.2	Institutions		
3.3	Other Services (including translation , IT, etc.)		
<b>BL 3 - Subtotal</b>			
<b>1</b>	<b>Training &amp; Meetings</b>		
4.1	Workshops, Conferences, Meetings (including all materials & supplies)		
<b>BL. 4 - Subtotal</b>			
<b>5</b>	<b>Equipment &amp; Supplies</b>		
5.1	Supplies		
5.2	Equipment		
<b>BL 5 - Subtotal</b>			
<b>6</b>	<b>Miscellaneous</b>		
6.1	Office Operations, Internet, Copying, Communication		
6.2	Reporting & Documentation Cost		
6.3	Others (Specify)		
<b>BL 6 - Subtotal</b>			



**ANNEX IV OF THE APPLICATION**

A copy of the necessary documents the applicant may wish to attach to support the application and confirm that the applicant has the ability to conduct the project.