The process of receiving small grants funding begins with the project proponent - a national CBO or NGO- who contacts the SGP National Coordinator to receive project application guidelines and forms. With assistance from the National Coordinator the proponent prepares a brief project concept paper and submits this to the coordinator. If the project is judged eligible, the project proponent prepares a project proposal; in some cases, this step may be supported by a planning grant. The NSC reviews the proposal and either accepts it, rejects it, or returns it to the proposer with a request that further work be done on formulating and refining the project data.

Approved proposals enter the national SGP work programme. SGP grants are usually paid in three installments: an up-front payment to initiate the project; a mid-term payment upon receipt of a satisfactory progress report; and a final payment on receipt of a satisfactory project completion and final report. For a detailed process to secure
funding, please click [here](#).

Actions: Small grants are accessed and all three payments installed

Actors: Project proponent (a national CBO or NGO); National Coordinator

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2 Submit a Funding proposal

After double-checking your eligibility, click **[here](#)** for a detailed process to secure funding.

Actions: Strong funding proposal submitted and approved

Actors: National Coordinator; eligible countries; National Steering Committee

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3 Access support for capacity building

Capacity development and learning underpin all SGP activities. Capacity development activities can be integrated into regular SGP projects, or developed as standalone projects. To find out more, click [here](#).

Actions: Capacity development activities supported under the SGP
Actors: National Steering Committee; local and national NGOs and CBOs