

**OPERATIONAL PHASE 7 OF THE GLOBAL ENVIRONMENT FACILITY/**

SMALL GRANTS PROGRAMME IN SRI LANKA (GEF/SGP – OP VII)

Landscape Level Community Participatory Projects

PROJECT PROPOSAL FORMAT

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# Proposal Cover Sheet

1. **Project Proposal** 
   1. Project Title
   2. Project Landscape
   3. Proposed Project Duration *(months)*
   4. Proposal Submission Date
   5. District/s
   6. Project Rationale and Needs Analysis *(****4*** *marks)*
   7. Availability of Baseline Data in the proposal (State methods adopted in collection of data) *(****5*** *marks)*
   8. Project Goal, Objectives *(****4*** *marks)*

Methodology *(****7*** *marks)*

Intended Results *(****5*** *marks)*

Activities *(****10*** *marks)*

Log Frame *(****5*** *marks)*

* 1. Implementation Plan and Timeline
  2. Monitoring and Evaluation
  3. Availability of organization assets to facilitate training
  4. Sustainability
  5. Project budget information (including co-financing contributions stating the source)
  6. Attachments

1. **Stakeholders Engagement**  *(4 marks)*
2. **Co-financing Availability** *(6 marks)*
3. **General Information of the Organization**
4. **Financial Status of the Organization**
5. **Referees**
6. **Bank Details**
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3. Implementation Plan and Timeline

1. **Project Proposal**
   1. Project Title
   2. Landscape *(Name)*
   3. Proposed Project Duration *(Months)*
   4. Proposal Submission Date
   5. Project Location
      1. Village/s
      2. DS division
      3. District
   6. Project Rationale and Needs Analysis

*Describe the problem* or *challenge* the project is intended to address and describe the situation and context in which the project is to take place (should be with baseline information and data). The methodology adopted in identifying needs and the ***identified needs*** should be stated clearly.

**(4 marks)**

* 1. Availability OF Baseline Data

Demographic data, Agricultural data, Employment data, income data, environment issues etc. (State methods adopted in collection of data)

**(5 marks)**

* 1. Project Goal, Objectives, Methodology, Activities, Outputs, Intended Results, Indicators in details and in Log Frame. (**Log frame** **format** can be found below under **Table A1**)

**(31 marks)**

Complete the Matrix attached (below) to address the following topics –

The ***goal*** of the proposed project - the vision or societal/environmental change expected in the long term should be stated here.

The ***primary objective/s*** of the proposed project - An objective is a statement of intention describing the purpose of the proposed project, such as the following: *“to support the implementing and monitoring process of GEF/SGP OP VII projects, to ensure desired results and to mainstream best practices through knowledge management, sharing and networking”.*

The ***Methodology*** that the collection of methods, practices, processes, techniques, procedures adopted in achieving results/outputs. Should use the standard and appropriate methods.

***Activities*** are ***what you would actually do*** to produce the intended results and accomplish the project’s objectives. There should be a direct linkage between the activities & the outcomes. *The activities*that the project will undertaketo achieve the expected results should be described in detail with specific indicators for each activity. Project activities should also indicate as specifically as possible the participation of - women (%), youth (%), disadvantaged groups (%), indigenous communities (%), forest dependent communities (%) – **Activities should focus to achieve GEF Focal areas and deliverables, and limit to 8-10 activities)**

The ***outputs/specific results*** that you intend the project to produce - Intended results are the measurable changes, which will have occurred by the end of the project. There are ordinarily several related results, such as: *“By the completion of the project, 1000 ha of biodiversity conserved, within the landscape,1000 ha of land degradation reduced, number of Soil conservation champions created, number of people benefited etc....”*

***Indicators*** – should be SMART (Specific, Measurable, Assignable, Realistic, Time bound) relating to project performance and impact which can form the basis for monitoring and evaluation. *Specific indicators for monitoring* would provide reference to time-bound monitoring of project work plan implementation.

The key ***assumptions*** on which the project plan is based, mostly related external factors (for example, government environmental policy remaining stable) which are anticipated in project planning should be stated. The major ***risk*** factors both internal (e.g. the technology involved fails to work as projected) and external factors (e.g.: the currency exchange rate drops, changing the economics of the project) that could result in the project not producing its intended results should be identified and listed.

The ***means of verification*** specify the sources of information, which enables the evaluator to verify the indicators.

* 1. Implementation Plan and Timeline

(Template can be found under **Table A3** below)

* 1. Monitoring and Evaluation

Explain your plan for monitoring and evaluating the project, both during its implementation and at completion, in this section.

Among the key questions to be addressed are:

* How will you track ***performance*** of the project in terms of achievement of the steps and milestones set forth in the implementation plan?
* How will you assess the ***impact*** of the project in terms of achieving the project’s objectives?
* How will you facilitate mid-course correction and adjustment of the project design and plans based on feedback you receive?
  1. Availability of Organization Assets to Facilitate Training

Please briefly list out assets and available to carry out training facilities (laptops, internet, projector, office space *(if any)*, etc.)

* 1. Sustainability

Explain how the project activities and benefits can be sustained beyond the funded period.

* 1. Project Budget Information

(**Budget Format** can be found below under **Table A2**)

The Project Budget becomes part of the binding contract between UNDP GEF/SGP and the proposing organization.

A few important principles in preparing the project budget: -

* Budget should be prepared in local currency.
* Be realistic in your budgeting. An unrealistically low budget is just as likely as an overly high budget to result in failure of the proposal and the project.
* The budget should include costs associated with managing and administering the project.
* The figures contained in the Budget Information Section should agree with those on the Proposal Cover Sheet and the text of the proposal itself.
* Co-financing contribution in-kind *(minimum of 75% of grant request amount)* and in cash *(minimum of 25% of the grant request amount)* must be included in the budget and the ratio of co-financing with the requested grant amount must be minimum of 1:1 and supported by documentation from relevant co-financing parties. (E.g.: if you are requesting for a grant of US$ 30,000 from SGP, your co-financing contribution must also be a minimum of US$ 30,000 and must be furnished with supporting documents)

***N.B. All relevant financial records should be made available to the UNDP at any given time. These maybe independently audited, and may become public information.***

1. **Stakeholder Engagement**

Briefly explain the relevant stakeholders (*GA, DS, Govt institutions, village level institutes, private sector, etc.)* you are expected to work with and their engagement in implementing project activities – *with evidence*

(**4 marks)**

1. **Co-financing**

Availability of co-financing from applicant CSO and outside organizations as in-kind contribution and financial/ Material Contribution (supporting documents will be requested as part of the process) Use Table 3. A. 2 below to complete the details.

**(6 marks)**

# General Information of the Organization

# *(Details of the CBO/ NGO /Society/Association)*

* + 1. Name of the Organization
    2. Official address of the organization
    3. District and DS Division of the registered address
    4. Address of the Physical existence of the registered office
    5. Organization Registration number (Registered as NGO/CBO/ Professional or Academic Organization etc. in Government entity). **Certified updated copy of the registration is mandatory. Non-governmental organizations that are registered with the Government Agencies must have an “active” status**
    6. Year of Establishment
    7. Contact details of the organization
  1. Phone:
  2. E mail address:
  3. Web address (if available):
     1. Name of the responsible person of the Project and contact mobile number
     2. Name and contact details of the Principal Coordinator *(if different to above)*
     3. Name and contact details of the member allocated for the project *(if different to above)* ***(A consent letter confirming commitment towards the SGP project during project period from the staff member allocated for the project must be attached*)**
     4. Nature of the organization (Type of work carrying out – Academic, Consultancy, Charity Community’s Development etc.)
     5. Number of members in the organization
     6. Number of staff members (*Indicate paid and voluntary separately*)
     7. Office bearers / Board of directors of the organization

***(If any key office bearers having any affiliation with government, written approval must be obtained from the relevant government authority and must be submitted with the proposal)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Position** | **Name** | **Designation** | **Phone number and email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(Attach Organizational Chart with the relevant names)**

1. **Financial Status of the Organization**

Financial status of the organization during past year – must submit a certified audited balance sheet **(*Not applicable for newly registered organizations. This will not be considered for evaluation*)**.

1. **Referees**

Provide names and contact details of two referees ***(Mandatory*).**

1. **BANK DETAILS**

Information on bank account into which funds would be deposited: (Need to attach a letter from the bank stating the account is active)

*(Preferably, the GEF/SGP project Account should be separately maintained)*

Account Name:

Account Number:

Bank Name:

Bank Branch:

Bank Address:

State the personal details of the signatories *(name, address, job title, NIC number)* to the above bank account and attach copies of the National Identity Cards

1. **Tables**

**A1. Log Frame**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Goal | General Objective | Specific objectives | Activities | Output (must indicate) | Indicators and Targets | | Means of verification | Relation to GEF Focal area | Outcomes | Relation to SDG |
| Mid Term | End Project |
|  |  | Objective 1 | Activity 1.1 | Output 1 |  |  |  |  |  |  |
| Activity 1.2 | Output 2 |  |  |  |  |
| Activity 1.3 | Output 3 |  |  |  |  |
| Objective 2 | Activity 2.1 | Output 4 |  |  |  |  |
| Activity 2.2 | Output 5 |  |  |  |  |
| Activity 2.3 | Output 6 |  |  |  |  |
| Objective 3 | Activity 3.1 | Output 7 |  |  |  |  |  |  |
| Activity 3. 2 | Output 8 |  |  |  |  |

**A2. – PROPOSED BUDGET in LKR**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **REQUESTED**  **ASSISTANCE**  **FROM GEF/SGP** | SUB TOTAL | **COUNTERPART (NGO)** CONTRIBUTION | **SUB TOTAL** | **COMMUNITY CONTRIBUTION** | **SUB TOTAL** | **OTHER CONTRIBUTIONS** | **SUB TOTAL** | **TOTAL** |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 1.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 1.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| 1.3. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | XX,XXX.XX |  | XX,XXX.XX |  | XX,XXX.XX | XX,XXX.XX |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 2.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 2.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  | **XX,XXX.XX** | **XX,XXX.XX** |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 3.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 3.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| 3.3. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  | XX,XXX.XX | XX,XXX.XX |
| 1. **ACTIVITY** |  |  |  |  |  |  |  |  |  |
| 4.1. Sub Activity |  |  |  |  |  |  |  |  |  |
| 4.2. Sub Activity |  |  |  |  |  |  |  |  |  |
| 4.3. Sub Activity |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  |  | XX,XXX.XX |
| \*5. Publicity for Project |  |  | XX,XXX.XX |  |  |  |  |  | XX,XXX.XX |
| \*6. Erection of Board/s at Project site  \*\*7. Feedback Method | **X,XXX.XX** |  |  |  |  |  |  |  | XX,XXX.XX |
| **SUB TOTAL** |  | XX,XXX.XX |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** | **XX,XXX.XX** |
| 8. **ADMINISTRATION (5%-7% of Total Budget)** |  |  |  |  |  |  |  |  |  |
| Project Co-ordination |  |  |  |  |  |  |  |  |  |
| \*\*\*Contingencies |  |  |  |  |  |  |  |  |  |
| SUB TOTAL |  | XX,XXX.XX |  | **XX,XXX.XX** |  | **XX,XXX.XX** |  |  | XX,XXX.XX |
| GRAND TOTAL |  | XXX,XXX.XX |  | XXX,XXX.X |  | XXX,XXX.X |  | **XXX,XXX.XX** | X,XXX,XXX.XX |

**\* Please note that Item No. 5 & 6 are compulsory requirements. Costs of No. 5 is to be borne by the CSO/Grantee.**

**\*\*** **Please include as a budget activity feedback method to be adopted to determine whether Knowledge Management and related work for planned number of recipients have been achieved and to what extent for NSC members to assess and recommend payments in a transparent manner**

**\*\*\* Contingencies 5 - 10% will be considered if/when relevant only (When requesting contingencies detailed breakdown necessary).**

**\*\*\*\* Please adjust table as required.**

**A3. – IMPLEMENTATION PLAN, TIMELINE AND MONITORING AND EVALUATION**

Describe in separate paragraph the ***sequence of all-major activities and implementation milestones***, including targeted beginning and ending dates for each step. Descriptions should identify ***what*** will be done, ***when*** it will be done and ***who*** will do it. All required reports, project reviews and evaluation activities should also be included.

**Fill attached Matrix to present the timeframe.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION | **Timeline** | | | | | | | | | | | | | | | | | | | | | | | | **RESPONSIBILITY INCLUDING PARTNERS** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **1. ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1. Sub Activity……………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2. Sub Activity………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3.Sub Activity……………………….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1. Sub Activity……………………….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2. Sub Activity………………………... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.ACTIVITY - …………………………..** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1. Sub Activity……………………….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2. Sub Activity………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3. Sub Activity……………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.ACTIVITY - …………………………** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1. Sub Activity………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2. Sub Activity……………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3. Sub Activity……………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **\*5. Publicity for Project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **\*6. Erection of Board/s at Project site** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **MONITORING AND EVALUATION** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1st Review and Reporting - 6 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd Review and Reporting – 12 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3rd Review and Reporting - 18 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4th Review and Reporting – 24 months** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\* Please adjust table as required.**