## **CALL FOR PROPOSALS (CFP) ANNEX A:**

# **GRANT APPLICATION TEMPLATE**

**CHECKLIST**

***Please make sure your application includes each item specified in the below checklist.***

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| REQUIRED DOCUMENTS | YES | NO |
| Project proposal |  |  |
| Project Budget |  |  |
| Registration certificate (SEC, CDA, etc.) or enabling statute creating the law school or the university of which the law school is part of |  |  |
| Audited organizational financial statements for the last fiscal year. In the absence of audited statements, other official documents, signed by an authorized representative and demonstrating annual income will be accepted |  |  |
| Signed Declaration of Truth and Accuracy of Application |  |  |

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| Component 1: Organizational Background and Capacity to Implement the Grant Activities  1.1 Title of the Project and Applicant details   |  |  | | --- | --- | | **TITLE OF THE PROJECT** |  | | **Name of APPLICANT** |  | | **Address of APPLICANT** |  | | **Type of institution** | *Public or private Law school or university*  *Non-governmental organization (NGO)*  *Networks, consortium* | | **Purpose and Core Activities of the applying organization** |  | | **Date of registration or creation** |  | | **Place of registration or creation** |  | | **Website** |  | | **Office address** | *Exact address* | | **Primary contact person and Designation** |  | | **Telephone/mobile number** |  | | **Email address** |  |   1.2 Prior experience in implementing similar activities   |  |  | | --- | --- | | **Number of years** implementing activities in the areas of CLEP and/or access to justice and/or human rights protection and promotion and community outreach/services in the justice sector |  |     *Please provide a description of up to three recent projects or activities through which the applicant has provided direct assistance to vulnerable groups (i.e. poor men, women, children, youth, people with disability, indigenous peoples and LGBTI) on access to justice or human rights protection and promotion.*   |  |  | | --- | --- | | **Project 1** | | | Name of Project or Activity |  | | Description of the project or activity |  | | Name of Donor |  | | Location |  | | Duration |  | | Total Cost |  | | Number of Staff and/or volunteers involved |  | | Results |  |  |  |  | | --- | --- | | **Project 2** | | | Name of Project or Activity |  | | Description of the project or activity |  | | Name of Donor |  | | Location |  | | Duration |  | | Total Cost |  | | Number of Staff and/or volunteers involved |  | | Results |  |  |  |  | | --- | --- | | **Project 3** | | | Name of Project or Activity |  | | Description of the project or activity |  | | Name of Donor |  | | Location |  | | Duration |  | | Total Cost |  | | Number of Staff and/or volunteers involved |  | | Results |  | |

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| Component 2: Background, Objectives and Expected Results (max 2 pages) |
| This section should contain a clear and specific statement of what the proposal will accomplish. Suggested elements to include:   1. **Background, Problem Statement and Rationale for the Proposed Project** 2. Background and Problem Statement  * Describe your CLEP and the current status of your CLEP implementation. Include what the strengths and weaknesses of your CLEP are including your externship or outreach activities * In describing the externship component of your CLEP, include the pressing issues that the sectors (i.e. poor men, women, children, youth, people with disability, indigenous peoples and LGBTI) you are supporting currently experience and how the strengths and gaps in your CLEP affect your externship activities and access to justice by the marginalized groups  1. Rationale  * Why is the proposed project and activities relevant and needed at this time? (e.g. legal mandate, strategic goals and objectives or vision of your organization/institution on CLEP) * How is the project related or linked to the objectives of the access to justice framework of the GOJUST II? * How will the implementation of this project address the gaps in your CLEP implementation? And address the issues in your target sector/s?   **2. Your primary and specific objectives** - what are your primary and specific objectives in the duration of your proposed project. These should be SMART - Specific, Measurable, Achievable, Realistic and Time-bound.  **3. Expected Results**  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). Describe how your target sector/s (i.e. poor men, women, children, youth, people with disability, indigenous peoples and LGBTI) will benefit differently from activities. |

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| 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.  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. |

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| Component 4: Implementation Plan (max 2 pages) |
| Your implementation plan 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.  Pls. use the table on implementation plan at the last page. |

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| 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 your target sectors (i.e. poor men, women, children, youth, people with disability, indigenous peoples and LGBTI) will be ensured during monitoring and evaluation   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. |

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| Component 5: Grant Budget Breakdown (please see Annex B, Budget Proposal) |
| 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 administrative 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. * Direct cost- essential for the implementation of 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. * All other financial rules and regulations can be found in Annex D of the UNOP’s Grant Support Agreement . |

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| 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. |

**Table 1: Implementation Plan Template**

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| **Project Title:** | | | | | | | | | | | | | | | |
| **Organization:** | | | | | | | | | | | | | | | |
| **Brief Description of Primary Objective:** | | | | | | | | | | | | | | | |
| **Brief Description of Specific Objective 1:** | | | | | | | | | | | | | | |  |
| List the activities necessary to fulfill this objective. Indicate the indicator of accomplishments, location of the activity, duration, person or team responsible and estimated budget. | | | Duration | | Person/  Team Responsible | Budgetary Requirement (in US$) | | | | | | | | Total Budget (USD) | Describe counterpart, if any |
| Activity | Indicator of Activity Accomplishment/s | Location | **Year 1** | | | | **Year 2** | | | |  |  |
| Start Date | End Date | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |  |  |
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| **Brief Description of Specific Objective 2:** | | | | | | | | | | | | | | | |
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