Live Lebanon Call for Proposals 2013

Guidelines for grant applicants

This document is intended to clarify the objectives, process and selection criteria for the 2013 Live Lebanon Call for proposals. Deadline for submission of proposals: 28 February 2013
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1. **LIVE LEBANON – UNDP**

1.1. **BACKGROUND**

Live Lebanon is a UNDP initiative in partnership with BBAC that implements fast impact development projects in Lebanon. It also works as a network connecting Lebanese living abroad with local communities to support the development of the unprivileged areas of Lebanon. Live Lebanon first Call for proposals took place in 2010. Since then, more than 30 projects have been implemented.

1.2. **OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

Live Lebanon general objective is to alleviate the needs of the most underprivileged communities through the generous collaboration of the Lebanese diaspora and the private sector.

Live Lebanon divides its priority sector into four different campaigns:

1. **Healthy Lebanon**: aims to improving access to basic medical treatment
2. **Green Lebanon**: seeks to restore Lebanon’s green areas and public gardens, improve waste and water management or bring green alternatives for energy production among other initiatives
3. **Young Lebanon**: aims to encourage youth to engage in sports and recreational activities in well-established and managed facilities and to improve the learning environment at public schools and nurseries.
4. **Prosperous Lebanon**: aims to preserving essential skills but allows workers to invest in their abilities and improve in their profession. Live Lebanon will give hard working farmers, fishermen and other workers the support they need to excel in their respective fields of work.

1.3. **FUNDING PROVISION**

Being a selected project does not necessarily guarantee the direct funding of the project. Live Lebanon will engage in fundraising efforts once the projects are selected.
2. RULES FOR THIS CALL FOR PROPOSALS

2.1. ELIGIBILITY CRITERIA

There are two sets of eligibility criteria, relating to:
- Applicants which may request a grant
- Actions for which a project may be selected

2.1.1. Eligibility of applicants: who may apply?

In order to be eligible for a project, applicants must belong to one of the following categories:

a) Civil society organizations, including non-governmental non-profit organizations and community based organizations.
b) Municipalities and Union of Municipalities.
c) Productive Cooperatives such as farmers and agro-food processing cooperatives.

Applicants may act individually or with partner organizations. Both, the partners and applicants must satisfy the eligibility criteria.

2.1.2. Eligible projects

The project proposals should focus on poverty reduction and the social development of the most underprivileged populations in Lebanon. Projects submitted to LIVE LEBANON must fall under one or more of the following campaigns: Healthy Lebanon, Green Lebanon, Youth Lebanon or Prosperous Lebanon (Income-generating activities)

The project proposals should follow the following requirements:

- Bring tangible changes to at least 50 members of the community, and indirect benefit to at least 150 members of this community as a result of the project implementation.
- The budget of the submitted projects should be under $50,000. In cases where the project budget is higher, the submitting party is expected to cover the difference.
- Project implementation should not last more than 4 months.
- Project should be sustainable and this responsibility falls on the applicant.
2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. Project Proposal Template

Applications must be submitted in accordance to template “Project Proposal Template” provided in Annex A.
Applications should be written in English or Arabic.
Hand-written applications will not be accepted.
Please note that only the Project Proposal Template (ANNEX A) and the Declaration of project sustainability (ANNEX B) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project to be implemented. No additional annexes should be sent at this stage.

2.2.2. Where and how to send the applications

Applications could be submitted by email to the following email address: info@livelebanon.org

Or by hand-delivery at the address below:

Arab African International Bank Building
Riad El Solh Str. Nejmeh, Beirut 2011 5211
P.O. Box 11-3216 Beirut

The email or envelop delivered should read “Live Lebanon Call for Proposals 2013”

2.2.3. Deadline for submission of applications

The deadline for the submission of applications is **28 February 2013**
In case of hand-deliveries, the deadline for receipt is at 15.00. Any application submitted after the deadline will automatically be rejected.
2.3. EVALUATION AND SELECTION OF APPLICATIONS

The Selection process will consist on two phases:

- **STEP 1: Evaluation of the Project Proposals**
  The evaluation of the Project Proposals will cover the relevance and design of the project. The project template includes information related to the project idea, beneficiaries, cost and location. The template can be found in Annex A.
  The projects will be evaluated in terms of their relevance, impact, feasibility and sustainability. Co-financing by the applicant will be an added value.
  The applicants for the selected projects will be notified end of March 2013.

- **STEP 2: Evaluation of the Full Project Proposal**
  Step 2 applies only to pre-selected candidates. The preselected candidates will be asked to submit the following documents:

  **Mandatory documents:**
  - Detailed Work Plan
  - Timeframe for completion of project
  - Detailed budget
  - Legal documents about the submitting party and any other legal document in relation to the project implementation if needed.
  - Feasibility study if needed depending on the nature of the project.

  Other documents and information, although not mandatory they are highly desirable:
  - Participatory approach used to identify the needs to design the project.
  - Report, study, publication supporting the need for this particular project.

Applicants must submit all required documentation before 28 February 2013. The selection of projects will be conducted by the Live Lebanon Project Selection Committee. Live Lebanon will only contact the projects that have been selected.
ANNEX A: PROJECT PROPOSAL TEMPLATE

Submitting Party

Organization:

Contact Person:

Phone Number:

Email address:

Context

Village: Caza:

Mohafaza:

Countries where the expatriates from this village emigrated and approximate numbers (if applicable):

Project Idea

Background information about the organization:

Background information with regards to the project relevance (max 200 words):

Short project description (max 250 words)

Beneficiaries (Direct/Indirect):

Estimated cost:
Co-financing by applicant (if applicable):

- Financial Contribution:

- In-kind Contribution:
ANNEX B: Declaration of sustainability of the project

Date: ..................

I, .................., hereby certify that the .................. (name of the organization or Municipality) is committed to ensure the sustainability of the proposed project.