**CHALLENGE FUND – CZECH SOLUTIONS FOR SUSTAINABLE DEVELOPMENT GOALS (CFCS)**

***How should I submit the Application?***

You can send the application with attachments by email attachment, to us at: [cup.applications@undp.org](mailto:cup.applications@undp.org), Attachments should not exceed 10 MB per email.

***What is the Deadline for Concept Note Submission?***

The deadline for receipt of your application for this stage is no later than **12 November, 2018 at 22:00 CET (GMT +1 hour)** Any application received after this date and time will not be accepted.

**Please review the Guidelines prior to completing this Application form.**

**APPLICATION FORM**

**PROJECT PLAN**

Contents

[1. General information 1](#_Toc516237811)

[2. Context/Background 1](#_Toc516237812)

[3. Project Summary 1](#_Toc516237813)

[4. Impact and Project Outcomes 2](#_Toc516237814)

[5. Workplan and Activities 2](#_Toc516237815)

[6. The need for CFCS Funding 3](#_Toc516237816)

[7. Sustainability and Scaling 3](#_Toc516237817)

[8. Experience of Management and Development Team 3](#_Toc516237818)

[9. Risks and Prerequisites for Successful Implementation 4](#_Toc516237819)

[10. Detailed Project Budget and the Value of the Money 4](#_Toc516237820)

# General information

**Project Title**: *Name of the proposed Project.*

**Lead Applicant**: N*ame of your entity and the type of entity leading the application.*

**Selected Development Challenge Window/Country:** *The selected challenge window/country.*

**Sectoral Focus and SDGs:** *Mark the main sectoral focus and SDGs of the proposed Project*.

**Main Contact Person Responsible for this Submission**: *Provide the name, address, phone and e-mail of the person leading the application.*

**Partner Entity:** *Provide the name(s) and type(s) of partner entity. (Partner entities have implementation responsibilities under the proposed Project.)*

# Context/Background

* *What is the development challenge you are aiming to solve? To the achievement of which SDGs are you going to contribute and how?*
* *Who are the main partner entities and other stakeholders and what is their role? Note the number, background and experience of the partner entities and other.*
* *Who are the target beneficiaries and how will they benefit from the project? Note the number (estimate if necessary) and background of the beneficiaries.*

# Project Summary

* 1. ***How does the project address the challenge and development problem identified?***
* *Your solution may address more than one development problem at once. Describe your approach and how it will address the challenge (one of the three Development challenges announced) and specific development problem, note the impact to the local conditions and compare your solution to how it is dealt-with today.* 
  1. ***What is innovative about your Project?***
* *The funding request must be for a specific, new, innovative and scalable idea that will be in line with the selected set development challenge. The resulting solution must generate improvement and value through changes to what is established, especially by introducing, new methods, ideas, or products.*
* *The Challenge fund views innovation in its broadest sense including:*

*i) a new approach, idea, product or service that has not been tested anywhere;*

*ii) an approach, idea, product or service that is new to the selected country;*

*iii) an approach, idea or service that has not been applied to the sector in question in which the proposed project is being implemented; or*

*iv) service or business model being introduced to a target group where it has not been tried before.*

*Note the degree of innovation with consideration of the potential risks here, i.e. new to the global industry or only to local market, and/or introduction of a new idea, approach, product or service to a target group, and/or disruptive and transferable to another sector etc.*

# Impact and Project Outcomes

In this section we are looking for a brief summary of the following:

* *Why would you want to implement this idea, how does it fit your existing activities?*
* *How does the Project respond to local conditions?*
* *Mention information about any assessments preceding formulation of the project What are the outputs of activities and outcomes of the Project? Clearly describe methodology and project logic, how your activities lead to outcomes and state measurable indicators for outcomes.*
* *If implemented how would you determine and measure that it is successful?*
* *Approximately how many beneficiaries do you expect your innovation to reach if it is successful. Describe the expected size/scope of positive impact.*

# Workplan and Activities

* *Provide a list of activities with their description and how they will be implemented.*
* *Provide a schedule for the implementation of activities (up to 12 months).*

# The need for CFCS Funding

CFCS aims to enable new approaches to be tested that would not normally be financed through commercial financing routes. This section should answer the following questions:

* *Would the project idea take place at all without CFCS financing?*
* *Why have you not been able to raise the required financing from other sources?*
* *Would the project take place on a different scale or address a different target group without CFCS financing?*

# Sustainability and Scaling

* *Explain how your innovation could be scaled up (e.g. through private sector, government, international donors/nonprofit entities, or a combination) over the coming years. Describe into detail the potential for scale up and replication, which is demonstrated in scalability (i.e. building on existing technology or approach, adaptable at minimum cost, addressing bigger need in market, etc.) and replicability (i.e. easy to duplicate, adaptable to different regions and countries, usable in other sectors, etc.)*
* *Describe the long term financial (describe how it can be made financially sustainable), social and environment sustainability and how your innovation fits the market*

# Experience of Management and Development Team

* *Describe the whole management structure with the division of responsibilities, structure of communication*
* *If you have partner entities, what are their role(s) in implementing the proposed Project?*
* *Provide a list of personnel participating on the project implementation. Note their position and also their main area of expertise, demonstrate relevant educational and professional experience (provide practical examples of work/references), and suitable knowledge of English and local languages. Provide CVs of experts in the attachment.*

# Risks

*Please list and briefly describe risks associated with the successful implementation of the project and propose all the possible and applied mitigation measures. Identifying risks and providing mitigation measures will not have a negative impact on UNDP’s consideration of your application, so please be thorough.*

# Detailed Project Budget and Value for Money

* *Provide a budget break down of all related costs*
* *It must clearly show the cost-sharing arrangements between partners and the funds requested from the CFCS. (CFCS accepts both financial and in-kind co-funding.)*
* *For calculating the budget, please note that all expenses should be predicted to reflect the Project goals and should be clearly justifiable in accordance with Project objectives.*
* *See guidelines for examples of eligible and ineligible costs.*

**Alternatively, the detailed budget can also be submitted as an attachment to this application.**

The concrete specification of **activities, deliverables and items to be financed** will be part of contract negotiation.

**Attachments**

**Attachment I** – CVs of Experts

**Attachment II** – Detailed Budget

**Attachment III –** Extract from the Public registry, Businesses and Property registration if the applicant or his/her supplier is registered there, or an extract from another similar register if he/she or his/her supplier is registered there.

**Attachment IV –** The declaration of the partnership with other entity/entities eligible for CFCS support, i.e. by presenting a copy of the cooperation agreement in English or a written sworn statement in English

By signing this form, the applicants accept the following terms and conditions:

* The applicant accepts that we are bound by the process and rules of the competition that have been highlighted in the application guide and shall accept the outcome of the process without any deviation or reservation.
* The applicant shall bear all costs related to the preparation and submission of the proposal, regardless of whether its proposal is selected or not. We accept that CFCS nor UNDP shall in no case be responsible or liable for those costs, regardless of the outcome of the process.
* The applicant accepts that CFCS determines the level of responsiveness to a challenge fund window exclusively on the contents of the written application forms.
* The applicant accepts that information relating to the examination, evaluation, and comparison of applications, and recommendation of contract award shall not be disclosed to you or any other person not officially concerned with such processes.

Signature: …………………………………………………

Name: ……………………………………………………….

Date: .……………………………………………………….

***Please do not forget to attach a photocopy of your organization’s Registration Certificate or a photocopy of individual person’s ID.***