**Annex A.**



**Collaborative Engagement with Civil Society on Climate Action Grant Submission Form**

|  |  |
| --- | --- |
| 1. **Information about Organization (s)** | |
| Name of Organization(s) and Abbreviation, including main CSO |  |
| Registration Date of Organization(s) (dd/mm/yy) |  |
| Name of contact person in organization(s) responsible for project |  |
| Mailing address |  |
| Telephone # |  |
| Mobile # |  |
| URL / website address and  e-mail |  |
| Partner Organization(s) (if any) |  |
| **II. Previous Experience**  (Please list relevant activities undertaken by your organization(s) in the past three years  (please add rows below as needed) | |
| **Project name** |  |
| Government Partner Organization (if any) |  |
| Duration of the project (months) and implementation period |  |
| Project cost (USD; state exchange rate) |  |
| **Project name** |  |
| Government Partner Organization (if any) |  |
| Duration of the project (months) and implementation period |  |
| Project cost (USD; state exchange rate) |  |
| **III. Project Proposal**  (Please provide brief information about the proposed project) | |
| **Project Title:** |  |
| **Expected Output(s):** |  |
| **Implementing Agencies or collaborative stakeholders:** |  |
| **3.1. Brief Description of the Project**  (Please provide brief description of the proposed project. max 300 words) | |

|  |
| --- |
|  |
| **IV. Situational Analysis**  (Please describe the problems this project seeks to address. Include only the relevant factors that will be directly addressed through the proposed project. Maximum 400 words) |
|  |
| **V. Strategy**  (Please list all project objectives. Provide an analysis of the project’s proposed outputs and outcomes and their contribution to resolving the problems above. Pay special attention to the intended beneficiaries of the project, including their special characteristics (especially from the perspective of gender and ethnic composition and an estimate of their numbers. Maximum 800 words) |
|  |
| * 1. **Description of the initiatives and their effectiveness**   (Please provide detailed description of all project activities planned to be carried out in order to achieve the main objective of the project. Provide project timeline and concrete names and proposed division of tasks and work between all project staff from your organization or any partner organization involved in the project. Maximum 2000 words) *Note: Please add as many activities as needed* |
| **Activity 1:** |
| **Activity 2:** |
| **Activity 3:** |
| **Activity 4:** |
| Gender Mainstreaming (Please assess implications for women and men of any planned activities proposed in this project. Describe how you expect the results of the project to benefit both men and women and the balance between male/female beneficiaries. Describe what measures will be included in the project to avoid creating negative outcomes for either men or women. Maximum 200 words) |
|  |
| Expected Impact and Sustainability (Please describe the impact(s) you expect from the project and how this (these) can be measured. Describe how the project’s expected outcomes will be sustained after the project has ended. Outline possible risks and the strategy of mitigating them. Maximum 300 words) |
|  |
| 5.4 Communication Plan and Stakeholder Engagement (Please describe your plan on engaging and communicating with relevant stakeholders during project implementation. Align the description with overall strategy, initiatives, gender mainstreaming and potential for sustainability.) |
|  |
| **VI. Results and Resources Framework**  (Please fill out ANNEX B) |
| VII. Management Arrangements (Please describe management arrangement of the project. Outline roles and responsibilities of partner(s) and respective management staff. Maximum 300 words) |
|  |

**Programme Period: -------- (**months**)**

**Start date:** (dd/mm/yy)

**End Date:** (dd/mm/yy)

**Total Budget:** -------------- (USD)

**Annex B. Results and Resources Framework**



**Annex C. Budget Form**



**Unspent funds from this grant must be returned to UNDP.**

**Signature:**

**Date:**