# **Annex 1 – Grant proposal form**

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**Section 1. General Information**

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| **Name of the Applicant and Contact Information** | | |
| Grant title |  | |
| Information about the Primary Applicant CSO | Name:  Identification number:  Registration date:  Place of registration:  Address:  Email: | |
| Contact information of the person in charge of the grant in the primary applicant CSO | Name |  |
| Mailing address |  |
| Work landline |  |
| Mobile |  |
| E-mail |  |
| Information about Co-applicant CSO(s), if any | Name:  Identification number:  Registration date:  Place of registration:  Address:  Email:  *(please, include all co-applicant organizations)* | |
| Information about partner local government | Municipality:  Address:  Contact information:  *(please, include all partner municipalities)* | |
| Grant target locations: region/municipalities/communities |  | |
| Overall objective of the grant (max. 50 words) |  | |
| Brief summary of grant activities and results (max.100 words) |  | |
| Target groups and estimated number of direct and indirect beneficiaries | Target groups:    2. …   Direct beneficiaries:  Indirect beneficiaries: | |
| Duration of the grant (max. 8 months), tentative start and end dates |  | |
| Total budget (GEL) |  | |
| Requested from UNDP (GEL) |  | |
| Share of co-funding and source, if any (GEL and %) |  | |

**Section 2.**  **Grant description and implementation**

In this part, please provide information on problems that your grant proposal is designed to address as well as about activities, expected outcomes and compliance with the set criteria.

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| **1. Background and capability of the applicant (max. 250 words)** |
| *Please provide the background information and previous experience of the applicant(s) in the relevant field and the capability to implement similar grant projects. Explain why the grantee is uniquely suited to deliver on the objectives.* |
| **2. Problem statement (max. 250 words)** |
| *Describe the existing situation and highlight major challenges that the grant will respond to.* |
| **3. Grant objectives and strategy (max. 500 words)** |
| *Please specify the objectives to be achieved within the implementation of the grant.*  *Please clearly indicate the objective(s) of the Call for Proposals that is addressed by your grant proposal (for the list of objectives, see: section 2 – the goal of the call for proposals)*  *Please describe your strategy for resolving the above-described problems and how it will contribute to the achievement of the objectives of the Call for Proposals.* |
| **4. Planned activities and outputs (max. 600 words)** |
| *Please describe outputs and specific activities to be implemented under each output.* |
| **5. Grant beneficiaries (max. 300 words)** |
| *Please define grant target groups, direct and indirect beneficiaries, age and gender distribution, their needs and constraints, and state how the grant will address these needs.* |
| **6. Expected impact and sustainability (max. 300 words)** |
| *Describe the impact that the grant will bring in a long-term perspective on municipal service delivery.*  *Please clearly identify how the sustainability of positive results will be ensured, sustained and expanded after the completion of the grant.* |
| **7. Risk analysis and mitigation strategies** |
| *Please describe potential risks which may affect the implementation of the grant, and measures for mitigation/management of such risks.*   |  |  |  | | --- | --- | --- | | **Risk** | **Likelihood**  *(low, medium, high)* | **Risk mitigation strategy** | |  |  |  | |  |  |  | |
| **8. Work plan** |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Planned activities1** | **Time Period 1**  (indicate dates) | | | | **Time Period 2**  (indicate dates) | | | | **Planned Budget for the Activity**  **(in GEL)3** | | **Month2** | | | | | | | | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |  | | | **Output 1**  ***EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives*** |  |  |  |  |  |  |  |  |  | | | ***1.1 Activity***  ***EXAMPLE: Winter school on youth activism and advocacy*** | X | X |  |  |  |  |  |  |  | | | 1.2 Activity |  |  |  |  |  |  |  |  |  | | | 1.3 Activity |  |  |  |  |  |  |  |  |  | | | ….. |  |  |  |  |  |  |  |  |  | | | **Output 2** |  |  |  |  |  |  |  |  |  | | | 2.1 Activity |  |  |  |  |  |  |  |  |  | | | 2.2 Activity |  |  |  |  |  |  |  |  |  | | | …… |  |  |  |  |  |  |  |  |  | |  1. State activities that will be completed with the grant funds. Use as many activity lines as necessary. 2. Define the **time periods** relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to interim and final reporting periods, e.g., if the grant implementation period is eight months from 1 July 2024 to 28 February 2025, Time Period 1 can be first four months (1 July 2024 – 31 October 2024), Time Period 2 – 1 November 2024 – 28 February 2025.   3 Indicate the budget amounts in the grant currency (GEL). |
| **9. Performance Targets** |
| | **INDICATOR(S)** | **DATA SOURCE** | **BASELINE** | **MILESTONES** | | | | --- | --- | --- | --- | --- | --- | | **Time Period 1** | **Time Period 2** | **FINAL TARGET** | | *Output 1.* *EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives* | | | | | | | * 1. ***EXAMPLE: Number of participants in winter school on youth activism and advocacy***   ***(disaggregated by gender)*** | List of participants; Attendance sheets; Photos | 0 | 30 | 0 | 30 | | * 1. ***EXAMPLE: % of participants who obtained certificate for winter school completion*** | Final test results; Trainers’ reports | 0% | 90% | - | 90% | | 1.3. |  |  |  |  |  | | … |  |  |  |  |  | | … |  |  |  |  |  | | *Output 2.* | | | | | | | 2.1. |  |  |  |  |  | | 2.2. |  |  |  |  |  | | …. |  |  |  |  |  |   State the indicators for measuring results that will be achieved using the grant. At least one indicator per activity is required. More can be used if useful to fully measure the results that are expected to be achieved: |
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**10. Budget – Please complete and submit budget form separately (Annex 3)**

**While putting together a budget please consider the following:**

* You can add activities and sub-activities as needed
* Proposed budget must not include overhead costs
* UNDP funded projects/grants are exempt from VAT, therefore a proposed budget must not include vat tax

**Section 3. List of past projects**

List maximum five similar projects/grants implemented by the applicant organization in the past four years (especially those implemented in target regions/municipalities)

*Note: In case of CSO coalitions, please provide the list of past projects for each co-applicant CSO as well.*

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| --- | --- | --- | --- | --- |
| **Dates of implementation** | **Project title** | **Brief description (the objective and achieved results)** | **Budget** | **Source of funding** |
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**Section 4. Recommendations**

Please, indicate the contact information of two persons (local authorities, donors, etc.), who can provide recommendations for the primary applicant.

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| --- | --- | --- | --- | --- |
| **Name, Surname** | **Position** | **Organization** | **Telephone** | **E-mail** |
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**□ The head of the organization hereby confirms that s/he has read conditions outlined in this form**

**□ The head of the organization hereby confirms that s/he will be responsible for implementing the grant if the applicant is awarded with the grant**

**Date of submission:**

**Signature of the head of the organization:**

**Stamp of the organisation:**