# Annex B - Grant Application Form

## **Technical Proposal**

| * 1. The organizational background and capacity to implement the grant activities | |
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| **Proponent (please indicate principal applicant)** |  |
| **In the case of a consortium, please list all partners and indicate the principal applicant** |  |
| **Please list the number of activities included in the proposal (ref the activity number under point 4 above)** |  |
| **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. Non-for profit company; 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 staff members/personnel** | 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 |
| **Full financial statements including balance sheet, income statement, cash flow statement and statement of shareholders' equity, if applicable, for 2020 and 2021 demonstrating a minimum yearly turnover of USD 50,000**  **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 fill in the History Form (Annex E) |

| * 1. Implementation approach |
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| The proponent organization should describe the approach to implement the foreseen tasks described under Section 3 in order to effectively deliver the expected outputs. The approach must ensure that the activities are a means to getting the intended outcome, including a detailed work plan. |
| **Implementation approach** description should be as specific as possible. It should clearly indicate the following information for each of the foreseen activities:  **What** will be done to complete the activities: provide a description of the proposed methodology and approach.  **Who** will be involved in the implementation of each activity and the overall project?   * Provide an overview of the proposed project team with names and titles (attaching the CVs of the personnel with focus on experience relevant for this proposal 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 **Gantt chart/schedule** with duration responsible party and indicator for each activity. |
| **Identify and list any major risk factors that could result in the implementation approach not delivering the expected results.**  Propose mitigation actions for the identified risks. |

## **Financial Proposal**

| * + - * 1. Proposal summary | |
| --- | --- |
| **Proposed Grant amount** |  |
| **Matching fund Amount and Sources (if any, this is not a requirement)** | Matching Fund amount (USD) and sources (specify if in cash or in kind, as this can also be in-kind contributions such as supervision or input from additional experts.) |
| **Total Project Budget (USD)** | Including co-funding |
| **INSTRUCTIONS**  The complete **budget proposal (b.)** 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.   The successful Grantee will be required to maintain advances of UNOPS funds in dedicated and separate accounts to the Grantee’s ordinary funds. | |

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

| A detailed breakdown of the below categories in **Excel format will be required,** including:   * Breakdown of personnel with unit rates for each and total number of days; * If sub-contractors are involved, estimated amount per sub-contractors and number of days of contract; * If workshops are involved, include the number of attendees and unit cost. * If travel is involved, include breakdown of travel cost. * 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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**Budget by Cost Category:**

| **Item** | **Budget** |
| --- | --- |
| 1. Personnel (detailed by positions and number of units) |  |
| 2. Meetings (detailed by number of meetings, venue costs; catering costs etc) |  |
| 3. Travel (detailed by number of trips, flights and Perdiem, etc.) |  |
| 4. Contracts (detailed by sub-contractors and sub-Grantees) |  |
| 5. Outreach and Knowledge Products (detailed by number of products, printing costs, translation costs, design costs, etc.) |  |
| 6. Administrative costs (indirect costs) |  |
| **Total Grant Project Cost** |  |

**Budget by Activity:**

| **Activity** | **Total costs (USD)** | **% of the total budget** |
| --- | --- | --- |
| **Activity 1:Information gathering and developing a detailed proposal and structure for the guide** | | |
| Personnel |  |  |
| Meetings |  |  |
| Travel |  |  |
| Contracts |  |  |
| Outreach and Knowledge Products |  |  |
| **Subtotal（1）** |  |  |
| **Activity 2:Production of a draft of the guide** | | |
| Personnel |  |  |
| Meetings |  |  |
| Travel |  |  |
| Contracts |  |  |
| Outreach and Knowledge Products |  |  |
| **Subtotal（2）** |  |  |
| **Activity 3: Finalization of the guide** | | |
| Personnel |  |  |
| Meetings |  |  |
| Travel |  |  |
| Contracts |  |  |
| Outreach and Knowledge Products |  |  |
| **Subtotal（3）** |  |  |
| **4. Administrative costs (up to 10% of the total grant)** | | |
| Please Specify |  |  |
| Please Specify |  |  |
| **Subtotal（4）** |  |  |
| **Total 1 + 2 + 3 + 4** |  |  |