

Dear Colleagues

As we move forward with the 'Towards INMS' proposal, it is time to request further information from partners on your proposed interests and contributions to the project along with a request for official letters from your organisations on the pledging of co-financing.

The following information is now available on the INMS website:

- Further details on the 'Activities' and 'Tasks' which are proposed for each component. This builds on the description from the Project Identification Form (PIF), includes indicative budget allocations and shows how the work provides the basis for the agreed 'Outcomes' and 'Outputs'. [http://www.inms.international/guidance-on-inms-proposal-documents/project-structure-concepts-v3.1/at\\_download/file](http://www.inms.international/guidance-on-inms-proposal-documents/project-structure-concepts-v3.1/at_download/file)
- Guidance notes on co-financing [http://www.inms.international/guidance-on-inms-proposal-documents/guidance-on-co-financing/at\\_download/file](http://www.inms.international/guidance-on-inms-proposal-documents/guidance-on-co-financing/at_download/file)
- A template [http://www.inms.international/guidance-on-inms-proposal-documents/letter-of-co-financing-template/at\\_download/file](http://www.inms.international/guidance-on-inms-proposal-documents/letter-of-co-financing-template/at_download/file) and filled example [http://www.inms.international/guidance-on-inms-proposal-documents/letter-of-co-financing-example/at\\_download/file](http://www.inms.international/guidance-on-inms-proposal-documents/letter-of-co-financing-example/at_download/file), enabling you to prepare a letter of co-finance (word).



'Towards INMS' is a developing initiative in cooperation with many partners. The logos here represent just a few of the groups involved. Developing a full logo collection, including those of project partners, is work in progress as we move towards developing letters for commitment.

- A template (excel), where you outline your proposed contribution. In this template we ask you to identify your key proposed contributions at 'Activity' or 'Task' level. You should mention both Cash and In-Kind co-financing, along with text descriptions detailing the proposed contributions. [http://www.inms.international/guidance-on-inms-proposal-documents/inms-activity-tables-partner-request-9-6-15/at\\_download/file](http://www.inms.international/guidance-on-inms-proposal-documents/inms-activity-tables-partner-request-9-6-15/at_download/file)

This information will allow us to move to the next stage in assembling the proposal documents for the 'Towards INMS' project. The 'Letters of Co-finance' form the agreements for your organisations to be a partner in the project and further proposal documents will be circulated for validation before submission to GEF.

The deadline for the 'Project Contribution' template is the 22<sup>nd</sup> June (if this timescale is not feasible, please contact us).

The deadline for 'Letters of Co-finance' is the 6<sup>th</sup> July (again please get in touch if you foresee difficulties with this).

Please send all documents to [inms@ceh.ac.uk](mailto:inms@ceh.ac.uk) along with any queries and we will respond as soon as possible.

Best Wishes

Clare, Mark, Agnieszka and Will on behalf of the 'Towards INMS Team'

