

## **Community Adaptation Small Grants Facility Appeal procedure for grant applications**

SouthSouthNorth (SSN), as the Executing Entity (EE) of the Community Adaptation Small Grants Facility (SGF) project, wants to award grants through fair and effective competition. If you believe an application was not fairly reviewed, you have the right to raise a protest and appeal a decision. The Appeal procedure will follow a two step process.

### **Step 1: Protest**

If you would like to protest a decision on a grant application, refer to the procedure outlined below:

- All protests should be addressed in writing to the EE's Project Manager (email: [sgf@southsouthnorth.org](mailto:sgf@southsouthnorth.org)).
- Protests must reach SSN within 14 days of being notified of the grant application decision.
- The EE will attempt to resolve the protest within 14 days and provide a final written response which will also include reasons why the proposal was not recommended. If you are still not satisfied with the explanation, you may submit an Appeal Notice (Step 2).

### **Step 2: Appeal**

If you would like to appeal the response provided during Step 1, refer to the procedure outlined below:

- Within 7 days of receiving the final written response provided during Step 1, submit an Appeal Notice. The Appeal Notice must be submitted by completing the form overleaf and submitting it by email to the EE, [sgf@southsouthnorth.org](mailto:sgf@southsouthnorth.org).
- The EE will refer your appeal to the SGF Project Advisory Group (PAG), who after considering your appeal, will communicate their recommendation to the South African National Biodiversity Institute (SANBI) as the National Implementing Entity (NIE) of the SGF, for final determination. You may be requested to provide additional information or respond to queries before a final decision is made.
- You will be notified in writing of the outcome of your appeal, and the process will be finalised within 60 days of submitting your Appeal Notice.

Protests and Appeals that are not submitted in the indicated timelimes will not be eligible for consideration.

<b>SGF Appeal Notice (Step 2)</b>	
<b>Name of organisation</b>	
<b>Name of contact person</b>	<b>Position</b>
<b>Address</b>	
<b>Tel number</b>	
<b>Cellphone number</b>	
<b>E-mail</b>	
<b>Project Title</b>	
<b>Provide a statement of the grounds for your appeal, an explanation on how you were prejudiced, and the background/activity leading to your appeal, including any specific complaints about process or substance. Include any supporting or other information to support your appeal.</b>	
<b>Provide a suggestion for how you could foresee your protest being resolved/addressed to your satisfaction. Max 200 words.</b>	
<p><i>Complainant Signature:</i> _____ <span style="float: right;"><i>Date:</i> _____</span></p>	

*(For EE office use ONLY. Do not write anything here)*

Reference number: \_\_\_\_\_

Date the EE was notified of protest: \_\_\_\_\_ (Response attached)

EE Lead name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date the PAG co-chairs were notified: \_\_\_\_\_