

ANNEX A. SAMPLE COVER LETTER

(Date)

The National Steering Committee

GEF-Small Grants Programme

ATTENTION: **Atty. Rodolfo Ferdinand N. Quicho, Jr.**
Country Programme Manager
GEF-Small Grants Programme – OP 5
Biodiversity Management Bureau
Department of Environment and Natural Resources
Ninoy Aquino Parks and Wildlife
North Avenue, Diliman, Quezon City 1101
Philippines

SUBJECT: Application for (Small Grant/Planning Grant/Strategic Project Grant)

Dear Sirs and Mesdames:

We are pleased to submit our project proposal for funding support from the GEF-SGP-5 entitled _____. The project aims to _____. It is proposed to be implemented in _____, for a period of _____ year/month, possibly from _____ to _____.

The project is being proposed by _____, a non-stock, non-profit entity registered with _____. Our organization has _____ years of work _____, with none of the disqualifications for a funding grant from GEF-SGP.

The proposed project has a required budget of _____, of which _____ is being requested from GEF-SGP-5, and the amount of _____ as counterpart from _____.

Please see attached our project proposal and other required documentary submissions.

Very truly yours,

Signature

Name of Authorized Signatory

Position

Organization