

¹Please read the [Grant Instructions](#) before filling out this form.

Date	06.03.2017	Case number	
Submitted by	Paula Zuñiga, PA	Submitting unit	SGP UGC
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Grant Award is typically a four step input process:

1. Select the applicable method
2. Issue the Call for Proposals (CFP)
3. Evaluate proposals using standard evaluation criteria (as outlined in the CFP) or the Standard Evaluation Report
4. Submit this Approval Form with these attachments:
 - CFP
 - Evaluation Report (signed)
 - Email reviews (if required)
5. Grant Award

Form completion time: 10-15 mins

Form Approved by: [Grant Authority](#)

Current Version: 1 – Offline

Stored in: OneUNOPS

Retained by: PM

- **Project Name:** Fortalecimiento de grupos de mujeres en las cuencas del Río Jesús María y Río Barranca. MOA # COS/SGP/OP6/Y1/ESP/STAR/BT/2017/15
Overall objective / activities to be implemented under the grant: Favorecer la incorporación de grupos de mujeres dentro de las iniciativas productivas sostenibles que financia el PPD, como mecanismo para la implementación de la equidad de género en las cuencas de acción durante la OP-VI.

1. BACKGROUND AND METHOD

1.1 Disbursement of funds through grant support is expressly stated in the signed Agreement or in a subsequent amendment to the Agreement?

Yes.

No. Please explain:

If **No**, do you have a 'letter of request' from the funding source with instructions for UNOPS to proceed with disbursing funds through grant support?

Yes, 'letter of request' from funding source is on file. No. Please explain:

1.2 Choose the applicable grantee selection method

UNOPS competitive selection method

Pre-selection of specific grantee/s by funding source in the project agreement (proceed to step 4)

Pre-selection of specific grantee/s by funding source in a letter of request (proceed to step 4)

Grantee selection method specified in the project agreement, amendment or letter of request from the funding source

Additional information regarding the grantee selection method background, if any: GEF SGP National Steering Committee selection February 28th, 2017 (Minutes attached)

¹ The submitting unit has verified that the selected entity is not included in any of the relevant ineligibility lists

Request for Grant Award

GRANT TEMPLATE MOA # COS/SGP/OP6/Y1/ESP/STAR/BT/2017/15

Engagement ID: 20314-00
Project ID: 20314-001 PPD Costa Rica

2. CFP PROCESS (if UNOPS competitive selection, or grant above USD 50,000. This does not apply in cases of pre-selection.) *Not applicable as SGP grants are below USD 50,000*

Date/timeline of CFP:

CFP attached: Yes No

If no CFP (or non-standard CFP) please provide reasons:

3. EVALUATION PROCESS (if UNOPS competitive selection, or grant above USD 50,000. This does not apply in cases of pre-selection.) *Not applicable as SGP grants are below USD 50,000*

3.1 UNOPS grant evaluation committee review (as per CFP criteria - formal, technical and financial)

Selection of the most acceptable and suitable proposal (formally, technically and financially)

Only one (1) 'substantially compliant' proposal received? Attach relevant reviews and explain:

Regional procurement advisor review or UNOPS grants advisor review

Attach reviews, if provided: Yes / No

3.2 Evaluation report - attached? Yes / No

If no evaluation report, please provide reasons:

4. REQUEST FOR GRANT APPROVAL

Proposed grantee(s): ADI Bajo la Paz

Name	Country	Amount (in currency of proposed grant)	Amount (USD)	Start date	End date
Centro Agrícola Cantonal de Orotina (CACO)	Costa Rica		\$5,000	06/03/2017	31/12/2017

Comments:

New submission for new grants Re-submission If re-submission, enter previous case number:

4.1 Post facto/retro-active situation

No.

Yes. Please explain in brief background and attach supporting documents (if any):

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Engagement ID: 20314-00
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Retroactive/post-facto dates () and USD Value ()
Demonstrate and confirm a) the reasonableness of costs, b) that no loss incurred to UNOPS or project due to this retroactive/post-facto situation and c) how you will ensure no re-occurrence in future:

4.2 Previous grant/s with the same grantee(s) for the same project in the last 12 months²:

Name	Country	Amount (in currency of proposed grant)	Amount (USD)	Start date	End date
-			0	DD/MM/YYYY	DD/MM/YYYY
			0		
			\$ 0.00*		

* Remember to right click 'update field' to add numbers.

4.3 Financial Details - confirmation of funds availability	
<input checked="" type="checkbox"/>	Sufficient funds available in OneUNOPS (please indicate where to charge): Project 20314-001 Activity OUTCOME 001 Grants STAR
<input type="checkbox"/>	Sufficient funds are not available. (Please explain):
4.3.1 First instalment payment – more than USD 30,000?	
<input checked="" type="checkbox"/>	No. For standard grants, the first instalment can't exceed 50%. <i>For strategic grants please contact your UNOPS focal point</i>
<input type="checkbox"/>	Yes. Please explain justification (e.g. majority of grant activities at start): <i>Note: If the first instalment exceeds USD 250,000, please provide a financial guarantee from a bank or guarantor. Comments by regional FMO/IPAS Finance or FPG Director are recommended.</i>
4.3.2 First instalment payment – exceeds USD 500,000?	
<input checked="" type="checkbox"/>	No.
<input type="checkbox"/>	Yes. Please explain justification : <i>Note: ECPO authorisation is required for first instalment payments above USD 500,000. In addition, as the first instalment exceeds USD 250,000, please provide a financial guarantee from a bank or guarantor. Comments by regional FMO/IPAS Finance or FPG Director are recommended.</i>

5. OPTIONAL – Comments by Designated Reviewer if established by UNOPS Business Unit:

6. GRANT AWARD

² Where this request is for more than one grantee, please make sure the table reflects clearly the previous grants for each grantee.

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Engagement ID: 20314-00
Project ID: 20314-001 PPD Costa Rica

6.1 Action taken by UNOPS Grant Authority	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Deferred <input type="checkbox"/> Not recommended	Comments:
Name	Edriss Riffat
Title	Associate Portfolio Manager
Date	20/03/2017
Signature	