

## **Global Framework on Chemicals Fund**

### **Frequently asked question**

### **for the first round of applications (2024)**

last updated: 8 November 2024

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## A. Scope of the Fund

### 1. Where can I find the application form and further information?

You can find all of the information about the Fund on our website: [Global Framework on Chemicals Fund | UNEP - UN Environment Programme](#)

- The **application forms** are available through this [page](#).
- The **guidance document** provides concise information about the Fund's strategic priorities and application eligibility. It is available in [English](#), [French](#) and [Spanish](#).
- The **application guidelines** will help applicants complete the application documents. The document is available in [English](#), [French](#) and [Spanish](#).

### 2. Which countries are eligible for applying?

Eligible countries are those listed as developing economies, least developed countries, small island developing states or countries with economies in transition in the annexes to the [United Nations World Economic Situation and Prospects Report](#), that have endorsed or given other appropriate formal recognition and support to the Global Framework on Chemicals.

The Board is likely to exclude countries listed by the [World Bank](#) as high-income countries.

### 3. What kind of projects can be funded? Does my project fall into the scope of the Fund?

The Executive Board has defined a set of 5 strategic priorities as well as minimum and desirable criteria for applications. These can be found in sections 3 and 4 of the guidance document on the scope of the Fund ([English](#), [French](#) and [Spanish](#)).

Applicants are encouraged to develop a strong narrative for their project and to explain how their project aligns with the above-mentioned strategic priorities and criteria.

### 4. Can the fund support already existing or previous impactful projects?

Yes, this is possible and will be decided by the Executive Board on a case-by-case basis. The project application will need to show that the project is in line with the scope of the Global Framework on Chemicals Fund. The application should also explain how the funded project will build on existing initiatives and outline the added value of the continuation of the project.

### 5. Can the projects also focus on mercury or the implementation of the Basel, Rotterdam, or Stockholm Convention?

The Global Framework on Chemicals Fund aims to complement, and not duplicate, existing chemicals and waste Funds. Applicants are encouraged to look into other funding mechanisms such as the [Special Programme](#), the [Specific International Programme \(SIP\)](#) of the Minamata Convention and [the Global Environment Facility](#) to identify the most appropriate funding mechanism.

In case your project contains elements that may be eligible for funding under one of the above-mentioned funds please show in your application why the Global Framework on Chemicals Fund is the appropriate source of funding for your project.

## B. Applications from Civil Society Networks

### 6. What is a civil society network?

On an exceptional basis and with regard to the resources and administrative capacity available, representatives of civil society networks participating in the Global Framework on Chemicals shall also be eligible to present project proposals, subject to endorsement by the countries hosting the projects.

The Fund follows UNEP's understanding of civil society. UNEP engages with nine major groups as defined in the [Agenda 21](#): business and industry; children and youth; farmers; indigenous peoples and their communities; local authorities; non-governmental organizations; scientific and technological community; women; workers and trade unions.

### 7. What are the requirements for a non-governmental organization (NGO) to apply?

Representatives of non-governmental organisations that are participating in the Global Framework on Chemicals may apply for funding, subject to the agreement of the countries hosting the project or programme. This agreement should be provided by the designated national focal point in the country concerned through an accompanying letter submitted with the application.

They will be asked to fill in the same application forms as all other applicants and specifying their affiliation as appropriate. Furthermore, they will need to provide proof of incorporation or founding documents for their organization/entity.

After the project has been approved by the Executive Board, the organization must follow UNEP's due diligence procedure to sign an agreement with UNEP. The criteria of this procedure focus mainly on organizational capacity, credibility, and reputation. The Secretariat will provide further information and guidance on this procedure at the appropriate time.

*Please note that UNEP's new partnership policy has entered into force on 29 September 2024, but that this is not available online yet.*

### 8. Can a youth-based organization or an academic institution also apply? Is it still compulsory to get support from the national focal point?

Yes, a youth-based organization or an academic institution can apply, as long as it meets the requirements for a civil society organization. Both children and youth as well as the scientific and technological community are major groups with which UNEP engages as civil society. The application requirements are described under question 6 and 7.

### 9. How can industry stakeholders be engaged in a project?

The Global Framework on Chemicals underlines the crucial role of industry stakeholders in the shift towards a safe and sustainable environment. Furthermore, the Executive Board has highlighted the importance of multi-stakeholder approaches and the involvement of private sector stakeholders, businesses and finance institutions in the strategic priorities, minimum and desirable criteria of the Fund. Therefore, applicants are encouraged to consider activities related to high-impact sectors such as textiles, building and

construction or agri-food systems in their application and to involve industry and private sector stakeholders in their project proposals.

Please note that UNEP is unable to sign implementing partnership agreements directly with private-sector entities. Private sector entities may, however, partner with the entity that will implement the approved project and may provide in-kind contributions to a project.

To find out how UNEP engages with the private sector, please consider UNEP's strategy for private sector engagement: [Brochure\\_StrategyforPrivateSectorEngagement\\_web.pdf](#)

## C. Project implementation

### **10. Are UN agencies eligible for the Fund? Are UN agencies qualified to serve as implementing entity for governments?**

UN agencies may not apply for funding directly but are qualified to serve as implementing entities or project partners. Each project partner or implementing entity will need to confirm its participation in the project by providing a letter of support. Furthermore, the project application will clearly need to outline the roles and responsibilities of each implementing entity in the project.

The participating organizations of the Inter-Organization Programme for the Sound Management of Chemicals ([IOMC](#)) may also provide technical assistance in the development of project proposals when requested to do so by project proponents.

The proposed budget should aim to include a maximum of 5% for project management/ administrative costs but for multi-country or regional projects this may be slightly higher. These costs should include provisions for monitoring and evaluation as well as audit.

### **11. If the government designates an implementing entity to implement the project, will the delivery organization sign the agreement with the Fund (and receive the funds directly)?**

This will depend on the exact implementation arrangements and on the decision of the Executive Board as well as any required due diligence procedure for partners that are not government entities.

That said, it is likely that UNEP would sign a tripartite agreement with both the applicant organisation and the designated implementing entity. The agreement will specify to whom and when the funds will be transmitted.

### **12. Can an entity from a High-income Country serve as an implementing entity for an eligible country?**

Yes, this is possible and will depend on the decision of the Executive Board. In your application you will need to specify who the project partners are, and each project partner should provide a letter of support confirming their role in the project.

Applicants are encouraged to develop a strong narrative for their project and to explain how these project partners and the specific project management arrangement will contribute to the project.

### **13. Could you please provide information on the approved percentage of administrative fees that implementing entities are allowed to charge?**

As implementing a project sustainably requires a minimum level of commitment, notably from an administrative and logistical perspective, it is also expected that applicant countries will provide the necessary administrative and logistical support. Therefore, normal operational and running costs such as office equipment, premises, vehicles, fuel, etc. will commonly not be eligible for support.

The proposed budget should aim to include a maximum of 5% for project management/administrative costs. This 5% applies equally to administrative or operational costs for an implementing entity.

For multi-country or regional projects this may be slightly higher. These costs should include provisions for monitoring and evaluation as well as audit.

## **D. National focal points**

### **14. Who is my national focal point?**

National focal points (NFP) are crucial for the success of the Fund and for the Global Framework on Chemicals overall. The Executive Board foresees NFPs to have a coordinating function within their governments. Therefore, the national focal point will need to support the application by signing the application form A (section 3.2) and by providing a letter of support. The NFP's signature supports the application for funding and confirms that the Government has endorsed or given other formal recognition of and support to the Global Framework on Chemicals.

The NFP should coordinate project applications at the national level and in the case of several submissions make sure that the different applications in no way duplicate work. In doing so, NFPs should note that the applications will be considered on their individual merits and multiple applications from the same country may compete for funding.

NFPs are encouraged to reach out to the relevant organisations in their country to inquire whether they are planning to apply for funding and to facilitate a coordinated and coherent approach among different prospective applicants and stakeholders.

At the same time, prospective applicants are encouraged to contact their Global Framework on Chemicals NFP as early as possible to inform them of the intended application. Please find a list of all focal points on our website:

<https://www.chemicalsframework.org/page/gfc-focal-points>

In case a NFP has not been formally nominated for the Global Framework on Chemicals, the assumption is that the national focal point previously designated for SAICM will fulfil that role. Please contact the Secretariat ([unep-gfc.secretariat@un.org](mailto:unep-gfc.secretariat@un.org)) in case you notice that the NFP is not responding or if the focal point information needs to be updated.

### **15. Can only the national focal point submit an application?**

No, applications can be submitted to the Global Framework on Chemicals Secretariat directly through the applicant organization. The national focal point, however, will need to

provide support for each application by signing the application form A (section 3.2) and providing a letter of support.

**16. Can the national focal point be designated as a project manager?**

Yes, this is possible. Applicants should keep in mind, however, that project management requires a high level of project involvement and that this will need to be performed alongside the other duties of the project manager. An appropriate project arrangement might foresee a designated project manager who works closely with the national focal point.

**17. Can an applicant civil society network co-manage the project with the national focal point? If a civil society network project is accepted, will the national focal point be responsible for monitoring their implementation?**

Each approved project will need one project manager and one lead entity that will be responsible for implementation of the project, coordinating as needed with other stakeholder and project partners and submitting periodic progress and expenditure reports to the Secretariat. Within the application forms, you are asked to explain the roles and responsibilities of all stakeholders involved (including the national focal point) – this will largely depend on the project's context.

We recommend the project manager to be in close contact with the national focal point although there is no obligation for the NFP to monitor the project. You may wish to consider establishing or involving a multi-stakeholder steering committee to guide and oversee progress in project implementation, and the NFP should be a key member of such a committee.

**18. Can a country submit multiple applications?**

In principle, a country can submit multiple applications. Each application can apply for a budget of between USD 300'000 and 800'000.

The Board will consider each application separately and multiple applications from one country may compete for funding. Therefore, applicants should strategically develop their applications and consider developing a multi-stakeholder, multi-sectoral application to join activities by different organisations in one country.

**E. Other questions**

**19. Is the whole amount of funding going to be disbursed in this first round (assuming sufficient relevant applications), or only a portion of it? If not all, what proportion is expected to be disbursed?**

Funds may be disbursed for a maximum of seven years from the date of the Fund's establishment in September 2023. The Executive Board is expecting to have multiple calls for applications but has not set a cap on the proportion of funds to be disbursed per round of applications.

**20. Could you explain co-financing and in-kind contributions?**



Each project should try to achieve at least 25% co-financing i.e. a commitment by the applicant or identified project partners to provide resources equal to at least 25% of the total amount requested from the Fund. This may include monetary and non-monetary (in-kind) contributions that the applicant organisation and its project partners are providing to support the implementation of the project. In-kind contributions can include staff time, accommodation/office space, the use of an organization's meeting room or operating costs. These contributions should be reflected in table 3 of the project budget (Project application form B).

The Secretariat does not provide a guideline, table, or list on valuing in-kind contributions but requests applicants to provide context-specific information on the available in-kind contributions. Please note that when reporting on your expenditures once the project is approved, you will also be requested to report on the co-financing/in-kind contribution.

## **21. What happens after the application has been submitted?**

After the application deadline, the Secretariat will conduct a high-level review and prepare a summary of each application for the Executive Board. At its next meeting, to take place in March 2025, the Executive Board will discuss and decide on the project applications. The Secretariat will then notify the applicants through the contact details provided in the application form.

If the project is approved, the Secretariat request the contact person of the implementing entity identified in the application form (the project lead) to develop and submit the project's [logical framework](#) shortly after the approval of the project. The logical framework along with the activity description and project budget will be annexed to and will form part of the project agreement that will be signed with UNEP.

Where a project will be implemented by a non-government entity such as a civil society network it will be necessary to undertake a due diligence process before a project agreement can be signed. The Secretariat will work with the project lead to coordinate the submission of the necessary additional documents for this purpose.

Once the project agreement is signed, the project lead will be responsible for project implementation and delivering on anticipated project results, and for coordinating as needed with project partners.

## **22. Will completed application documents be made publicly available?**

The completed application documents will not be made publicly available. The application documents will be shared, however, within the Secretariat and other related UNEP units as well as with the Executive Board members.

The Secretariat is planning to provide an overview of approved projects (e.g. a project database or short articles on the website) once these have started and will also use information from the projects for communication purposes.

## **23. I have more questions. How can I contact the Fund's Secretariat?**

You can contact the Fund through the following e-mail address: [unep-gfc.fund@un.org](mailto:unep-gfc.fund@un.org)

Please reach out to the Secretariat as early as possible if you have any questions.

## F. Questions regarding the regional approach

### **24. What are the requirements for a regional or multi-country application? Is there a limit to the number of countries that can jointly apply?**

The number of countries applying together is not limited. In each application, it is a requirement for one government or organization to be specified as the project lead. This institution will submit the application on behalf of the countries involved. Additionally, one copy of the *Additional information for multi-country applications* (Application Form A/Annex 2) will need to be filled in by each co-applicant. Each of the involved countries must submit a letter of support. The applicant will also need to elaborate on the benefits of the regional approach and the concrete implementation arrangements.

The Secretariat would like to emphasize that a regional project may come with a higher administrative involvement for the lead applicant. If a multi-country or regional application is approved, the lead applicant will take responsibility for the direct engagement with the Global Framework on Chemicals Secretariat throughout the project implementation. This involves tasks such as signing the agreement and taking responsibility for the project reporting. The lead applicant will also need to have the mechanisms in place to channel the funding to other project partners in different countries as appropriate.

### **25. Can multiple civil society networks from a region apply?**

Yes, this is possible, subject to the support of all participating countries involved as evidenced by a letter of support from the NFP of each participating country. Like with all regional applications, the organisations will need to identify a lead applicant who will be responsible for managing the project as specified in question 24.

### **26. Is it possible for Basel Convention Centres to apply for funding of regional projects under the Global Framework on Chemicals Fund?**

The Executive Board has identified the important role of existing regional structures such as Basel Convention Centres for the delivery of regional projects. The regional centres are requested to follow the same application mode as all other applicants and to include a strong narrative to explain how their project aligns with the strategic priorities and criteria outlined in the Guidance document.

### **27. I have more questions on developing a regional project. Who can I contact?**

You can contact the Fund through the following e-mail address: [unep-gfc.fund@un.org](mailto:unep-gfc.fund@un.org)

Please reach out to the Secretariat as early as possible in case you have any questions.