*Annex 1.*

**Grant Application Form**

1. **General Information:**

|  |  |
| --- | --- |
| Grant Proposal Title |  |
| Name of applicant organization, registration date, identification number, address, e-mail |  |
| Name and last name of authorized representative(s), personal identification number, and contact Information (mobile phone number, e-mail)[[1]](#footnote-1) |  |
| Identification data, address and contact information of partner organization(s)[[2]](#footnote-2) |  |
| Tentative duration of the grant: start and end dates (dd/mm/yyyy) |  |
| Target location/area of the grant (community, village, municipality, etc.) |  |
| Goal of the grant (impact your organization is seeking to achieve) |  |
| Grant beneficiaries (groups/entities who will directly benefit from the action at the action purpose level) and their number |  |
| Number of engaged persons[[3]](#footnote-3) |  |
| Critical Assumptions (Describe your best estimate of the conditions that will prevail during the grant activities and affect grant implementation) |  |
| Amount of funds (in USD) requested within the grant proposal by the applicant |  |
| Amount of funds (in USD) co-financing by the applicant or any other third party as directed by Call for Proposals |  |
| Total amount (budget in USD) of the grant [[4]](#footnote-4) |  |
| Signature of an authorized representative |  |

1. **Grant Strategy** **(maximum 300 words)**: (The overall approach of the proposed grant, including how proposed activities fit into your organization’s own programming and the challenges of the rural areas in the particular setting. Factors to consider include whether the proposed grant will stand alone or will be implemented as part of a larger strategy(is), and how results will feed into longer-term programs or plans of other entities).
2. **Background and capability of the primary Applicant (maximum 250 words):** (The background history of the primary applicant, as well as the previous experience (please explain experience by years and cases) in the relevant field and capability to implement similar projects)
3. **Justification for intervention and needs assessment summary (maximum of 500 words):** (A compelling justification should clearly answer: Why here? Why now? Why this intervention? Why your organization? What's the connection between the proposed grant and the objectives and directions declared in the Call for Proposals? Please describe the problem, need or challenge the grant intends to address as specific as possible in relevance to this Call for Proposals)[[5]](#footnote-5)
4. **Local community engagement (maximum 500 words):** (Local community ‘vision’ for change, how grant is driven by local citizen and how they will be engaged in grant implementation? How members of the wider community have and will be effectively engaged in this process?)
5. **Methodology (maximum 500 words):** (What kind of methodology will be used by the applicant and how will they contribute to the achievement of the goals of the Call for Proposals, including evidence that the grant proposal is designed to find new or alternative solutions to the underlying challenges and opportunities in the specific local context):
6. **Description of the Grant Results and Activities:**

**7.1. Describe in the narrative form expected results (outputs) and activities that lead to outputs (maximum 500 words)**

**7.2. Provide the logical frame of the Grant results in the following form:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expected outputs** | **Indicator** | **Baseline[[6]](#footnote-6)**  **(Value, Year)** | **Targets** | **Means of verification** |
| Output 1 | 1.1/Indicator  1.2/Indicator | Baseline 1.1  Baseline 1.2 | Target 1.1  Target 1.2 |  |
| Output 2 | Indicator 2.1  Indicator 2.2 | Baseline 2.1  Baseline 2.2 | Target 2.1  Target 2.2 |  |
| etc. |  |  |  |  |

**7.3. Workplan:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year | | | | | |
| **Description of Activities** | Month (indicate) | Month (indicate) | Month (indicate) | Month (indicate) | Month (indicate) | Month (indicate) |
| Output 1 |  |  |  |  |  |  |
| Activity 1.1 |  |  |  |  |  |  |
| Activity 1.2, etc. |  |  |  |  |  |  |

1. **Detailed information on grant beneficiaries (maximum 500 words):** (Please describe and define grant target groups, direct and indirect beneficiaries, age and gender distribution, their needs and constraints, and state how the grant will address these needs)
2. **Management Arrangements (Maximum 250 words):** (Please describe the management arrangement of the grant. Outline roles and responsibilities of partner(s) (if applicable) and respective management staff: their positions and roles in the grant)
3. **Budget**

**To be filled per template below, including the information on co-financing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GRANT BUDGET** | | | | | | | |
| # | **Activities/Sub-activities** | **Unit** | **No. of Units** | **Unit rate** | **Total UNDP Grant** | **Total Co-sponsorship/co-finance** | **Total Grant amount** |
|  | **Output 1 (Please indicate the title of the Output)** | | | | | | |
| 1.1 | Please indicate the name of each activity |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |
|  | *Note: Please insert as many rows as needed* | | | |  |  |  |
| **Total for Output 1** | | | | |  |  |  |
|  | **Output 2 (Please indicate the title of the Activity)** | | | | | | |
| 2.1 | Please indicate name of each activity |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |
|  | *Note: Please insert as many rows as needed* | | | |  |  |  |
| **Total for Output 2** | | | | |  |  |  |
|  | *Note: Please insert as Outputs as needed* | | | | | | |
|  | **Grant Management/Administration** | | | | | | |
| 3.1 |  |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |
| **Total for Management/Administration** | | | | |  |  |  |
| **Grand Total** | | | | |  |  |  |

1. **Describe the roles of partner organization(s) (if applicable) and show the outcomes of their engagement (maximum 100 words)**
2. **Describe activities** **(maximum 250 words) related to visibility and communication** of the project to broader audience
3. **Risk management** – please describe those events, which might affect the achieving of the grant results and indicate possible actions to mitigate those risks. Risks include security, financial, operational, social and environmental or other risks.

|  |  |  |
| --- | --- | --- |
| Risks | Risk mitigation actions | Risk owner |
| 1/  2/ |  |  |

1. **Business model of grant sustainability, transferability possibility, transition/exit strategy (maximum 250 words):** (Please verify how the grant sustainability will be ensured after completion of the grant, including during the implementation period. In terms of sustainability please provide the possibility of grant reoccurrence and replication in other places)

1. Information indicated in this entry will be used to contact applicant during the project proposal consideration process [↑](#footnote-ref-1)
2. This entry shall be filled out in case of partner organization/organizations [↑](#footnote-ref-2)
3. Describe how many persons will be engaged in the grant implementation, including gender distribution. [↑](#footnote-ref-3)
4. This entry shall indicate the amount requested by the applicant for grant funding and summed amount of co-sponsorship/co-financing. [↑](#footnote-ref-4)
5. You may submit main findings of needs assessments reports conducted by your organization or any third party to support justification (if any) [↑](#footnote-ref-5)
6. If possible, highly encouraged [↑](#footnote-ref-6)