**Annex A: Organizational Profile**

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| **Organizational Profile** | |
| Name of Organization(s) and Abbreviation |  |
| 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 |  |
| Local or national Partner Organization(s) (if any) |  |
| International Partner Organization(s) (if any) |  |

CSOs are requested to provide the following documentation along with their application:

* Proof of registration including copies of registration certificate
* A clearly defined management structure of the organization
* CVs of relevant personnel
* Audited financial statements for the past two years (if available);
* Certified bank letter

**Annex B: Project Proposal**

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| to be prepared by the Recipient Institution. This Proposal will be submitted to the Steering Committee/Project Board OR SELECTION COMMITTEE For approval |

|  |  |
| --- | --- |
| **Project Title** |  |
| **Name of CSO/NGO** |  |
| **Name of partners (if any)** |  |
| **Total amount of the grant (in USD)** |  |
| **Beneficiaries (targeted groups & number of men, women, boys, and girls)** |  |
| **Date of submission** |  |

1. **SITUATIONAL ANALYSIS**

*Please describe the problems this project seeks to address in the targeted municipality(ies). Include only the relevant factors that will be directly addressed through the proposed project*.

1. **PURPOSE OF THE GRANT**

*Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.*

1. **PROPOSED ACTIVITIES AND WORK PLAN**

***Activities***

* *Describe the activities that will be completed to achieve the objectives (please ensure that the expected activities specified in the Call for Proposals under ‘Scope of Activities and Expected Outputs’ are also included).*
* *Specify the geographic area of intervention.*
* *Describe the targeted groups of the proposed intervention, and how beneficiaries will be selected.*

***Work Plan***

* *State what activities will be completed with the grant funds. Use as many activity lines as necessary.*
* *Define the number of months required to implement the project and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released.*
* *Indicate the budget amounts in the grant currency (USD).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLANNED ACTIVITIES1** | **Timeline (months)** | | | **Planned Budget for the Activity**  **(USD)3** |
| Month 1 | Month 2 | Month 3 |
| * 1. Activity |  |  |  | $ |
| * 1. Activity |  |  |  | $ |
| * 1. Activity |  |  |  | $ |
| **Total** | | | | $ |

1. **PERFORMANCE TARGETS**

*State the indicators for measuring results that will be achieved using the grant. Indicators should be ‘SMART’ – specific, measurable, achievable, relevant and time-bound. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:*

| **INDICATOR(S)** | **DATA SOURCE** | **BASELINE** | **MILESTONES** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Period 1** | **Period 2** | **Period …** | **FINAL TARGET** |
| 1.1 |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |

1. **STRATEGY**

*Please describe the strategies the NGO/CSO will employ to implement the proposed activities, specifically its approaches to engaging with key stakeholders, as well as the inclusion of women, youth, and marginalized groups.*

1. **RISK ANALYSIS:**

*Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.*

|  |  |  |
| --- | --- | --- |
| **Risk** | **Risk rating\* (High/Medium/ Low)** | **Mitigation measures** |
|  |  |  |
|  |  |  |
|  |  |  |

*\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.*

1. **CSO/NGO PROFILE: TECHNICAL AND GEOGRAPHIC EXPERTISE**

*Explain how the CSO/NGO fits the criteria in the ‘who can apply’ section of the Call for Proposals, and why the CSO/NGO grantee is uniquely suited to deliver on the objectives. Please detail the CSO’s geographic reach, including its links to the targeted locations, and its technical expertise in the specified subject matter as outlined in the Calls for Proposal.*

1. **MANAGEMENT ARRANGEMENTS**

* *Please describe the management arrangement of the project. Outline roles and responsibilities of partner(s) and respective management staff.*
* *Please attach the CVs of key personnel that will be assigned to support the implementation of the project.*

1. **GRANT BUDGET OF RECIPIENT INSTITUTION (USD)**

*Please outline the total project budget required by the CSO/NGO to implement the proposed activities.*

PERIOD COVERING FROM\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **General Category of Expenditures** | **Tranche 1** | **Tranche 2** | **Total** |
| Personnel |  |  |  |
| Transportation |  |  |  |
| Premises |  |  |  |
| Training/Seminar/  Workshops, etc. |  |  |  |
| Contracts (e.g., Audit) |  |  |  |
| Other [Specify] |  |  |  |
| Miscellaneous |  |  |  |
| Total |  |  |  |

***\**** *Please note that all budget Lines are for costs related only to grant Activities.*

***\*\**** *These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

**Annex C: CSO/NGO PREVIOUS EXPERIENCE—IMPLEMENTATION OF RELATED PROJECTS**

*Please list relevant projects/ activities undertaken by your organization(s) in the past three years (please add rows below as needed)*

|  |  |
| --- | --- |
| **Project name** |  |
| Thematic areas covered/ Short description of project |  |
| Geographic Areas covered |  |
| Donor |  |
| Partner organizations (if any) |  |
| Duration of the project (months) |  |
| Project cost (USD) |  |
| **Project name** |  |
| Thematic areas covered/ Short description of project |  |
| Geographic Areas covered |  |
| Donor |  |
| Partner organizations (if any) |  |
| Duration of the project (months) |  |
| Project cost (USD) |  |