ANNEX 1
CALL FOR PROPOSALS (CFP)
GRANT APPLICATION TEMPLATE

Component 1: Organizational Background and Capacity to implement the grant activities (max 1 page)

This section should clearly demonstrate that the proposing organization has the experience, capacity, and commitment to implement successfully the proposed grant activities. Suggested issues to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, municipal government branch?
2. Purpose and core activities of the organization
3. Organizational approach (philosophy), *i.e.* how does the organization deliver its projects?
4. Length of existence and relevant experience
5. Organizational structure, governance and administrative framework: number of paid staff members
6. Membership and affiliation to associations or umbrella groupings
7. Legal status - registration with government approved authority
8. Target population group (women, indigenous peoples, youth, *etc*)
9. Previous experience relevant to the proposed grant activities.

Component 2: Objectives and Expected Results (max 1 page)

This section should contain a clear and specific statement of what the proposal will accomplish. Suggested issues to address include:

- The **problem statement** or challenge the grant activities are intended to address.
- The primary and specific objectives.
- The **rationale** for the project. The rationale should indicate the importance of the proposed grant activities in terms of contributing to the overall and/or specific objective/s.
- The specific **results** that the grant activities will produce. The expected results are the measurable changes which will have occurred by the end as a result of the planned intervention (in view of Objectively Verifiable Indicators)

Component 3: Description of Grant Project Activities (max 2.5 pages)

This section should describe what will actually be done to produce the expected results and accomplish the proposed objectives. There should be a clear and direct linkage between the activities and the outcomes. The proponent must ensure that the activities are a means to getting the intended outcomes. *Note that weakness in this area may be a major reason for failure to receive funding as this is the actual component to be implemented as grant project.*

Activity descriptions should be as specific as necessary, 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.

Component 4: Implementation and Monitoring Plan (max 2 pages)

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 necessary. 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 start to the end of the grant project. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation and Monitoring Plan

Project No:			Project Name:												
Name of Grant Recipient:															
Brief description of General Objective of Grant:															
Project Start and End Dates:															

Brief Description of Specific Objective No 1:															
List the activities necessary to fulfil this objective. Indicate who is responsible for each activity and an indicator of activity accomplishment.			Duration of Activity in Months (or Quarters)												
Activity	Responsible Party	Indicator	1	2	3	4	5	6	7	8	9	10	11	12
1.1														
1.2														
1.3														
1.4														

Brief Description of Specific Objective No 2:															
List the activities necessary to fulfil this objective. Indicate who is responsible for each activity and an indicator of activity accomplishment.			Duration of Activity in Months (or Quarters)												
Activity	Responsible Party	Indicator	1	2	3	4	5	6	7	8	9	10	11	12
2.1														
2.2														
2.3														
2.4														
Indicate Person responsible for Monitoring and milestone reports:			Monitoring Frequency / Reporting												

Monitoring and Record keeping											
Milestone Reports											

Monitoring Plan and Indicators (max 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the grant project, both during its implementation (formative) and at completion (summative). Suggested key issues to be addressed are:

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

Propose specific and measurable indicators relating to project performance and impact which can form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the grant agreement between the proposing organization and UNOPS.

Component 5: Grant Budget Breakdown

The development and management of a realistic budget is an important part of developing and implementing successful grant activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. 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 grant project. In particular, include the cost of monitoring and evaluation.
- Indirect costs, or costs such as core staff salaries and office rent should usually not be included, or specifically justified.
- Reasonable admin support cost up to 10% is usually allowed. These can include compensation of staff time (salaries) or required office costs related to the grant activities.
- Grant funds should be overall spent according to the agreed budget.
- All relevant, financial records should be made available upon request. These may be independently audited, and usually will 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 Sheet should agree with those on the proposal header and text.

Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Total, [local currency]	US$	% Total
1. Personnel / Labour					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs[1]					
6. Incidentals					
7. Other support requested					
8. Contingency (max. 5%)					
Total Grant Project Cost					

Component 6: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the grant activities 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 economics of the grant project).

Include in this section also the key **assumptions** on which the grant activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the grant activities depend.

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[1]**Other Costs:** *Outline other forms of support requested 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)