



**REQUEST FOR PROJECT PREPARATION GRANT (PPG)**  
**PROJECT TYPE: (choose project type)**  
**THE LEAST DEVELOPED COUNTRIES FUND FOR CLIMATE CHANGE**  
**(LDCF)<sup>1</sup>**

**Submission date:**

**GEFSEC PROJECT ID<sup>2</sup>:**  
**GEF AGENCY PROJECT ID:**  
**COUNTRY(IES):**  
**PROJECT TITLE:**  
**GEF AGENCY(IES):** (select), (select), (select)  
**OTHER EXECUTING PARTNER(S):**  
**GEF FOCAL AREA:** Climate Change

**A. PROJECT PREPARATION TIMEFRAME**

Start date of PPG	
Completion date of PPG	

**B. PAST PROJECT PREPARATION ACTIVITIES (\$)**

List of Past Project Preparation Activities	Output of the Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
<b>Total Project Preparation Financing</b>		0	0	0

**C. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)**

Describe the PPG activities and justifications:				
List of Proposed Project Preparation Activities	Output of the PPG Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
<b>Total Project Preparation Financing</b>		0	0	0

**D. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)**

	Project Preparation	Agency Fee
GEF financing		
Co-financing		
<b>Total</b>	0	0

<sup>1</sup> This template is for the use of LDCF Adaptation projects only.

<sup>2</sup> Project ID number will be assigned initially by GEFSEC. If PIF has been submitted earlier, use the same ID number as PIF.

**E. FOR MULTI AGENCIES/COUNTRIES**

GEF Agency	Country Name/ Global	(in \$)		
		PPG (a)	Agency Fee (b)	Total c = a + b
(select)				
<b>Total PPG Requested</b>		0	0	0

**F. PPG BUDGET REQUESTING LDCF FINANCING**

Cost Items	Total Estimated Person weeks (pw)**	LDCF	Co-financing (\$)	Total (\$)
Local consultants *				
International consultants*				
Travel				
<b>Total PPG Budget</b>		0	0	0

\* A separate Annex A for Consultant cost details should be included in this PPG Request.

\*\* Person weeks here refers to the weeks that are to be charged to the LDCF grant. One can also provide person months, if this is more applicable to the project. For co-financing, provide only the dollar amount.

**G. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with LDCF policies and procedures and meets the LDCF criteria for project preparation.

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address

**Consultants Financed by the Project Preparation Grant (PPG)**

<b>Position Titles</b>	<b>\$/ person week*</b>	<b>Estimated PWs**</b>	<b>Tasks to be performed</b>
Local			
International			

\* Or person month, if applicable. Please indicate clearly.

\*\* Provide weeks or months as appropriate that corresponds to the rate provided in the previous column.

## LDCF - PPG Preparation Guidelines

**Unlock instruction:** The template, by default, is locked to allow the pull-down menu to function. However, in order to access the various documents through the hyperlink, the template has to be in an unlocked form. To unlock the template follow this path: Go to **View > Toolbars > Forms**. You will then see a pop up menu  Click on the right-most icon (a lock) to unlock.

When inputting information in the fields in the template, please use the “locked” mode.

**Submission date:** This is very important so that Secretariat can keep track of the business standard calculation. Please put in the date that you actually submit the document to GEFSEC.

The first part is the project core information and standard selections are provided to the extent possible for ease of preparation.

- A. **Project Preparation Timeframe:** Provide the estimated start date and completion date of the PPG.
- B. **Past Project Preparation Activities:** Provide the past project preparation activities using PDF-A, -B or -C and corresponding amounts in GEF financing and co-financing.
- C. **Proposed Project Preparation Activities and justifications:** Describe the activities of the PPG, i.e. the activities that will be financed by GEF grant and co-financing for the preparation of the project, and provide justification as needed.
- D. **Financing Plan Summary:** Provide the financing of PPG from GEF sources and co-financing sources and corresponding Agency fee for the GEF financing source.
- E. **PPG requested by Agency (ies) and country (ies):** This table provides the share of the PPG amount by Agency and country. For single country and single Agency implemented projects, this table could be skipped. In providing Agency fee amount, the rule is that total amount should not exceed 10% following the Fee Policy provisions. If for whatever reason the amount is less than 10%, please provide explanation since we will follow whatever amount Agency requested as long as it is within the 10% limit. The explanation should be included in the cover letter that accompanies the submission of PPG request to GEFSEC.
- F. **PPG Budget Requesting LDCF Financing:** LDCF PPG finances mainly consultant services for the preparation of the project, including their travel. A separate Annex A is included with this PPG request providing details of the consultant person week, unit cost of the consultants and tasks to be performed by the consultants.
- C. **GEF Agency(ies) Certification:** To be signed off by the Agency’s designated authority.

**Annex A:** Detailed breakdown of consultants by position / title, unit cost of the consultants, and person weeks intended for the tasks to be performed in the last column.