



Standards and Trade
Development Facility

**FUNDING OPPORTUNITIES WITH THE
STANDARDS AND TRADE DEVELOPMENT
FACILITY (STDF)**

GUIDANCE NOTE FOR APPLICANTS

TABLE OF CONTENTS

INTRODUCTION	1
1. Who can apply for STDF funding?	1
2. What type of funding is available?	1
3. What are SPS capacity needs?	1
PROJECT PREPARATION GRANTS (PPGS).....	3
4. What assistance can be requested under PPGs?	3
5. Are there any restrictions on what can be funded under PPGS?	3
6. How much funding is available for PPGS?	3
7. What information is required as part of a PPG application?	3
8. What criteria are used to evaluate PPGs?	4
PROJECT GRANTS.....	5
9. What assistance can be requested under STDF projects?	5
10. Are there any restrictions on what can be funded under STDF projects?	5
11. What is the duration of STDF projects?	5
12. How much funding is available for STDF projects?	6
13. Does the STDF fund regional projects?	6
14. What should be included in the budget?	6
15. What information is required as part of a project application?	7
16. What criteria are used to review project applications?	11
APPLICATION AND REVIEW PROCESS FOR PPGS AND PROJECTS GRANTS.....	11
17. How should applications for PPGs and project grants be submitted?.....	11
18. What is the review process and how are applicants informed about decisions on funding?	11
19. Can rejected applications be resubmitted?.....	11

INTRODUCTION

The Standards and Trade Development Facility (STDF) supports developing countries to implement international food safety, animal and plant health standards and gain and maintain access to markets. The STDF is a global coordination and knowledge platform. It identifies and disseminates good practice, leverages resources and works on coordinated, coherent solutions to enhance SPS capacity building. In addition, the STDF provides support and funding for the development and implementation of collaborative and innovative SPS projects.

STDF supports sustainable economic growth, poverty reduction, food security and environmental protection in developing countries. STDF supports the UN Agenda 2030 and the Sustainable Development Goals (SDGs) 1,2,5,8,10,14,15 and 17. The STDF is committed to the Paris Principles on Aid Effectiveness and the Accra Agenda for Action

This note provides information on the types of funding available, eligibility criteria and other requirements, and the application and review process. It aims to inform and guide applicants and should be read carefully by anyone interested in submitting an application for STDF funding. The STDF Secretariat also provides advice and information to applicants, including assistance to identify and/or develop possible projects in priority areas of interest. Applicants are encouraged to contact the Secretariat (STDFSecretariat@wto.org) to discuss their ideas for funding requests prior to submitting an application.

1. Who can apply for STDF funding?

The following organizations are eligible to apply for STDF funding:

- i. Public sector entities (including regional or international bodies) with responsibility for SPS measures or policy, either in their own right or in cooperation with the private sector. The STDF encourages implementation of projects and activities through public private partnerships;
- ii. Private sector entities, either in their own right or in cooperation with the public sector. Examples of private sector entities include legally registered farmers' organizations, trade and industry associations, etc.;
- iii. Non-profit non-governmental organizations (NGOs) with expertise in the SPS area and with an organization in the relevant beneficiary country or countries, in co-operation with the public and/or private sector; and
- iv. STDF partners.

2. What type of funding is available?

Two types of funding are available:

- v. Project preparation grants (PPGs), up to a maximum of US\$50,000 (see Qns. 4-8 below).
- vi. Project grants, up to a maximum of US\$1,000,000 (see Qns 9-16 below).

3. What are SPS capacity needs?

International commerce (exports and imports) involves potential risks to public health from the entry of unsafe food or spread of animal-carried diseases, risks to animal health from the entry of pests or diseases and unsafe feedstuffs, and to plant life and the environment from the entry of alien invasive species, other pests and diseases. SPS capacity is therefore an essential element in both maintaining and expanding market access, as well as protecting against the negative human, animal or environmental consequences of sanitary or phytosanitary problems.

SPS capacity needs and priorities vary across countries and regions. SPS capacity needs can exist in both the public and private sectors. They may, for instance, be related (but not limited) to weaknesses in:

- the legal and regulatory framework for SPS management;
- the SPS policy and strategy development (e.g. SPS action plans);
- the implementation of SPS standards (i.e. Codex/IPPC/OIE standards, official requirements of trading partners, etc.) including risk analysis capacity;
- knowledge among government officials, private sector operators, farmers, etc. about SPS requirements in export markets;
- information exchange and cooperation among stakeholders (i.e. government agencies, private sector producers/exporters, chambers of commerce, etc.) involved in food and agricultural trade and SPS issues;
- food safety, veterinary and phytosanitary inspection, enforcement, diagnostics, certification, etc.;
- monitoring, surveillance, eradication, zoning, establishment of disease/pest free areas, etc.; and
- the application of good agricultural and manufacturing practices including HACCP.

While some SPS capacity needs affect the entire SPS system, other particular SPS needs may exist that affect the ability of specific agri-food products to enter particular markets. SPS barriers are often not the only market access constraint. A number of other elements – such as transportation links, customs facilities, marketing, infrastructure (e.g. cold storage facilities) – are also necessary for market access and may act as important barriers to trade. Nevertheless, requests for STDF funding should clearly focus on the major SPS constraints and capacity needs of relevance to the country/region in question.

PROJECT PREPARATION GRANTS (PPGS)

4. What assistance can be requested under PPGs?

PPGs are intended to help overcome constraints faced by developing countries in the articulation of their SPS needs into complete project proposals that could be funded by the STDF or other donors. PPGs can be used for any of the following purposes (or a combination thereof):

- Application of SPS-related capacity evaluation¹ and prioritization tools².
- Preparation of feasibility studies that precede project development to assess the potential impact and economic viability of proposals in terms of their expected costs and benefits; and/or
- Preparation of project proposals that can be funded by the STDF or other donors.

PPGs may also be awarded to assist eligible beneficiaries to revise project proposals which the STDF Working Group deems of interest but in need of revision before final approval can be granted.

5. Are there any restrictions on what can be funded under PPGs?

The STDF does not provide PPG funds for buildings, vehicles, information technology, laboratory equipment or other major equipment items.

6. How much funding is available for PPGs?

PPGs are available up to maximum of US\$50,000.

7. What information is required as part of a PPG application?

Requests for PPGs should be completed using the PPG application form, which is available on the [STDF website](#). Details on the background and rationale for the PPG, and how it will be implemented, are required. Guidance on the specific information that should be included in a PPG application is provided below.

Background and rationale

- a. PPG requests should clearly explain whether the purpose of the request is to: (i) apply an SPS-related capacity evaluation tool (e.g. the OIE's PVS Tool, the IPPC's PCE Tool) or other prioritization tools (e.g. the STDF's Prioritizing SPS Investments for Market Access Tool); (ii) prepare a feasibility study (prior to project development) to assess the potential impact and economic viability of proposals in terms of their expected costs and benefits; and/or (iii) prepare a project proposal.
- b. PPG applications should describe the key SPS problems and/or opportunities to be addressed, including their relevance for market access and poverty reduction. Where a PPG would develop a project proposal, it is not necessary to describe what should be done during the resulting project.
- c. In countries where SPS-related capacity evaluation tools have been used to assess needs in the area of food safety, animal health, plant health and/or biosecurity, PPG applications should refer to relevant issues and priorities identified, where possible.

¹ These tools include the OIE's Evaluation of the Performance of Veterinary Services (PVS) tool and GAP analysis, the Phytosanitary Capacity Evaluation (PCE) tool of the International Plant Protection Convention (IPPC), FAO/WHO's National Food Control System Assessment Tool, the capacity evaluation tools developed by the Inter-American Institute for Cooperation on Agriculture (IICA), etc. For more information on these tools, see www.standardsfacility.org/capacity-evaluation-tools

² Including STDF's evidence-based approach to prioritize SPS investments for market access (P-IMA). See: www.standardsfacility.org/prioritizing-sps-investments-market-access-p-ima

- d. PPG requests should clarify linkages, if any, between the main SPS issue(s) identified and national poverty reduction strategies, relevant sectoral development policies/strategies, etc. For Least Developed Countries (LDCs), reference should be made to relevant issues identified in the [Diagnostic Trade Integration Study](#) (DTIS) carried out under the [Enhanced Integrated Framework](#) (EIF), if such a study exists.
- e. Evidence should be provided that the PPG application has been discussed with, and has the support of, concerned government and private sector stakeholders. Government agencies, private sector, academic or other organizations that support the PPG application should be clearly identified. Letters of support from these organizations are strongly encouraged.
- f. Explain any linkages between the PPG and other relevant completed, ongoing and/or planned national programmes and/or donor-supported projects. The STDF Secretariat looks for evidence that the PPG, and any project expected to result from it, complements and builds on related activities. There should be no duplication.
- g. Possible sources of funding for projects to be developed through PPGs should, if possible, be identified given that STDF financing for projects is limited. Applicants are advised to consult potential donors in their country as part of the process of developing a PPG application. Information on any such consultations should be briefly described.
- h. The application should briefly explain how cross-cutting issues (e.g. related to gender, the environment) are relevant for this PPG and, if appropriate, how they will be addressed. For instance, are there any specific issues, needs or opportunities related to gender or environmental aspects?

Implementation

- i. A brief description should be included of the major activities to be carried out during implementation of the PPG. This could include, but is not limited to, missions of international consultant(s), meetings with stakeholders, consultations with donors, project formulation, validation workshops, etc.
- j. If applications propose particular national experts or international consultants to take the lead in project development under PPGs, a Curriculum Vitae for each of these persons should be attached. In cases where the applicant is unable to identify such persons, the STDF Secretariat will provide a shortlist of consultants if the request is approved.

Budget

- k. An amount of up to US\$50,000 may be requested under a PPG. The PPG application should include a reasonable and itemized budget for all the activities to be carried out. The budget may include consultancies, travel, costs of organizing stakeholder workshops, etc.
- l. The size of the budget requested should depend on the scope of activities and outputs envisaged under the PPG. For PPGs focused on project development, a budget of up to US\$30,000 should normally be adequate.

8. What criteria are used to evaluate PPGs?

Requests for PPGs will be reviewed based on the accuracy, clarity and completeness of the information provided in the application form and attachments. In accordance with the Paris Principles on Aid Effectiveness, it is essential for applications to demonstrate national support and ownership for the proposed PPG, as well as a good understanding of SPS issues and priorities in the country or region.

The main criterion in awarding a PPG is the likelihood that it will result in a concrete output (project proposal, feasibility study, etc.) that will help to support SPS capacity building. Where the purpose of a PPG is to develop a project proposal, there should be some indication that the application is likely to receive funding and to achieve sustainable and effective results.

PROJECT GRANTS

9. What assistance can be requested under STDF projects?

The STDF offers grants for projects that promote compliance with international SPS requirements. It should be clear how the requested project will help to address particular SPS challenges or issues that affect trade to regional and/or international markets.

The following types of projects are given favourable consideration:

- Projects relevant to the identification, development and dissemination of good practice in SPS-related technical cooperation, including projects that develop and apply innovative and replicable approaches;
- Projects linked to STDF work on cross-cutting topics of common interest;
- Projects that address SPS constraints through regional approaches; and
- Collaborative and inter-disciplinary projects focused on the interface / linkages between human, animal and plant health and trade, and benefiting from the involvement of two or more partners or other relevant organizations.

10. Are there any restrictions on what can be funded under STDF projects?

- The STDF does not “officially” endorse commercial (private/industry) standard schemes or fund projects whose sole focus is on compliance with a particular commercial standard. The STDF may support projects aimed at achieving compliance with commercial standards only as part of a broader market access strategy which also fulfils official SPS requirements.
- The STDF does not fund projects whose main objective is to address environmental or labour standards.
- The STDF funds projects whose primary aim is the delivery of workshops only if they are training-based and accompanied by a set of tangible outputs in the trainees’ home countries (e.g. a plan for the onward dissemination of knowledge gained or for the implementation of an international standard).
- The STDF does not provide funding for buildings, vehicles and major equipment items, with the exception of information technology, laboratory and minor equipment items that are necessary to achieve the specific outputs and objective of the project. Funding provided for information technology, laboratory and minor equipment items shall not exceed 10% of the total STDF contribution to the project.
- The STDF will only consider funding essential items of equipment needed to upgrade already existing laboratory capacity to implement specific project objectives. Applications for projects that include the purchase of laboratory equipment must explain how this has been considered in relation to related issues including the presence of adequate alternative laboratory capacity in the country or region, a plan for accreditation, access for private operators and the presence of trained staff to operate new equipment. Funding is not available for the construction of new laboratories.
- The STDF does not fund basic scientific research.
- The STDF does not fund regular staff salaries.

11. What is the duration of STDF projects?

STDF projects should have a maximum duration of three years, or less. Funding is not available for follow-on phases of STDF projects. Project grants should be contracted within twelve months of approval.

12. How much funding is available for STDF projects?

Project grant financing up to a maximum of US\$1,000,000 is available from the STDF. The STDF encourages applications for projects where the applicant has already secured some funding from other sources.

The amount of funding from the STDF is dependent on the beneficiary country or countries' classification in the OECD Development Assistance Committee [list of Official Development Assistance recipients](#). The expected value of the in-kind contribution is as follows:

- Applicants from Least Developed Countries (LDCs) and Other Low Income Countries (OLICs) should provide at least 10% of the STDF contribution to the project;
- Applicants from Lower Middle Income Countries (LMICs) should provide at least 20% of the STDF contribution to the project; and
- Applicants from Upper Middle Income Countries (UMICs) should provide at least 60% of the STDF contribution to the project.

Beneficiaries are required to meet part of the implementation costs either through financial or in-kind contributions (such as staff time, use of premises, vehicles or other already existing assets). Such in-kind contributions should be costed and included within the project budget, and are subject to audit.

13. Does the STDF fund regional projects?

The STDF encourages regional projects. The amount of funding for regional projects varies according to the involvement of LDCs or OLICs. The expected in-kind contribution for regional projects is as follows:

- For regional projects with at least one LDC or OLIC, the in-kind contribution should be equivalent to at least 10% of the STDF contribution to the project.
- For regional projects without an LDC or OLIC, the in-kind contribution should be equivalent to at least 20% of the STDF contribution to the project.

14. What should be included in the budget?

Project applications should include a detailed, complete and reasonable budget that clearly reflects the relationship between the outputs and the resources needed to complete the activities.

- Personnel expenses may include costs of hiring project staff, as well as national or international consultants including details on the daily rate or fee, number of days to be worked, per diem for consultants (based on official UN rates), etc.
- Travel expenses may include any international or national flights (in economy class) for consultants, local transportation, vehicle hire, etc.
- If training is included, the budget should provide a breakdown of the costs of organization and delivery of training workshops, facilities, travel/accommodation of participants, training materials, etc.
- Other expenditures in the budget may include costs related to: meetings and workshops (such as project steering committee meetings, project stakeholder workshops, etc.); IT, laboratory or other equipment items necessary to achieve the specific outputs and objective of the project (not to exceed 10% of the total STDF contribution to the project); project management; information dissemination (e.g. cost of developing and hosting a website to disseminate information about the project, preparation of information materials, etc.); general operating expenses (e.g. telephone calls, photocopying, etc.);
- Contingency costs (approximately 5% of project budget) may be budgeted to cover any unforeseen expenses.

- The budget should clearly specify: (i) the amount requested from STDF; (ii) the applicant's own contribution to the project, which may be in the form of a financial or an in-kind contribution (e.g. staff time, use of premises, etc.) and is subject to audit; and (iii) the amount (if any) requested from other donors.

15. What information is required as part of a project application?

Requests for projects should be completed using the project application form, which is available on the [STDF website](#). Guidance on particular information that should be included in each section is provided below.

Background and rationale

- Relevance to the STDF:** The application should explain why the proposal is submitted to the STDF. The STDF is particularly interested in innovative, preventative pilot projects which may be replicated by others. Certain types of projects are deemed of particular relevance to the STDF and receive favourable consideration (see Qn. 9 above for details).
- SPS situation and issues:** The application should demonstrate a good understanding of relevant SPS issues and priorities in the country or region. This should include a discussion of the institutional framework for SPS management that identifies the various agencies involved in food safety, animal and plant health and trade, their respective roles and responsibilities, and the linkages between them. For LDCs, it should also pay attention to relevant issues and priorities identified in the Diagnostic Trade Integration Study (DTIS) carried out under the [Enhanced Integrated Framework](#) (EIF). In addition, it is important that the application reflects and builds on capacity needs and priorities that have been identified in capacity evaluations carried out by national authorities or international organizations. This includes capacity needs and priorities identified through the use of the OIE's PVS tool and GAP analysis, FAO/WHO's National Food Control System Assessment Tool, the PCE tool, the capacity evaluation tools developed by IICA, etc.³ Project applications that do not discuss priorities as identified in the DTIS and/or completed capacity assessments will be regarded as incomplete.
- Specific issue/problem to be addressed:** The application should make a clear link between the specific problem to be addressed through the project and the SPS situation in the country/region, market access and poverty reduction.
 - Wherever possible, applications should provide evidence of SPS challenges affecting access to regional and/or international markets – i.e. what kinds of SPS problems or challenges are affecting exports of particular products to particular markets?
 - Applicants should refer to the achievement of the Sustainable Development Goals wherever possible.
 - For projects addressing food safety requirements for market access, consideration should be given, where practical, to improving the public health situation in domestic markets through compliance with Codex standards.
- Country or regional priorities:** The proposed project should be coherent with national development plans describing how government agencies and development partners aim to contribute to economic growth and poverty reduction, as well as any relevant national/regional strategies or policies, including SPS action plans where they exist.
- Complementarity with existing projects and programmes and other initiatives:** The application should include detailed information about relevant past, ongoing or planned national programmes and/or donor projects related to SPS, food safety, animal and/or plant health in the country or region, as appropriate, as well as any SPS components of broader agricultural or trade capacity building programmes. It should

³ More information on these tools, and where they have been applied, is available on the [STDF website](#).

explain how lessons learned from previous projects have been taken into account in the design of the proposed project, and clarify how it will complement related initiatives. Where applicable, the application should explain how the project relates to the EIF and/or Aid for Trade process. The STDF Secretariat looks for evidence that there is no duplication with other technical cooperation activities.

- f. **Public-public and/or public-private cooperation:** Responsibility for SPS issues is often shared across a number of different government agencies (e.g. ministries of agriculture, commerce, health, trade, etc.). The private sector also plays an essential role. The STDF encourages projects that seek to enhance coordination between different government agencies, as well as public-private sector coordination. The application should, therefore, explain how the proposed project promotes cooperation between different public and/or private sector organizations that are involved in the SPS area.

Ownership and sustainability

- g. **Ownership and stakeholder commitment:** The proposed project should be based on national demand and priorities in line with the [Paris Principles of Aid Effectiveness and the Accra Agenda for Action](#). This requires the applicant to demonstrate that the application is actively supported by relevant stakeholders in the country/region such as government agencies responsible for SPS management, any relevant national committees (e.g. national SPS committees) and the private sector. In particular:
- Projects submitted under the responsibility of one government ministry or organization should produce evidence of support for the project across all relevant government ministries or organizations, as well as from any relevant private sector associations;
 - Projects submitted under the responsibility of private sector organizations should include letters of support from the relevant competent governmental authority or authorities;
 - Regional projects should include letters of support for the project on the part of all the national governments concerned.
- h. **Target beneficiaries:** The application should clearly identify the beneficiaries of the project, who may include small farmers, producers, workers, consumers, etc. It should explain how these groups are expected to benefit, quantifying these benefits as far as possible.

Cross-cutting issues

- i. **Gender-related issues**

The application should identify and address any specific needs and opportunities linked to gender in the project. This should include an analysis of the possible positive/negative effects of the project on gender equality. For instance, how are different genders involved (e.g. as producers, farmers, traders, workers in food business operations) in particular value chains of relevance to the project, what constraints (if any) do they face and how could they be addressed to take advantage of new opportunities? How are different genders expected to benefit from the project? Wherever possible, applicants are encouraged to include gender-specific indicators (e.g. expected increase of income among women/men farmers, number of women-headed households to be covered by the project, number of women/men to be involved in training activities, etc.).

- j. **Environmental-related issues**

The application should briefly discuss any environmental-related issues and implications that are relevant to the project. This should address the environmental implications of project activities (including any SPS control measures promoted) and their potential positive and/or negative implications or consequences. For instance, to what extent does the project contribute directly or indirectly to environmental protection (e.g. through

reduced use of pesticides/chemicals or use of less toxic pesticides, adoption of integrated pest management systems, reduced burden on land through improved animal production practices, etc.)? To what extent does the project have any possible negative implications on the environment (e.g. increased use of pesticides, chemicals, antibiotics)? If so, what are these consequences and how will they be managed or reduced?

- k. **Expected end-of-project situation and sustainability of results:** The application should quantify the benefits of the project for beneficiaries including the expected impact on poverty reduction for smallholders and other producers, employment opportunities, an improved domestic and/or regional SPS situation as appropriate. The application should also address the financial and institutional sustainability of the project after the end of STDF support. It should also describe the project's added value and expected catalytic role, including how the project may be replicated or its results used more widely.

Immediate objective, outputs and activities

- l. **Logical framework (logframe) and performance indicators:** All project applications should include a logframe based on the template provided in the application form. Applicants are advised to begin the project design process by developing the logframe. The logframe should be consistent with the rest of the project document.
- o The logframe should provide a succinct overview of the relationship between the immediate objective (purpose) of the project, the outputs (expected results) and the main activities. The immediate objective describes the purpose or outcome of the project. The outputs describe the measurable end results of the planned activities and should contribute to the immediate objective. The activities describe the actions that will be carried out to achieve the specified outputs.
 - o The logframe should also identify the key risks and assumptions, as well as indicators for monitoring and evaluation. Indicators are used to set realistic targets for measuring whether the objectives at each level have been met. They should be quantified as far as possible, and be specific, measurable, attainable, realistic and time-bound. Wherever relevant, the application should include gender-specific indicators (see above). For more information and assistance on the preparation of a logframe, see the STDF website.
- m. **Work plan:** Project applications should include a detailed work plan that identifies particular activities and when they will be undertaken. A template for a work plan – including a quarterly calendar – is included in the project application form. Applicants may also use a monthly calendar if preferred.
- n. **Terms of reference:** Terms of reference for key national or international experts to be involved in implementation of the project should be included as an appendix. The terms of reference should include information on specific tasks and responsibilities, duration of assignments, number of missions (if appropriate), and required qualifications/experience.

Budget

- o. **Budget and in-kind contribution:** The project application should include a detailed, complete and reasonable budget.
- o The budget should be prepared on the basis of the outputs identified in the logframe, and the resources needed to complete the specified activities.
 - o The budget may include expenditures for expertise, travel, training, workshops, communications (briefing notes, photos and short films), minor equipment items, project management, general operating expenses, end of project assessment, etc. (see Qn. 14).

- The budget should include funds for an independent end-of-project assessment to be carried out by an external evaluator on completion of the project. The independent assessment will be the responsibility of the implementing agency.
 - Applicants should be realistic when drawing up funding requests. Evidence that the implementing organization(s) has/have the capacity to manage the level of funding requested should also be provided in the form of a record of financial probity and list of achievements (attached as an appendix).
 - The budget should clearly specify: (i) the amount requested from STDF; (ii) the applicant's own contribution to the project, which may be in the form of a financial and/or in-kind contribution (e.g. staff time, use of premises, etc.); and (iii) the amount (if any) provided by other donors. See Qn. 12 above for details on the required size of the in-kind contribution.
- p. **Cost-effectiveness:** Projects should represent a cost-effective contribution to addressing SPS obstacles and constraints. As far as possible, proposals should justify the costs and benefits of the activities in the proposed project against possible alternatives.

Project implementation and management

- q. **Implementing organization:** Applications should clearly identify the organizations(s) responsible for implementation of the project, and provide a contact name and correct telephone/email address for follow-up. If the applicant intends to implement the project itself, it must provide evidence of its technical and professional capacity. If the application indicates that an STDF partner or third party acceptable to the STDF will implement the project, written consent from that organization should be attached as an appendix. Applicants are encouraged to consult the STDF Secretariat to discuss selection of the implementing organization.
- r. **Clear management structure:** Projects, particularly those involving several different partners, should include a clear management structure. Depending on the type and complexity of the project, a project steering committee may be included.

Reporting, monitoring and evaluation

- s. **Reporting and dissemination:** Projects should include a clear schedule for reporting progress in the implementation of the project activities to the STDF. The reporting plan should include provision for the following: (i) progress reports every six months (unless agreed otherwise); (ii) a final project report; and (iii) an independent end-of-project assessment report.
- t. **Monitoring, evaluation and lessons learned:** Applications for project funding should include monitoring and evaluation activities as well as indicators (see Qn. 15 (j) above). Good monitoring and evaluation helps to improve performance by focusing projects on the delivery of outputs and impact. It also provides a system to record lessons learned which can be used by the implementing organization and others to improve project design and activities. Monitoring and evaluation activities are also important to enable the STDF to monitor and evaluate the performance of its grant assistance as a whole.
- u. **Dissemination of the project's results:** The project application should pay attention to how to effectively disseminate information, training materials (e.g. manuals, PowerPoint presentations, etc.) and knowledge generated through the project, as well as lessons learned. For instance, this may include provision of information and key materials on a project webpage on the STDF website, communication materials (briefing notes and results stories, photos, films), development of a separate project website and/or the organization of a workshop at the end of the project to share experiences and results with relevant stakeholders.

16. What criteria are used to review project applications?

Project requests are reviewed on the basis of the accuracy and completeness of the information provided in the application form, their fit with the objectives of the STDF and their potential to achieve sustainable and effective results.

Favourable consideration is given to projects that focus on one or more of the following: (i) the identification, development and dissemination of good practice in SPS-related technical cooperation, including the development and application of innovative and replicable approaches; (ii) STDF work on cross-cutting topics of common interest; (iii) the use of regional approaches to address SPS constraints; and/or (iv) collaborative and inter-disciplinary approaches focused on the interface / linkages between human, animal and plant health and trade, and benefiting from the involvement of two or more STDF partners or other relevant organizations.

APPLICATION AND REVIEW PROCESS FOR PPGS AND PROJECTS GRANTS

17. How should applications for PPGs and project grants be submitted?

Applications should be submitted to the STDF Secretariat by e-mail (STDFSecretariat@wto.org) using the application forms which are available on the [STDF website](#).

Applications may be submitted at any time during the year but must normally be received at least 60 days in advance of a Working Group meeting to be considered at that meeting. Details on future deadlines for consideration of applications by the STDF Working Group are available on the [STDF website](#).

The STDF Secretariat is available to provide advice and assistance to potential applicants. Applicants are encouraged to contact the STDF Secretariat (STDFSecretariat@wto.org) at an early stage to discuss their application before it is finalized and formally submitted.

18. What is the review process and how are applicants informed about decisions on funding?

The STDF Secretariat reviews PPG and project applications received against the eligibility criteria and other requirements as described above. Applications that pass this initial review are considered by the members of the STDF Working Group, which meets at least two times per year and makes decisions on requests for funding. The STDF Secretariat informs applicants of the outcome of their request in writing after it has been discussed in a Working Group meeting.

In cases where applications do not pass the initial review by the STDF Secretariat, the Secretariat will provide written feedback on the application in question and, if appropriate, advise the applicant on how to improve the application for possible consideration by the STDF Working Group at a later date.

Applications received from STDF partners (i.e. FAO, OIE, World Bank Group, WHO, WTO) are reviewed externally and not by the STDF Secretariat. Additional conditions apply to applications from STDF partners (see paragraph 39 and 79 of the [STDF Operational Rules](#)).

19. Can rejected applications be resubmitted?

In some cases, the Working Group may invite applicants to revise and resubmit proposals that were not approved. Details about any specific issues to be addressed or clarified will be provided in writing to the applicant.