**Annex I: Structure of proposal:**

1. Applicant’s Details

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| Project Name: |  |
| Full legal name: |  |
| Acronym (where applicable): |  |
| Legal status: |  |
| Official address: |  |
| Postal address: |  |
| Contact person for the project: |  |
| Telephone no./Mobile no.: |  |
| Fax no: |  |
| E-mail address: |  |
| Website: |  |
| **Geographical coverage of the project** |  |
| Province (Name): |  |
| Districts (Name): |  |
| Local levels and wards (Name): |  |

1. Structure of the Proposal

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| 2.1 **Summary of the project** |
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| **2.2 Applicant organization’s profile and resources** |
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| **2.3** **Relevant experience**  |
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| ***2*.4 Problem Analysis** |
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| **2.5. Project objectives**  |
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| 2.6. **Expected results** |
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| **2.7. Targets beneficiaries** |
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| 2.8. **Proposed project activities** |
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| **2.9. Organizational capacity improvement**  |
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| **2.10. Detail work/implementation plan**  |
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| 1.11. **Project monitoring and evaluation plan** |
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| **2.12. Quality assurance and result tracking mechanism** |
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| **2.13. Budget** |
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| * 1. **Risks and mitigation measures**
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| * 1. **Gender equality & Social inclusion, and Sustainability**

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| * 1. **Reporting**
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1. Amount requested for the project:

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| --- | --- | --- | --- |
| Amount requested from A2J/Accountability | USD/NPR |  |  % of total project cost  |
| Amount provided by project partners (or in-kind contribution) | USD/NPR |  |  % of total project cost |
| Total | USD/NPR |  | 100% |

1. Other applications submitted to UNDP and other Donors:

4.1 Grants and contracts obtained during the last three years from UNDP and other Donors.

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| --- | --- | --- | --- |
| Title of the project | Source | Amount(USD/NPR) | Date of award |
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1. Declaration by applicant

I, the undersigned, being the person responsible in the applicant organization for the project, certify that:

(a) the information given in this application is correct; and

(b) the applicant organization is eligible in accordance with section 1.8 of the Guidelines for Applications.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Signature: |  |
| Date and Place:  |  |

ANNEX 2: Bank details of applicant

Bank operating in Nepal.

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| Account Name: |  |
| Bank account no.: |  |
| Bank code: |  |
| SWIFT code: |  |
| Bank Name: |  |
| Bank Address: |  |
| Name(s) of signatory(ies): |  |
| Position(s) of signatory(ies):  |  |