CALL FOR PROPOSALS (CFP) ANNEX 1

GRANT APPLICATION TEMPLATE

Component 1: Cover Page (max 1 page)

This section should include:

- Name of the organization submitting the Application
- Project title
- Country where the proposed project will be implemented [Countries proposed must be eligible to receive Overseas Development Assistance]
- Proposed project dates (estimated timeframe for implementation available is March 2021 – February 2023)
- Requested amount (in USD)
- Name, office address, phone and email of the primary individual responsible for the Application
- Same information for one alternate

Component 2: Executive Summary (max 1.5 pages)

This section should provide an overview of critical features of the proposed project, including the national context, program activities, and anticipated results

Component 3: Situational Analysis and National Commitment (max 2.5 pages – plus appendices)

This section should present:

- a comprehensive understanding of the context of the provision of eyeglasses in the country (including factors such as:
  - status of the health sector overall and policy landscape
  - current systems for provision of eyeglasses: services, procurement, human resources, management structures
  - current funding of provisions of eyeglasses
  - estimated number of individuals in need of eyeglasses
  - partners on the ground
- a clear justification for why this makes for an appropriate environment for implementation of this project
- evidence of national commitment in a form that clearly articulates the government's awareness and support of the proposed activities, such as a letter of support from the relevant Ministry or any other form in which the applicant is able to demonstrate commitment. Evidence may be incorporated into an appendix.

Component 4: Project Approach (max 5 pages)

The Project Approach should describe the specific activities to be supported through this grant. These should include those most catalytic in moving the country from the current situation towards the desired national scale, incorporated within a national program.

This section should describe in detail:

- proposed activities
- why these are the most critical to implement (e.g. due to past experience or lessons learned from other countries)
- how these will contribute towards achieving a comprehensive program integrated within national systems.

Component 5: Roadmap to National Program (max 5 pages)

The grant can only support a portion of what is needed to bring screening, refractive services, and provision of eyeglasses to a national scale. This section should describe a Roadmap of how the country will achieve a comprehensive and sustainable program to address provision of eyeglasses within the national system. While this Roadmap will be beyond the scope of the project it needs to be clear how the project contributes to it.

Within the Roadmap towards a national programme, the following key elements should be addressed:

- human resource development
- service delivery
- tools for service delivery
- awareness and acceptance of eye care needs and interventions
- supply management and procurement
- integration with the private sector
- policy development and implementation
- financing

Component 6: Organizational Background and Capacity to implement the grant activities (max 2 pages)

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

- Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, municipal government branch?
- Purpose and core activities of the organization
- Organizational approach (philosophy), i.e. how does the organization deliver its projects?

- Length of existence and relevant experience
- Organizational structure, governance and administrative framework: number of paid staff members
- Membership and affiliation to associations or umbrella groupings
- Legal status - registration with government approved authority
- Target population group (women, indigenous peoples, youth, etc)
- Previous experience relevant to the proposed grant activities
- Names of up to three key personnel for this project, their areas of responsibility, and short CVs demonstrating their relevant experience
- Proposed management of the project
- Identify proposed project partners, justification for their selection and their capacity to fulfill the proposed role in the project

Component 7: Implementation and Monitoring Plan (max 3 pages)

Implementation plan

This section should include a concise overview of the timeline for the major stages of the proposed project's initiation and implementation. It may be presented in graphical (table) form. It should indicate the sequence of all major activities and implementation, monitoring and reporting milestones, including targeted beginning and ending dates for each step. Provide as much detail as necessary in the table and/or an accompanying description to clearly indicate a logical flow of steps and to demonstrate that all activities have been carefully thought through for the duration of the project.

Monitoring and evaluation plan

Please include a clear performance matrix, which highlights what can be achieved through the proposed activities, as well as a description of a robust monitoring system that will support this. The monitoring system indicated should be for the current project, as well as a suggestion of a robust monitoring system for longer-term implementation at a national level.

Wherever possible country data and monitoring systems should be used to report success of the program. Further, the applicant should make an effort to align monitoring and evaluation plans with global indicators and targets, such as those the World Health Organization has proposed for monitoring success in effective coverage of the correction of refractive error globally.

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

Suggested key issues to address 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

Component 8: Grant Budget Breakdown (1 page plus appendices)

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.

Please include an appendix that outlines in greater detail the components of the proposed cost categories and the general basis for these estimates which may be the local market, quotations received from vendors, historical records, ongoing activities, your organization's (or sub-grantee's) policies and procedures, etc.

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					
6.Miscellaneous					
7. Other support requested					
8. Contingency (max. 5%)					
Total Grant Project Cost					

Component 9: 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.