**ANNEX 1**

**PROJECT PROPOSAL FORM**

**PROJECT TITLE:**

**PROJECT APPLICANT:**

**PROJECT PARTNERS:**

**AREA OF ACTION:**

**LOCATION**

**BUDGET**

**CONTACT DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **ORGANIZATIONAL PROFILE**  |  |  | | --- | --- | | **Mission** |  | | **Vision** |  | | **Date of establishment** |  | | **Sources of funding of the core budget and ongoing projects** |  |   **Governing Board of the Civil Society Organization/Key persons in the organization**   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Profession** | **Function** | **Year of work experience** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Experts you plan to engage for suggested project implementation (please attach CVs and copies of diplomas)**   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Profession** | **Function** | **Years of work experience** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Previous experience in implementing projects within the suggested areas of action (attach narrative reports)**   |  |  |  |  | | --- | --- | --- | --- | | **Theme/Area** | **Project name** | **Donor** | **Budget** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

1. **INTRODUCTION**

*This section shall give a brief outline of the problem that your organization is trying to resolve within the framework of the Civic Action Fund project grant scheme. Please clearly describe in which manner the proposed project relates to one or more of the public call priorities. Also provide a situational analysis and the importance of the issue that your project proposal is trying to solve with whenever possible clear statistical data, indicators of the problem. Why is your project necessary, timely? Whose need is it?*

***This section shall be no longer than 2 pages***

1. **PROJECT DESCRIPTION**

*Please provide a clear and detailed description of what your organization wants to do and how do you intend to achieve objectives. Provide detailed information on any additional qualities of your project, such as innovative approach, examples of good practice. Please bear in mind that the project proposal that advocates human rights based approach, gender equality and has an impact on vulnerable groups will be evaluated higher.*

*If the project involves partnership with other organizations, please describe the role of partners, cooperation framework.*

***This section shall be no longer than 3 pages.***

1. **OVERALL AND SPECIFIC OBJECTIVES**

*Please explain the overall goal of your project with a detailed focus on its long term, sustainable benefit to the target groups. Project can have one or more overall objectives.*

*In this section, please also outline specific objectives that the project will reach if implemented.*

***This section shall be no longer than 2 pages.***

1. **TARGET GROUP**

*Clearly define the target group and their needs. Please also list all interested parties, such as intermediaries and project beneficiaries.*

*Specify the target group and indicate benefits it will receive from your project implementation. Please ensure that the presentation of the target group is done in a gender sensitive manner, quantity of men and women benefitting from the project.*

1. **EXPECTED RESULTS**

*Please list and give a narrative description to all the expected project results. This is the basis on how the project will be evaluated. Results have to be specific, measurable and sustainable. Please ensure connection with the logical framework.*

1. **ACTIVITIES**

*This section should include an overview and narrative description of the activities that will allow to achieve expected results. Activities need to be clear and have to be also specified in the activity plan, annex to the project proposal.*

1. **ASSUMPTIONS AND RISKS**

*Please give an outline of possible risks and assumptions that could put into jeopardy project implementation and its success and your mitigation plan. Please ensure connection with the logical framework.*

1. **PROJECT DURATION**

*Indicate the duration of the project implementation.*

1. **MONITORING AND EVALUATION**

*Please describe how the monitoring and evaluation of the project will be carried out. How will you ensure quality of completed tasks, accountability and transparency of the allocated budget?*

**ANNEX 2: ACTIVITY PLAN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Plan** | **Month** | | | | | | | | | | | | |
| **1** | **Expected result 1** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **1.1** | **Activity 1.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.5** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** | **Expected result 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.5** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** | **Expected result 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.5** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**ANNEX 3: BUDGET BREAKDOWN**

**(to be submitted in EXCEL format)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Category** | **Unit** | **Number of units** | **Unit price in USD** | **Total in USD** |
| **1** | **Staff** |  |  |  |  |
|  |  |  |  |  |  |
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| **2.** | **Administrative costs** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **3.** | **Project costs** |  |  |  |  |
| **Result 1** | |  |  |  |  |
| **1.1** |  |  |  |  |  |
| **1.2** |  |  |  |  |  |
| **1.3** |  |  |  |  |  |
|  | **Result 2** |  |  |  |  |
| **2.1** |  |  |  |  |  |
| **2.2** |  |  |  |  |  |
| **2.3** |  |  |  |  |  |
| **2.4** |  |  |  |  |  |
| **2.5** |  |  |  |  |  |
|  | **Result 3** |  |  |  |  |
| **3.1** |  |  |  |  |  |
| **3.2** |  |  |  |  |  |
| **3.3** |  |  |  |  |  |
| **3.4** |  |  |  |  |  |
| **3.5** |  |  |  |  |  |
| **4.** | **Other expenditures** |  |  |  |  |
| **4.1** |  |  |  |  |  |
| **4.2** |  |  |  |  |  |
| **4.3** |  |  |  |  |  |
| **4.4** |  |  |  |  |  |
| **5** | **Own contribution or contribution of other donors** |  |  |  |  |
| **Total in USD** | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Intervention logic** | **Objectively verifiable indicators of achievement** | **Sources and means of verification** | **Assumptions** |
| **Overall**  **objective** |  |  |  |  |
| **Specific**  **objectives** |  |  |  |  |
| **Expected results** | **Results** |  |  |  |
| **Activities** |  |  |  |  |

**ANNEX 4: LOGICAL FRAMEWORK**

**Annex 6: Qualification and eligibility statement**

**I, the undersigned­­, hereby confirm that the information provided in this form is true and complete. I understand that giving false or misleading information given in this application will result in discharge.**

**Signature:**

**Date:**

**Annex 6: Anti-corruption statement**

**I, the undersigned, declare the intention of (the title of an organization) to fight corruption and, in particular, declare that any offer, gift, payment, remuneration or benefit of any kind whatsoever and considered as an illegal act or corrupt practice has not been nor shall be made, directly or indirectly to any person whomsoever in view of the execution of the present contract. Any act of this kind constitutes sufficient grounds to justify termination of the present contract, and entitles UNDP to demand the full reimbursement of its effective contribution**

**Signature:**

**Date:**

**Annex 7: Anti-discrimination statement**

**I, the undersigned, hereby confirm that (the title of an organization) generally refrains from incitement to violence or hatred, and from discrimination on the grounds of race, age, ethnic origin, sex, sexual orientation, gender identity, disability or religion. Such obligation applies to all activities undertaken by the organization, including those falling outside the framework of the present contract.  Any breach of the above-mentioned obligation justifies the immediate termination of the present contract, and entitles UNDP to demand the full reimbursement of its effective contribution.**

**Signature:**

**Date:**