

# VIRGIN ISLANDS CLIMATE CHANGE TRUST FUND

## Community Resilience Grants - First Call for Proposals (CFP-1)

### Interim AI-APPROVED DOCUMENT LIST

**Document Version:**

**Document CEO approved**

#### Purpose

This list names the Call documents applicants may use with AI tools - including the Trust AI tool on [www.vicctf.org](http://www.vicctf.org) - to ask questions about CFP-1 and to help prepare their concept note. Only the documents in Table 1, in the versions published on [www.vicctf.org](http://www.vicctf.org), are approved for this use. Using documents from other sources may not provide you with accurate information about the Trust and the legal and policy framework that the Trust have to operate. It is good to do additional research of course but these has to be done with care.

The list serves the Trust's equality-of-information rule (Grant Management Manual, paragraph 3.4): no applicant may receive guidance that is not available to every applicant. The AI tool answers only from these published documents, so every applicant draws on the same information; and every question put to the Trust is published with its answer for all applicants to see. Whatever an applicant submits remains their own application and must be accurate; AI answers are guidance only, and the applicant help desk remains available for anything an AI answer leaves unclear.

*Table 1. Approved documents. Applicants may use these, in their published versions, with AI tools to ask questions.*

| No. | Document                                                                    | What it answers                                                                                                                                                                                           | Where published                                    |
|-----|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1   | Concept Note Application Form - General Edition (current published version) | What the form asks, section by section; word limits; the Section A gate; documents to upload; declarations                                                                                                | <a href="http://www.vicctf.org">www.vicctf.org</a> |
| 2   | Guidelines for Applicants (GM-01C)                                          | Eligibility, the application process and deadlines, tiers and grant sizes, scoring and weights, safeguards categories, the treasury service, help before you apply, the AI-assisted assessment disclosure | <a href="http://www.vicctf.org">www.vicctf.org</a> |

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|----|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 3  | Adaptation Options Annex, its one-pager, and the 34 adaptation technology briefs                                                                    | Choosing eligible activities, bundling a project, and lifting indicative costs and tier fit into the budget                               | www.vicctf.org                       |
| 4  | The Negative List (Board-approved, published with the Call)                                                                                         | Activities that cannot be funded under any circumstances                                                                                  | www.vicctf.org                       |
| 5  | Grantee Handbook                                                                                                                                    | Every obligation a grantee carries and why each rule exists - especially receipts and reporting, to read before budgeting                 | www.vicctf.org                       |
| 6  | Grant Agreement template (GM-04C)                                                                                                                   | What a successful applicant will sign - no surprises at award                                                                             | www.vicctf.org                       |
| 7  | FAQ and published questions and answers (based on the 98 consultation questions; every question asked during the Call is published with its answer) | Practical questions already asked and answered                                                                                            | www.vicctf.org                       |
| 8  | Call announcement and key dates                                                                                                                     | Launch date, concept note deadline (17 September 2026), full proposal deadline (8 October 2026), briefing session schedule                | www.vicctf.org                       |
| 9  | Partnership Alliance Registration Form (Stage 1 eligibility check)                                                                                  | What the eligibility check asks and what a gap report means                                                                               | www.vicctf.org (Smartsheet form)     |
| 10 | Complaints and grievance mechanism procedure                                                                                                        | How anyone may raise a concern about the process, without penalty                                                                         | www.vicctf.org                       |
| 11 | ESS Screening Checklist (GM-02C, "Is My Project Environmentally and Socially OK?")                                                                  | The full safeguards checklist - published to applicants invited to the full proposal stage; consistent with Section A of the concept note | www.vicctf.org (full proposal stage) |

*Table 2. Background documents. Public reference material applicants may also use with AI tools for context.*

| No. | Document                                               | Note                                                                                         |
|-----|--------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1   | Virgin Islands Climate Change Trust Fund Act           | The law establishing the Trust, including the priority for vulnerable groups under s.6(4)(d) |
| 2   | Virgin Islands Climate Change Adaptation Policy (2012) | The source of the climate-problem list used in Section B of the form                         |

*Table 3. Not approved for applicant AI use. Internal or later-stage documents; the applicant-facing content of these travels through the Guidelines for Applicants and the Handbook.*

| Document                                                                      | Why it is not on the list                                                                                                 |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Term Sheet - Community Resilience Grants                                      | Internal: it informs the application tools and the Guidelines for Applicants, and is not an applicant-facing document     |
| 2018 Operational Manual and its addendum; Grant Management Manual (GM series) | Internal governance and operations documents; the applicant-relevant rules are carried in the Guidelines and the Handbook |

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|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Treasury Services Agreement (Draft)                                                    | Provided at award stage to grantees who opt in to the treasury service                                                 |
| Reporting and closure templates (including Completion Report and Grant Closure GM-08A) | Grant-management stage documents for active grantees, supported by the AI Reporting Assistant, not applicant materials |
| Business Plan and Annexes                                                              | Board document; the applicant-relevant content is carried in the Guidelines for Applicants                             |

### **Two AI tools, kept distinct**

This list governs the applicant question tool only. The Trust's AI Reporting Assistant - which compiles grantee quarterly and completion reports from photographed receipts and short answers - is a separate tool for active grantees, governed by the Grantee Handbook and the Grant Agreement, and is not part of the application process.

### **Maintenance**

The Secretariat keeps this list current on the website's AI help section. When a document on the list is updated, the published version replaces the previous one and the AI tool is pointed at the new version. Additions to the list are approved by the CEO. Documents still in draft join the list only once published in their launch versions.