## ANNEX A: GRANT APPLICATION TEMPLATE

## NARRATIVE PROPOSAL

## Call for Proposal, Window 3, Round 2: Access to Justice and Legal Empowerment Grant for Vulnerable Groups in the Philippines

**PART 1: THE EXECUTIVE SUMMARY[[1]](#footnote-0)**

| 1. **IDENTIFYING INFORMATION** | |
| --- | --- |
| Name of the Proponent/applicant |  |
| Title of the Project |  |
| Geographical Location of the Project (Barangay, municipality/city, province) |  |
| Duration of the Project  (in number of months) |  |
| Number of Beneficiaries, disaggregated by gender | *Direct:*  *Estimated Number of Indirect beneficiaries:* |
| Total Project Cost in Php |  |
| Grant Amount Requested | *Personnel Cost:*  *Operations Cost:*  *Admin Cost:* |
| Counterpart (and source) | *Personnel Cost:*  *Operations Cost:*  *Admin Cost:*  *Source:* |
| Contact Persons (please provide 2 contact persons who are easily contactable and can respond to GOJUSTII. They may not necessarily be the Head of the Organization. | *Name (1):*  *Designation:*  *Email address:*  *Mobile Number:*  *Name (2):*  *Designation:*  *Email address:*  *Mobile Number* |
| 1. **Project Summary** | |
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| 1. **Brief Description of the Proponent and why you are qualified to undertake the proposed project?** | |
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| 1. **Briefly describe your proposed project in terms of its,** | |
| Contribution to access to justice for vulnerable groups | |
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| Value for Money | |
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| Summary of major risks you anticipate in implementing and managing the project and how you plan to mitigate the risks. | |
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| Sustainability (how you will make sure that the outcomes or results of the project are sustained beyond GOJUST’s funding?) | |
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| What makes your project gender responsive and inclusive? | |
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| Summarize how you apply the prevention of sexual abuse and exploitation (PSEA) in your institution/organization and in your project (e.g. do you have policies and procedures on PSEA, whistleblowing policies, cases that have been resolved?, etc.) | |
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| If you think this is an innovative project, pls. explain why it is so. | |
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| Submitted by:  Name:  Designation:  Signature:  Date | |

**PART 2: THE FULL PROPOSAL**

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| Component 1: Background, Objectives and Expected Results (max 5 pages) |
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| This section should contain a clear and specific statement of what the proposal will accomplish. This section should include the following:   1. **Background, Problem Statement and Rationale (**please provide your own understanding and analysis distinct from the Call for Proposal)  * What is the context of the project? * Why did you choose the geographical area and sector for this proposed project? What is the situation of the vulnerable sector/s in the geographical location that you plan to support? Statistical data or research studies to support the situationer, will be useful. * What are the key problems, issues or concerns that the project seeks to overcome, and in general how does the project seek to address the situation? * How will the implementation of this project address the gaps and the issues in your target sector/s? How is it innovative, if at all? * How is the project related or linked to the objectives of the access to justice framework of the GOJUST II?  1. **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. These should be linked to your problem statement. 2. **Expected Results and Intended Outcomes**   The specific **results - qualitative and quantitative results e.g xx no. of women trained**  that the grant activities will produce. The expected results are the measurable changes which will have occurred by project end because 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.  If the project will create linkages with other government agencies, or other similar projects, or if the project will generate an innovative model for legal service delivery in an access to justice environment, you can also state it here.  Intended outcomes, on the other hand, are changes that you think will happen from the results. |

| Component 2: Description of Grant Project Activities (max 4 pages) |
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| This section should **describe** what will 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 results. The proponent must ensure that the activities are a means to getting the intended results or outcomes.  Explain how the project is innovative.  Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **who are the direct beneficiaries and how many (disaggregated by gender), 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.  If this project is a continuation of a previous project that has been suspended due to lack of funds, or if this project seeks to expand and build upon current ongoing programs, please explain the context of the previous or ongoing project, lessons learned and changes that will be implemented, and the rationale for continuing on this basis. |

| Component 3: Overall Methodology, Implementation Plan and Implementation Structure (max of 5 pages) |
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| 3.1 **Overall Methodology**  Pls. describe here how the project will be implemented and the major approaches to be employed to achieve project results and outcomes.  3.2  **Implementation Plan** (use Annex 3.2.1: Implementation Plan Template, last page of this document)  The 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.  The implementation plan should also contain a statement on how the project will promote gender justice and the protection of women and girls from discrimination or exploitation.  The plan should also have a statement on the sustainability of project activities after the funding of GOJUST.  Finally, if the project proposes certain capacity building activities both of the implementing organization or its partner communities, this should also be stated here, and a corresponding budget line item (if funds are needed) be reflected in the budget section (Annex B).  Pls. use the table on Implementation Plan Template, 3.2.1.  3.3 **Implementing Structure** - show what the implementing structure (organogram) is including brief descriptions of the roles and responsibilities of implementing team members, both positions being proposed to be funded and counterpart of the proponent. Show how the implementing or project structure relates to the overall organizational and governance structure of your organization. |

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| Component 4: Monitoring Plan and Indicators (max 3 pages) |
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| 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 based on feedback received * How the participation of your target sectors (i.e. poor men, women, children, youth, people with disability, indigenous peoples and LGBTIQ) will be ensured during monitoring and evaluation * And most importantly, propose specific and measurable indicators, both quantitative and qualitative, 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: Risks and Assumptions to Successful Implementation and Mitigation Measures (2 pages) |
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| 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 (example of internal, transition in the organization/institution’’s leadership, high staff turnover rate, etc) and external factors (for example, political instability affecting implementation, or significant currency fluctuations resulting in changes in the economics of the grant project). Include what your mitigation measures are.  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.  Use table 5.1, Assumptions, Risks and Mitigating Measures, below for this section (add rows, if needed). You can identify risks and assumptions in the areas of political, economic,social, technological, legal and environmental).   | **Objective** | **Assumption** | **Risks** | **Mitigating Measures** | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

| Component 6: Organizational Background and Capacity to Implement the Grant Activities  6.1 Organizational Background and Cumulative Experience (max.of 1 page)  Provide a general statement on the nature, purpose and practice areas of your organization and the number of years wherein the organization has been engaged in rights-based activities, access to justice, human rights and similar activities.  6.2 Profile of three (3) projects implemented in 3 years by the Proponent that is similar to the project being proposed (maximum of 2 pages)  *Please provide a description of up to three recent projects or activities through which the applicant has implemented projects of similar objective, scale and budget, related to the Call for Proposal .*   | **Project 1** | | | --- | --- | | Name of Project or Activity |  | | Description of the project or activity |  | | Name of Donor |  | | Location |  | | Duration (mm-dd-year to mm-dd-year) |  | | Total Cost |  | | Number of Staff and/or volunteers involved |  | | Results (pls.do not answer completed only). Describe what the outputs and outcomes of the project are, especiallyare among vulnerable groups and the partnerships with stakeholders. |  |  | **Project 2** | | | --- | --- | | Name of Project or Activity |  | | Description of the project or activity |  | | Name of Donor |  | | Location |  | | Duration (mm-dd-year to mm-dd-year) |  | | Total Cost |  | | Number of Staff and/or volunteers involved |  | | Results (pls.do not answer completed only). Describe what the outputs and outcomes of the project are, especially among vulnerable groups and the partnerships with stakeholders. |  |  | **Project 3** | | | --- | --- | | Name of Project or Activity |  | | Description of the project or activity |  | | Name of Donor |  | | Location |  | | Duration (mm-dd-year to mm-dd-year) |  | | Total Cost |  | | Number of Staff and/or volunteers involved |  | | Results (pls.do not answer completed only). Describe what the outputs and outcomes of the project are, especially among vulnerable groups and the partnerships with stakeholders. |  | |
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**6.3 List of the personnel complement who will be assigned to this project whether on a part time or full time basis and Board Members who will have overall oversight for the project (max.of 2 pages)**

This list will provide the evaluation team an idea of the personnel who will be funded by the project, whether full time or part time, and its sufficiency to achieve the stated objectives and outcomes. The listing herein should also be consistently reflected in the budget.

**Table 6.3.1: List of Personnel who will be involved in the Project**

| **Name**  **(place N/A if still for hiring)** | **Position** | **Short Job Description** | **Level of Effort**  **or how much % of his/her time will be dedicated to this project vis a vis other projects, if part-time?** |
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**Table 6.3.2: List of Current Board Members and Designation from 2020-2022**

| **Name** | **Designation** | **Affiliation with other organizations** |
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| Component 7: Grant Budget Breakdown (please see Annex B, Budget Proposal, separate excel file) |
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| 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 effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:   * For individual CSO applications, please use Annex B1. For consortiums, use Annex B2. * 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 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. 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 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. |

**CONSENT TO DISCLOSURE TO THE DEPARTMENT OF FOREIGN AFFAIRS**

By submitting this application, the organization gives its consent to the UNOPS to submit pertinent information that may be required in such form and with such frequency that the Department of Foreign Affairs (DFA) may require, pursuant to Note Verbale dated 05 February 2021 and its accompanying rules and regulations. It is understood that said information shall only be provided to the DFA as and when required, and only for those organizations that will sign a grant service agreement with UNOPS.

Name of Responsible Officer:

Designation:

Date:

Signature:

**Annex 3.2.1: Implementation Plan Template (add rows as needed)**

| **Project Title:** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Organization:** | | | | | |
| **Brief Description of Primary Objective:** | | | | | |
| **Description of Methodology:** | | | | | |
| **Brief Description of Specific Objective 1:** | | | | | |
| **Brief Description of Specific Methodology/ies for Objective 1:** | | | | | |
| List the activities necessary to fulfill this objective. Indicate the indicator of accomplishments, location of the activity, duration, person, or team responsible. | | | Duration | | Person/  Team Responsible |
| Activity | Indicator of Accomplishment | Location |
| Start Date | End Date |
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| **Brief Description of Specific Objective 2:** | | | | | |
| **Brief Description of Methodology/ies for Objective 2:** | | | | | |
| List the activities necessary to fulfill this objective. Indicate the indicator of accomplishments, location of the activity, duration, person, or team responsible. | | | Duration | | Person/  Team Responsible |
| Activity | Indicator of Accomplishment | Location |
| Start Date | End Date |
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1. The Executive Summary should have a maximum of six 6 pages only. [↑](#footnote-ref-0)