# Annex B - Grant Application Form

## **Technical Proposal**

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| * 1. The organizational background and capacity to implement the grant activities | |
| **Proponent (please indicate principal applicant)** |  |
| **In the case of a consortium, please list all partners and indicate the principal applicant** |  |
| **Organization Registration No.** |  |
| **UN Sanction** | Confirm that the supplier is not included in the  [Consolidated United Nations Security Council Sanctions List​](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list), including the [UN Security Council Resolution 1267/1989 list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list); |
| **Legal status – date and country of registration (to be attached to the submission)** |  |
| **Nature of the proposing organization** | 1. Non-profit Entity; 2. Community-based organization, 3. Research or training institution; 4. Company acting not-for-profit; 5. Others (explain). |
| **Organization Website;**  **Address; Phone** |  |
| **Membership and affiliation to associations or umbrella groupings** |  |
| **Organizations purpose and core activities; approach (philosophy); target population group** |  |
| **Organizational structure, governance and administrative framework** |  |
| **Number of personnel/staff members** | Full Time: Part Time |
| **Total Budget for most recent fiscal years** |  |
| **Does your organization have a written accounting policies and procedures manual?** | Yes No |
| **Is your accounting system an automated double-entry system?** | Yes No |
| **Certified financial statements for 2019 and 2020, demonstrating a min. yearly turnover of USD 200,000**  **The financial statements shall include balance sheets, income statements, cash flow statements and statements of shareholders' equity for 2019 and 2020. Statements shall be duly stamped and signed by the organization's Director and Chief Financial Officer/Chief accountant. Audited financial statements for the same period shall be provided, if available.** | Yes (attached signed and stamped certified financial statements)  No |
| **Years of experience - list experiences of your organization relevant to the proposed project** | Please complete Annex C – Previous Experience Form |

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| * 1. Implementation approach |
| The proponent organization should describe the approach to implement the tasks detailed under the three categories described under Section 5 in order to effectively deliver the expected outputs and contribute to the expected outcomes outlined in Section 3 of the Terms of Reference. The approach must ensure that the activities are a means to getting the intended outcome, including a detailed work plan. They should be specific for each of the three categories. |
| **Implementation approach** description should be as specific as possible. It should clearly indicate the following information for each of the foreseen activities:  **1) What** will be done to complete each of the activities: provide a description of the proposed methodology and approach. Please add a description of the foreseen inputs for each activity.  **Who** will be involved in the implementation of each activity and the overall project?   * Provide an organogram of the proposed project team with names and titles (attaching the CVs for existing personnel or the TORs for personnel to be engaged). * Provide an indication of external organizations and individuals who will be involved as sub-contractors or sub-grantees under this project; * List identified key stakeholders relevant to the implementation   **When** it will be done: beginning, duration, completion for the project and a **Gant chart/schedule** with duration responsible party and indicator for each activity. |
| **Project sustainability:**  Provide considerations and proposed actions to encourage regional and global cooperation to encourage peer-to-peer exchange and learning, and ensure national ownership and follow-up. |
| **Detailed description of the monitoring plan for project activities both during its implementation (formative) and at completion (summative), please make sure to include reference to the indicators mentioned in section three of the CFP:**  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; * 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 key stakeholders in the monitoring and evaluation processes will be achieved.   Please also use the indicators as described in section three of this CFP to monitor project performance and impact, as the basis for monitoring and evaluation. These indicators will form an important part of the grant agreement between the proposing organization and UNOPS. |
| **Plan for communication and Knowledge Management**  Describe how you plan to capture and share knowledge, lessons learned and good practices, and contribute to strengthening a global community of practice for climate action transparency.  Please also describe how you intend to generate and deliver content which will support the communication of ICAT’s country work through its various channels.. |
| **Identify and list any major risk factors that could result in the implementation approach not delivering 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). Propose mitigation actions for the identified risks. |

## **Financial Proposal**

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| * + - * 1. Proposal summary | |
| **Proposed grant amount** |  |
| **Matching fund Amount and Sources (if any)** | Matching Fund amount (USD) and sources (specify if in cash or in kind) |
| **Please indicate the number of project modules by category included in the proposal.** |  |
| **Total Project Budget (USD)** | Including co-funding |
| **INSTRUCTIONS**  The complete **budget proposal (b. and c.)** includes the development and management of a realistic budget paying careful attention to issues of financial management and integrity in order to enhance the effectiveness and best value for money. It must take into account the necessary resources to implement the foreseen activities and the expected outcomes. The following important principles should be kept in mind in preparing a project budget:   1. Include only costs, which directly relate to efficiently carrying out the activities and producing the objectives, which are set forth above. Other associated costs should be funded from other sources; 2. The budget should be realistic. Find out what planned activities will actually cost; 3. The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of monitoring and coordinating activities; 4. **Indirect costs:** reasonable admin cost up to 10% is allowed. These can include compensation of staff time (salaries) or required office costs related to the grant activities; 5. Grant funds shall be overall spent according to the agreed budget; 6. All relevant, financial records should be made available upon request. These may be independently audited, and usually will become public information; 7. Fill in the figures according to actual needs. If there is no expected expense in some categories, leave the columns blank. If there are other expenses beyond these categories, please adjust this table accordingly and specify. | |

* + - * 1. **Budget for activities**

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| **Activity** | **Total costs (USD)** | **% of the total budget** |
| **1、Transparency Needs and Gap Analysis** | | |
| Personnel |  |  |
| Meeting |  |  |
| Outsourcing (contracts) |  |  |
| Travel/lodging/meal |  |  |
| Outreach and knowledge Products |  |  |
| **Subtotal（1）** |  |  |
| **2、Training Activities** | | |
| Personnel |  |  |
| Meeting |  |  |
| Outsourcing (contracts) |  |  |
| Travel/lodging/meal |  |  |
| Outreach and knowledge Products |  |  |
| **Subtotal（2）** |  |  |
| **3、Technical Support** | | |
| Personnel |  |  |
| Meeting |  |  |
| Outsourcing (contracts) |  |  |
| Travel/lodging/meal |  |  |
| Outreach and knowledge Products |  |  |
| **Subtotal（3）** |  |  |
| **4、Management support for the regional hub and coordination of activities** | | |
| Personnel |  |  |
| Meeting |  |  |
| Outsourcing (contracts) |  |  |
| Travel/lodging/meal |  |  |
| Outreach and knowledge Products |  |  |
| **Subtotal（4）** |  |  |
| **5. Administrative cost (up to 10% of the total grant)** | | |
| Please Specify |  |  |
| Please Specify |  |  |
| **Subtotal（5）** |  |  |
| **Total 1 + 2 + 3 + 4 + 5** |  |  |

* + - * 1. **Budget by Categories**

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| A detailed breakdown of the below categories in **Excel format will be required,** including:   * Breakdown of personnel with unit rates for each and total # of days; * Estimated rates for travels tickets, including per diem rates, number of foreseen days and total cost; * Average unit costs for venues, catering, etc., and total # of days; * If sub-contractors are involved, estimated amount per sub-contractors and number of days of contract; * Outreach and knowledge products: a breakdown of costs for goods and services to be procured (e.g. Translation, printing, etc.) * If indirect costs are included (up to 10%), a breakdown of these must be provided i.e. compensation of staff time (percentage of salaries) or required office costs related to the grant activities. |

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| **Item** | **Budget** |
| 1. Personnel (detailed by positions and #units) |  |
| 2. Meeting (venue; catering) |  |
| 3. Travel (flights and Perdiem) |  |
| 4. Contracts (sub-contractors and sub-grantees) |  |
| 5. Outreach and knowledge Products (i.e. printing, translation) |  |
| 6. Administrative costs (indirect costs) |  |
| **Total Grant Project Cost** |  |