Applications to the General Capacity Building Fund for funding for specific projects or activities (Guidelines, paragraphs 5 to 15) should contain the following elements and will be evaluated using the criteria in Schedule B.

1. Project Summary (250 words maximum)

   A Project Summary shall be submitted with the application. This will detail, at a minimum, the following

   (i) CCAMLR Member, Acceding State\(^2\) or Party cooperating with the Catch Documentation Scheme for *Dissostichus* spp. (CDS)
   (ii) Activity proposed (Guidelines, paragraph 2v)
   (iii) Needs addressed (Guidelines, Attachment 1)
   (iv) Budget requested
   (v) Project start date
   (vi) Anticipated outcome.

2. Proposal narrative (six pages maximum)

   (i) Introduction

      (a) situation, need and previous efforts – gaps in knowledge or capabilities, why the proposed project should be performed, review significant related work and how the project is relevant to the purpose of the Fund

      (b) objective(s) – the anticipated outcome(s)

      (c) applications, benefits, and importance – how the anticipated results relate to the purpose/objectives of the Convention and the expected benefits.

   (ii) Method and approach

      (a) description of major activities and tasks – describe the tasks that must be performed to accomplish the objective(s). For applications for supported meeting attendance (Guidelines, paragraph 2(v)d), list the meetings

      (b) follow-up action – identify follow-up action after completion of the project.

   (iii) Project management

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\(^1\) Schedule A to the Guidelines for the Administration of the General Capacity Building Fund. See SCAF-2019 report, Appendix II.

\(^2\) An Acceding State or non-Contracting Party (NCP) cooperating with the CDS may apply to the Fund where an application has the support of a Member.
(a) administration – the administrative responsibilities and authority of those involved in the execution of the Proposal – particularly those of the overall project manager (including full contact details).

(b) roles/assignments and participation time – the team composition and estimate of the duration of the project.

(iv) Literature cited

(a) References used in the proposal narrative.

(v) Budget and audit

(a) general information – when did the applicant last receive assistance from the Fund

(b) an itemised budget including co-financing and funding in-kind – a detailed budget identifying all sources of funding and items of anticipated expenditure shall be provided

(c) applications must be made in Australian dollars

(d) audit – applicants should note that an audit will be automatically required for any funding over A$200 000.

(vi) Biographies and qualifications

(a) A brief biography for each team member that highlights education, experience, and publications related to the proposed project shall be provided.
Schedule B

Selection and evaluation criteria to be used by the Commission for assessing applications for assistance with specific projects or activities from the General Capacity Building Fund

1. Needs

(i) A Member that is two or more years in arrears shall be ineligible for funding.

(ii) Does the project address a need that is identified in the guidelines (Guidelines, Attachment 1)?

(iii) Does the proposal make it clear that the Member has this specific need?

(iv) Will the project adequately address the need, and improve the capacity of the beneficiary to assist in fulfilling its obligations under the Convention, and participate effectively in the work of the organisation?

(v) Assessment of applications will also consider positively whether the Member has a low existing engagement in CCAMLR’s work, measured, for instance and where relevant, by the following:

   (a) low number of papers submitted per year
   (b) low infrastructure, including bases a Member has in Antarctica
   (c) small size of delegation at each CCAMLR meeting.

2. Projects/activities and objectives

(i) Are the approach, methods, outcomes and objectives clearly set out?

(ii) Does the project address the wider objectives of the capacity building fund (Guidelines, paragraph 1) to:

   (a) create confidence and ability for Members to achieve the objectives of the Convention;

   (b) improve Members’ ability to contribute to the work of the Commission and the Scientific Committee, their subsidiary bodies and the Secretariat

   (c) improve the overall system of operation of CCAMLR

   (d) support the needs of individual Members

   (e) increase knowledge sharing and expertise between CCAMLR members emphasising the value of cooperation?

(iii) Does the application seek to apply one of the identified projects/activities (Guidelines paragraph 2v)? If not, is this new project/activity justified in terms of addressing the identified need?
(iv) Will the project benefit more than just the beneficiary? Does capacity building target a number of Members across a wide geographical area (Guidelines, paragraph 13)

(v) Is maximum use made of other existing organisations, either at regional or national level, to coordinate and assist with capacity development?

3. Costs and capacity

(i) Is the project value for money; are the proposed costs of the activity reasonable and in proportion to the likely benefits?

(ii) Has the applicant received prior support from the Fund? If so, was the activity successful?

(iii) Does the applicant have the demonstrated capacity to benefit fully from the project and ensure the outputs are fully utilised?

4. Outcomes

(i) How will the success of the intervention be measured?

(ii) Is there provision for disseminating information on the project’s activities and results to an appropriate range of stakeholders?
The table below shows how the above criteria will be applied by the Panel:

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Weight</th>
<th>Score (between 1 for no and 10 for yes, or scores in between)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the application from a Member which is two years or more in arrears in their contribution?</td>
<td></td>
<td></td>
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<tr>
<td>If ‘yes’ the Member is ineligible for funding from the GCBF.</td>
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<td></td>
</tr>
<tr>
<td>Does the project address a need that is identified in guidelines (Guidelines, Attachment 1)? Does the proposal make it clear that the Member has this specific need?</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Will the project adequately address the need, and improve the capacity of the beneficiary to assist in fulfilling its obligations under the Convention, and participate effectively in the work of the organisation?</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Does the Member have a low existing engagement in CCAMLR (e.g. low number of papers produced per year, limited infrastructure (research platforms, fishing vessels, bases in Antarctica), small size of delegation to CCAMLR?)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Does the project address the wider objectives of the capacity building fund (Guidelines, paragraph 1)?</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Are the approach, methods outcomes and objectives clearly set out?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the application seek to apply one of the identified projects/activities (Guidelines, paragraph 2)? If not, is this new project/activity justified in terms of addressing the identified need?</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Will the project benefit more than just the beneficiary? Does capacity building target a number of Members across a wide geographical area (Guidelines, paragraph 9)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Is the project value for money; are the proposed costs of the activity reasonable and in proportion to the likely benefits?</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Is maximum use made of other existing organisations, either at regional or national level, to coordinate and assist with capacity development?</td>
<td>1</td>
<td></td>
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</tbody>
</table>

3 Includes Accessing States or non-Contracting Parties (NCPs) cooperating with the Catch Documentation Scheme for Dissostichus spp. (CDS), where an application has the support of a Member.