

# OP7 GEF/SGP GRANT PROPOSAL GUIDELINES

Country:.....GHANA.....

Submission date:

Project No. \_\_\_\_\_ (For SGP Official Use. Do not write anything here)

Project Title: \_\_\_\_\_  
(The title must capture the essence of project and aligns to GEF focal areas)

## APPLICANT

Name of Organization: \_\_\_\_\_

Year established \_\_\_\_\_ Number of members \_\_\_\_\_

Number of projects implemented \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Officer: \_\_\_\_\_ (Name and Position)

Project Contact/Manager: \_\_\_\_\_ (Name and Position)

**PROJECT** GEF SGP Classification COMDEKS 3

Proposed Start Date \_\_\_\_\_ Expected

Project Duration: \_\_\_\_\_

## FINANCES

Total GEF SGP Request: [Local currency] \_\_\_\_\_ [US\$ \_\_\_\_\_]

Total from Other Sources: [Local currency] \_\_\_\_\_ [US\$ \_\_\_\_\_]

Total project cost : [Local currency] \_\_\_\_\_ [US\$ \_\_\_\_\_]

UN rate of exchange \_\_\_\_\_ (For SGP Official Use. Do not write anything here)

## Instructions to CBO/NGOs

<b>Simplified Technical Proposal</b>	<p>This is a low risk assignments. Therefore a Simplified Technical Proposal (STP) format that blends with the usual project proposal guidelines will be used as indicated in this document.</p> <p>The criteria, sub-criteria, and point system for the evaluation of the Proposals are as follows:</p>		
	<b>Criteria</b>	<b>Points</b>	
	Specific experience of the CSO relevant to this assignment	10	
	<b><i>Adequacy of the proposed methodology and work plan in responding to the Terms of Reference of this assignment:</i></b>		
	a) Technical approach and methodology	20	
	b) Work plan	5	
	c) Monitoring and evaluation system	5	
	<b><i>Key professional staff qualifications and competence for the assignment</i></b>		
	a) Team Leader	10	
	b) General qualifications of other staff dedicated to the project.	5	
	c) policy dialogue and participatory dialogue.	10	
	d) Experience in landscape restoration and working with communities.	15	
	<b><i>Adequacy in responding to the request</i></b>		
	a) Responded to all the requirements in the terms of reference.	10	
	b) Responded to the budget requirements.	5	
	c) Raised the needed matching funds.	5	
	<b>TOTAL SCORE</b>		<b>100</b>
	<p>The minimum technical score required to pass is: <u>70</u> points. At this point, the CSO is deemed to have the requisite experience to carry out the assignment.</p> <p>The applicants scoring 70% and above would be sent to the National Steering Committee for evaluation and final selection. Only one CSO will be selected to execute this assignment.</p>		

<b>Documentation</b>	For the purpose of the evaluation, all applicants are expected to attach photocopies of all relevant certificates and reports.
	Negotiations and Signing of Memorandum of Understanding
	Expected date and for contract commencement is : Date: 1st <sup>th</sup> September 2020
	Expected date for the completion of the project will be December 2020
<b>Total Estimated Budget</b>	The estimated total cost of the assignment: US\$33,000.00 is the fixed budget amount. It includes monitoring and administration of the project.

# PROPOSAL CHECKLIST

## REQUIRED

Required for	FORM	DESCRIPTION
√	TECH-1	Use the approved Proposal Form as contained in this document
√	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.
√	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members
√	TECH-2	CBO/NGO's Organization and Experience including certificates from Register General and Social Welfare.
√	TECH-2A	A. CBO/NGO's Organization (set up, organogram, geographic spread etc.)
√	TECH-2B	B. CBO/NGO's Experience in similar assignment
√	TECH-3	Comments or suggestions on the assignment and your understanding of the tasks
√	TECH-4	Description of the Technical Approach, Methodology, and Work Plan for Performing the Assignment
√	TECH-5	Work Schedule and Planning for Deliverables
√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)
√	TECH 7	The Financial Proposal shall be stated in the either Ghana currency or US Dollar:  The Financial Proposal should state ALL costs in the to be incurred in the execution of the project

## DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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Form TECH-4: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing.

{Suggested structure of your Technical Proposal}

a) **Technical Approach, Methodology, and Organization of the CBO/NGO's team.**

Please explain your understanding of the objectives of the assignment as outlined in the project document, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team.

Please do not repeat/copy the TORs in here.

b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, and milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }

c) **Comments (on the project expectations and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by you. For example, administrative support, office space, local transportation, equipment, data, background reports, etc. }

**Form TECH-5**  
**Work Schedule and planning for deliverables**

N°	Deliverables <sup>1</sup> (D-..)	Months											TOTAL	
		1	2	3	4	5	6	7	8	9	.....	n		
<b>D-1</b>	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5) .....													
	6) delivery of final report to Client}													
<b>D-2</b>	{e.g., Deliverable #2:.....}													
<b>n</b>														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

**Form TECH-6**  
**Team Composition, Assignment, and Key Experts' inputs**

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	.....	D-...			Home	Field	Total
<b>KEY EXPERTS</b>															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]									
			[Field]	[0.5 m]	[2.5]	[0]									
K-2															
K-3															
n															
											<b>Subtotal</b>				
<b>NON-KEY</b>															
N-1			[Home]												
			[Field]												
N-2															
n															
											<b>Subtotal</b>				
											<b>Total</b>				

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence.

 Full time input  
 Part time input

**Form TECH-6**

**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	<i>{e.g., K-1, TEAM LEADER}</i>
<b>Name of Expert:</b>	<i>{Insert full name}</i>
<b>Date of Birth:</b>	<i>{day/month/year}</i>
<b>Country of Citizenship/Residence</b>	

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**Employment record relevant to the assignment:** *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

<b>Period</b>	<b>Employing organization and your title/position. Contact infor for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005- present]	[e.g., Ministry of ....., advisor/CBO/NGO to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

Detailed Tasks Assigned on CBO/NGO's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH-5 in which the Expert will be involved)	

**Experts contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert  
Date

Signature

{day/month/year}

Name of authorized  
Date  
Representative of the CBO/NGO  
(the same who signs the Proposal)

Signature

## TABLE OF CONTENTS

### **SECTION A: PROJECT RATIONALE AND APPROACH**

- 1.1. Project Summary
- 1.2. Organizational Background and Capacity to implement the Project
- 1.3. Project Objectives and Expected Results
- 1.4. Description of Technical Proposal/Methodology and Project Activities
- 1.5. Implementation Plan and Time-frame
- 1.6. Plan to Ensure Community Participation
- 1.7. Knowledge Management
- 1.8. Gender Mainstreaming
- 1.9. Communication of Results and Replication

### **SECTION B: PROJECT RISKS, MONITORING & EVALUATION**

- 2.1. Risks to Successful Implementation
- 2.2. Monitoring, Evaluation Plan and Indicators
- 2.3. Sustainability of Results Achieved

### **SECTION C: PROJECT BUDGET**

- 3.1 Financial Details
- 3.2 Projected Expenditures
- 3.3 Bank Details **ANNEX 1: INDICATORS**
  - A. GEF SGP Project Indicators

# PROPOSAL GUIDELINES

## GENERAL REQUIREMENTS

The Project Proposal should include the standard cover sheet, a one-page table of contents and should not exceed 15 pages of text (including any charts or diagrams). The Proposal should be submitted in typed form.

Additional attachments (not more than 10 pages) may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

Please ensure that the project proposal and all attachments are legible. All supporting documents (attachments) should also have the name of the project on them. Submit one original copy of the Proposal (soft and hard copy) to the *National Coordinator, GEF Small Grants Programme, [P. O. BOX 1423, ACCRA, GHANA [george.ortsin@undp.org](mailto:george.ortsin@undp.org); or [lois.sarpong@undp.org](mailto:lois.sarpong@undp.org)]*. Keep a copy of your proposal for your own records as the one you submit will not be returned.

## PREPARING YOUR PROPOSAL

In preparing a Project Proposal, please follow the major points of the outline set forth below. Ensure that all bullet points included in the outline are addressed, as these cover the major issues which the National Steering Committee (NSC) will consider in reviewing the Proposal. It is suggested that the proposal does not exceed the total number of pages stipulated.

### 1. TABLE OF CONTENTS

The table of contents should be prepared in a logical and consistent manner and following the format presented.

### 2. COVER PAGE

The cover page provides an important summary of the project. Each project will be assigned a project number by GEF SGP as appropriate to the country. The cover page should indicate the duration and start date of the project, provide the applicant's details, identify the GEF focal area the proposal is targeting, and include information on project finances specifying total requested support from the GEF and co-financing available and/or expected. The co-financing can be in kind, cash or parallel in nature. The UN rate of exchange at the time of proposal submission by the grantee would be logged in by the secretariat. All financial proposals should be in Ghana cedis.

### 3. PROPOSAL

The proposal includes the following main sections: Project Rationale and Approach (Section A), Project Risks, Monitoring & Evaluation (Section B) and Project Budget (Section C).

# SECTION A: PROJECT JUSTIFICATION AND APPROACH

This section provides the rationale and background of the project, as well as the proposed approach.

## **1.1 Project Summary**

The Project Summary should describe the project context, including the key environmental problem to be addressed, and the proposed approach, including the rationale/justification for the project. This section should describe the project location, a profile of the project sites, as well as the target community (ies) involved. The relevance of the project to the GEF/SGP Country Programme Strategy should also be presented.

## **1.2 Organizational Background and Capacity to implement the project**

This section should demonstrate that the proposing organization has the experience, capacity, and commitment to successfully implement the proposed project, or, is prepared to work with SGP to build its capacity to undertake the project. The issues to be covered in this section include:

- Nature of the proposing organization – is it an informal group of interested parties, a community-based organization (CBO), national or sub-national NGO, research or training institution
- Purpose and core activities of the proposing organization/group
- Organizational approach for project implementation, i.e. how does the organization or group intend to deliver the project?
- Length of existence and project management experience if any
- Organizational structure, governance and administrative framework: provide the number of paid staff members if it is a well constituted organization
- If relevant, state membership and affiliation to associations or umbrella groupings
- Provide an indication of the legal status. If none, provide an elaboration of its nature of existence.
- Target population group (indicate relevant community groups, women, indigenous peoples, youth, etc.)
- If the organization has been in existence before, the proponents should explicitly describe previous experience relevant to the proposed project including, as relevant: projects addressing problems of biodiversity loss; climate change mitigation and/or climate-proofing; land degradation/sustainable forest management; pollution of international waters; chemicals management; OR experience with projects that focus on environment and natural resources management and sustainable development at community level.

### **1.3 Project justification**

This section can be laid out in a matrix form and should contain a clear and specific statement of what the proposed project will accomplish. Preferably this should follow a logical framework. Among the issues to address include:

- The **project justification**

### **1.4 Project Approach**

- The **primary objective** and **specific objectives** of the proposed project
- The full description of the **rationale** (justification) for the project. The rationale should indicate the importance of the proposed project to the GEF Small Grants Programme in terms of contributing to its overall and or specific focal area objective(s). It should also reflect the relationship of the project to other relevant programmes such as local, district or national government programmes, other GEF and UNDP projects, multilateral and bilateral aid agency projects, and other community-based, CSO, and/or private sector activities. This will ensure that the intervention is not a standalone activity.
- The **Project components/outcomes** that the project will produce. The expected results are the measurable changes which will have occurred by the end of the project as a result of the planned intervention (e.g. land area under forest cover increasing because of tree planting and promotion of natural regeneration of vegetation etc.).
- Methodology for: i) Consultations and awareness raising among key stakeholders including national and local authorities, CBD focal points and government representatives responsible on forestry, fisheries, tourism, etc. ii) Assessment and identification of possible and favourable institutionalization/mainstreaming of SEPLS based on country context, including sustainable financing opportunities and mechanisms; iii) Policy dialogue among stakeholders, including identifying key follow up steps

### **1.5 Description of Project Activities**

This section, to be included in a logical framework, should describe what will actually be done to produce the expected results and accomplish the project's objectives. There should be a clear and direct linkage between the activities and the expected results or outcomes. (The proponent must ensure that the activities are a means to achieving the results). **Note that weakness in this area may be a major reason for failure to receive funding.** Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

### **1.6 Implementation Plan, Arrangement, Stakeholder responsibility and Time Frame**

This section may be presented in graphical (table) form and can be attached as an annex. It should indicate the **sequence of all major activities and implementation milestones**, including targeted beginning and ending dates for each step. Provide as much detail as possible at this stage. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of project situation. Please include in the Implementation Plan the required reports, project reviews and evaluation activities.

### **1.7 Plan to Ensure Community Participation <sup>1</sup>**

Please describe how the stakeholder communities were involved in Project planning and design and will be involved in: i) Project implementation and ii) Project monitoring and evaluation. This information will serve a basis for assessing and understanding community participation and ownership.

### **1.8 Knowledge Management**

Please describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project.

### **1.9 Stakeholder Participation**

- **Gender and Youth Mainstreaming**
- **Local people analysis and strategy**
- **Poverty eradication**

Please describe how the project takes into consideration the roles and needs of men and women (with a focus on the needs of women), and how this would be reflected in the results and benefits of the project.

### **1.10 Communication and Replication of Project Results**

Please describe how you would communicate the goals, activities and results of the project with the community members, other community-based organizations and other key stakeholders. If the project requires awareness-raising at the local level, please describe the plan/activities you would use to achieve the target results and ensure replication of project results.

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<sup>1</sup> Note that community participation means much more than how the community will benefit from the project. It refers to active involvement and ownership by the relevant stakeholders. Describe the specific steps that have been taken/planned to maximize this involvement.

### 1.11 Logical Framework

<b>1. Project Outcome (expected accomplishment)</b>	<b>Indicators</b>	<b>Means of Verification</b>
A)		
B)		
C)		
<b>2. Project Outputs (deliverables)</b>	<b>Indicators</b>	<b>Means of Verification</b>
A.1 A.2 A.3		
B.1 B.2 B.3		
C.1 C.2 C.3		

## SECTION B: PROJECT RISKS, MONITORING & EVALUATION

This section should detail the risks, issues, assumptions, sustainability strategies and also describe the project work plan and monitoring during the implementation. It should provide a full description of the issues outlined below:

### **2.0 Risks to Successful Implementation**

Please identify and list the **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the resources of the project). Please also propose risk mitigation measures to address the potential risks.

Please include in this section the **key assumptions** on which the project plan is based (for example, government and environmental policy remaining stable) which are anticipated in project planning, and on which the feasibility of the project depends.

### **2.1 Monitoring, Evaluation Plan and Indicators**

This section should be laid out as per table 1 below. It should contain an explanation of the plan for monitoring and evaluating the project, both during its implementation (field activities) and at completion (review and analysis).

#### **Project monitoring schedule**

The project should be monitored according to a planned schedule, in line with the milestones identified in the Implementation Plan and Time Frame (section 1.5 above).

Among the key issues to be addressed as part of monitoring and evaluation are:

- How will the performance of the project be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan;
- How will the impact of the project be assessed in terms of achieving the project's objective(s);
- How will the mid-course correction and adjustment of the project design and plans be facilitated on the basis of feedback received;
- How will the participation of community members in the project monitoring and evaluation processes to be achieved.

#### **Table 1: Activity Planning**

Brief description of General Objective of Project
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Brief Description of Specific Objective No 1 <sup>2</sup> :														
			DURATION											
Activity	Responsible	Indicator(s)	1	2	3	4	5	6	7	8	9	10	11	12
1.1														
1.1														
1.3														
2.1														
2.2														
3.1														
3.2														
etc														

### Project indicators

Please propose specific and **measurable indicators** which help capture the achievement of project results. These indicators will form the basis for monitoring and evaluation. These indicators should be aligned with the SGP Country Programme Strategy (CPS) and may be refined in consultation with the NC and or NSC. The indicator set for the project should draw upon the set of SGP project level indicators (see Annex 1), but can also be enriched by other project-specific and or national indicators that are appropriate for the project to track. Please identify at least one biophysical indicator pertaining to the relevant GEF focal area (or focal areas, if the project has a secondary focal area) and one indicator from each of the categories of **‘capacity development, policy influence & innovation’**; **‘livelihoods & sustainable development, community based adaptation and empowerment’** indicators provided (see Annex 1).

### 2.2 Project Sustainability and replication of Results Achieved strategy

Sustainability is a critical aspect in all the GEF SGP funded projects. The proposal should outline the steps to be taken before, during, and at project completion to ensure that once all the SGP funds have been disbursed, the project impact will continue for many years thereafter.

The funds provided by SGP are primarily seed funds, designed to give the project a significant start. However, project proponents should envision the project three or even five years after SGP funds have been utilized, and consider the factors that could contribute to the success and continued impact of their project, and address them accordingly.

### 2.3 Resource mobilization strategy

### 2.4 Cost effectiveness

### 2.5 Project evaluation

<sup>2</sup> Please indicate as many objectives as in the project and include rows as required for the project under preparations.

## SECTION C: PROJECT BUDGET

The Project Budget is an important part of every GEF SGP project proposal and must be completed prior to consideration of a proposed project for funding. Once a project has been approved for funding, the budget information becomes part of the binding Memorandum of Agreement (MOA) between the GEF SGP and the proposing organization.

The development and management of a realistic budget is an important part of developing and implementing a successful GEF project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project. In keeping with the role of the GEF SGP as a support mechanism for community-level initiatives, every effort has been made to keep financial management requirements as straightforward and non-burdensome as possible. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
- "Indirect costs" or administrative overhead costs such as staff salaries and office rent are **not funded by the GEF SGP**. These therefore should not be part of the funding request.
- GEF SGP funds should be spent according to the agreed budget.
- All relevant, financial records should be made available. These may be independently audited, and may become public information.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget should concur with those on the Proposal Cover page.
- GEF SGP grant requests should not exceed the equivalent of Thirty three thousand United States Dollars (US\$33,000).

### **3.1 Financial Details**

#### **a. Project Funding Summary**

The proponent should provide a summary on how the project will be funded. This should be laid out in a matrix form as in Table 2.

#### **Table 2: Project funding summary**

Funding Source	Funding Plan, [local currency]		Total [local currency]	Total US\$
	Year 1	Year 2		
a. GEF SGP				
b. Community				
c. Proposing Organization				
d. Other co-financiers				
<b>Total Project Cost</b>				

### b. Community Contribution

All cost-sharing contributions (cash and in-kind) should be itemized. In particular, the in-kind contributions should be estimated using the SGP methodology/guidelines and summarized as in table 3 below. This should include sources and nature of the contribution (e.g. Youth Organization contributing labour, land, cash, etc). Please indicate whether the contribution is already committed or just a projection.

**Table 3: Community Contributions**

Sources of Community Contribution	Type (cash/in kind <sup>3</sup> )	Committed or Projected?*	Value, in local currency	Total in US\$
1.				
2.				
<b>Total</b>				

### c. Proposing Organization Contribution

The GEF SGP applies the principle of co-financing the target activities between the relevant partners in the project. It is therefore important that proposing organizations make some contribution towards the operational and programmatic costs of the project. This can be laid out in a simple matrix as in table 4 below and should capture the different project partners and proponents.

**Table 4: Proposing organizations contributions**

Sources of Contribution	Type	Committed or Projected?*	Value, local currency
1.			

<sup>3</sup> Refers to contributions made directly towards projects realization such as labour, materials, time and other quantifiable resources that count towards the achievement of the project results. An approximate amount should be indicated in the table.

2.			
<b>Total</b>			

### 3.2 Projected Expenditures

This section will detail expenditure categories and how the funds will be dispensed over the project period. Typically, SGP projects generally do not exceed 2 years, however, the exact length of the period can be determined in consultation with National Coordinator and NSC based on project objectives. The anticipated expenditures in the project must be summarized as below with clear line items.

**Table 5: Projected expenditures**

<b>Expenditure Category</b>	<b>Year 1, [local currency]</b>	<b>Year 2, [local currency]</b>	<b>Total, [local currency]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel / Labour					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
7. Other support requested <sup>4</sup>					
<b>Total Project Cost</b>					

To arrive at this summary, you may have to do activity budgeting using the format in table 6. Write the work or activities to be done under the project. In the activities column write out the best estimated cost for executing each activity. Do not repeat costs already included. In the last line of charts add together all totals, column by column.

<sup>4</sup> Outline other forms of support requested from SGP which are not included in the budget. This support may be for both technical and administrative matters (and not for additional funding). This may cover areas which you need to specify such as: Consultants; Procurement; and Other (specify).

Table 6: **Detailed Activity Budget.**

Work Activities	Materials needed for the activities	Period of Implementation (Q1, Q2, Q3 etc)	Community contribution	Contributions from other organization (local currency)	What is the SGP's contribution in local currency?				
			Cash or in kind, (local currency)		(Personnel/ Labour)	Equipment, material and external outputs	Cost for Trainings and Workshops	Contracts [Per diem, Fees, transport]	Project management & Other costs.
1.									
2.									
3.									
4.									
5.									
6.									
etc									
Over heads costs									
A.									
B.									
C.									
TOTAL									

### **3.3 Bank Details**

Please provide the bank account information where project funds are proposed to be received. When the proponent is a well-established organization, which may have multiple bank accounts, it is necessary to indicate which bank account will be used to receive SGP funds, and how these funds can be tracked and accounted for.

When the proponent is a new community group, details should be provided on how the book keeping will be done and if necessary include a capacity building element within the project proposal that will enable the proponent to operate financially. If the community group is successful in receiving an SGP grant, a separate bank account would have to be opened for handling of grant funds. This should be done in the shortest time frame possible.