

Call for Proposals

UNDP Georgia	Date: 9 August 2022
Project Fostering Decentralization and Good Governance at the Local Level in Georgia	Reference: 00109456 / 00108806

Dear Sir/Madam,

We kindly request you to submit grant proposals for the **Call for Proposals for Grant Competition on Social Accountability and Citizen Participation Initiatives**.

Please be guided by the form attached hereto as Annex 1, while preparing your Proposal.

Please send filled application materials electronically to the following e-mail address: anna.kebadze@undp.org in PDF (signed and stamped) and word formats. **The subject line should read: "Grants for CSOs".**

Deadline for submission of grant proposals is 13 September 2022. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

An information meeting will be held via Zoom

<https://undp.zoom.us/j/89933340227>

Meeting ID: 899 3334 0227

Date: 23 August 2022

Time: 12:00 PM

The UNDP focal point for the arrangement:

Ms. Anna Keadze; E-mail: anna.kebadze@undp.org; Telephone: 577 22 23 41

We look forward to receiving your Proposal.

Sincerely yours,

Nino Kakubava
Project Manager



Call for Proposals for Grant Competition on Social Accountability and Citizen Participation Initiatives

2022

Guidelines

Please read the Application Guidelines before submitting a Grant Application

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1. BACKGROUND

Georgia has achieved substantial progress in enhancing local democracy and improving policy and institutional framework for local self-governance over the last years. Integration of the subsidiarity and commensurability principles into the constitution, introduction of direct election of mayors, adoption of the new code of local self-governance, establishment of mechanisms for citizen participation, development of the comprehensive reform strategy for decentralization are among the major achievements in this regard.

However, despite the progress in specific sectors and areas, Georgia still faces significant challenges that hamper its further stable democratic and economic development. To address these challenges, Decentralization Strategy 2020-2025¹ was adopted that identifies the major concerns hindering decentralization and the development of the local governance, establishes the strategic goals and objectives and provides for actions needed for its implementation. Citizen participation is one of the key principles embedded in the Strategy that aims to ensure consistent development of local self-government in Georgia and establish a coherent and purposeful process of decentralization leading to an increased role and importance of the self-governments in resolving a significant part of public affairs, increasing citizen engagement and establishing transparency, accountability and integrity principles at the local level.

The Local Self-Government Code sets guarantees for civic engagement and defines specific forms of participation². However, various studies demonstrate that citizens have very limited knowledge and understanding of Local Self-Government reform and participation mechanisms and are not aware of their own rights, that results in a lower level of citizen participation and social accountability. According to a UNDP commissioned Survey on Citizen Satisfaction with Public Services, almost half of the population of Georgia (49.6%) has not heard about at least one of the forms of citizen participation in local self-governance and 77.3% had no attempt to utilize any of them in 2021.³

Furthermore, the study conducted by the Center for Training and Consultancy (CTC) revealed that often local authorities underestimate the benefits of citizen participation, while local population does not seem to have enough awareness about the need of civic engagement. Eventually, there is a lack of trust in citizen participation process that negatively affects the level of civic activity, which may also indicate the poor level of trust in local self-government, in general. Additionally, the study demonstrated the problems in collaboration between municipalities and Civil Society Organizations (CSOs). The authors of the study claim, that municipalities still lack the understanding of the role of CSOs in the development of self-governance and civic awareness. While in many municipalities CSO representatives are included in various advisory bodies, they usually make up a minority and have difficulties in influencing the decisions.⁴

Local authorities are the closest to the citizens and play an essential role in delivering services. Therefore, active citizen participation in the decision-making is crucial for making local authorities responsive and accountable as well as for building public trust in local institutions.

UNDP is a longstanding partner of the Government of Georgia in enhancing local democracy and advancing sustainable regional and local development. The UNDP project Fostering Decentralization and Good Governance at the Local Level in Georgia (DGG), funded by the Danish and Georgian Governments, supports

¹ [Decentralization Strategy 2020-2025](#)

² Local Self-Government Code of Georgia, Chapter XI

³ Citizen Satisfaction Survey, 2021, UNDP Georgia (forthcoming)

⁴ [Citizen Participation in the Implementation of Local Self-Governance](#), 2020, CTC

decentralization and good governance at the local level through promoting nation-wide policy reform, strengthening institutional and human capacities of national and local authorities, improving local service delivery and empowering right holders including women, youth and ethnic minorities to make their voices heard, engage in political process, and hold duty bearers accountable. The project facilitates citizen participation and promotes social accountability by raising awareness on the Local Self-Government reform, good governance principles, and participation tools and mechanisms to equip the right holders with relevant knowledge and skills to engage them in local policy making and claim their rights accordingly. Besides, the DGG project supports Civil Society Organizations (CSOs) to develop innovative ways for citizen participation and advance social accountability, with a special emphasis on engaging women, youth and ethnic minorities, to hear their voices and mainstream their needs and priorities into local policy making. In 2020-2021, DGG project supported 11 CSO-led citizen engagement grant projects that targeted 32 municipalities in six regions of Georgia. The grant scheme supported CSOs to implement a diverse range of projects promoting civic activism and participatory decision-making initiatives across the country. The activities involved approximately 3,300 beneficiaries, including women, youth, IDPs, religious and ethnic minorities.

DGG project seeks to further reinforce the engagement between citizens and local self-governments through offering low value grant scheme for CSOs and welcomes proposals submitted by CSOs in partnership with municipalities, CSO coalitions and/or local CSOs. DGG intends to support ideas that entail innovative solutions that allow citizens to participate in local decision-making, oversee the quality of municipal services and hold the officials accountable to public.

Moreover, to address the existing capacity development needs and ensure experience sharing between local CSOs, DGG may offer the grant recipients an opportunity to engage in capacity building activities aimed at strengthening the skills and knowledge in citizen participation tools, social accountability mechanisms, innovative tools for project design, planning and implementing advocacy campaigns, project cycle management and other relevant topics.

2. THE GOAL OF THE CALL FOR PROPOSALS

The objective of the *UNDP Call for Proposals on Social Accountability and Citizen Participation Initiatives* is to help eligible Civil Society Organisations (CSOs), CSO coalitions, and CSO(s) in partnership with Local Self-Government bodies (LSGs) to deliver targeted projects to support citizen participation in local decision-making and advance social accountability in the municipalities located in Imereti, Mtskheta-Mtianeti, Kvemo Kartli, Guria, Samegrelo-Zemo Svaneti and Racha-Lechkhumi-Kvemo Svaneti regions.

Priority will be given to the proposals targeting the engagement of women, youth and ethnic minorities in decision-making and creating enabling environment for effective social accountability. Applicants are encouraged to come up with the initiatives aimed to advance the participation mechanisms defined by law (e.g. general assembly of a settlement; petition; council of civil advisors; participation in the sessions of the municipality Sakrebulo and the sessions of its commission; hearing reports on the work performed by the Mayor of the municipality and by a member of the city council, etc) as well as cooperation with municipalities to engage communities in identifying and addressing current challenges.

Initiatives that contribute to the fulfilment of the following objectives will be considered:

- Promoting dialogue and cooperation between CSOs and local authorities in the decision-making process;

- Encouraging democratic participation of citizens at the local level by raising citizens' awareness on local policy-making process and promoting opportunities for civic engagement;
- Introducing innovative citizen participation mechanisms/activities;
- Introducing mechanisms for effective cooperation between LSGs, Civil Advisory Councils and citizens' initiative groups, including development and advocacy of joint projects aimed at sustainable development of the municipality;
- Promote participatory local policy planning and development of municipal services, including citizen feedback mechanisms;
- Promoting active participation of women, ethnic minorities and young people in local decision-making to encourage active citizenship;
- Empowering women, youth, ethnic minorities to identify, address and advocate for their needs and priorities at the local level;
- Enabling communities to mobilize, initiate and implement activities to address their needs;
- Promoting volunteerism and engagement in local authorities' efforts to respond to current challenges;
- Overseeing the quality of municipal services and advocating to address the gaps and needs through social accountability process.

Applicants are advised to consider contribution to the achievement of SDGs as well as goals and objectives of the Municipal Development Documents (where applicable). Proposals focusing only on the research and needs assessment will not be considered.

Applicants are also advised to seek partnerships with local community groups/unregistered initiative groups to ensure wide participation of local communities in grant design and implementation.

3. ELIGIBILITY

Application for this grant competition can be submitted by CSO, Coalition of CSOs, or CSO(s) in partnership with LSGs.

To be eligible for the grant competition, applicants shall meet the following criteria:

- **Be a non-profit organization** (civil society organization, think tanks, independent media, etc.) registered in Georgia in accordance with the legal requirements of Georgia and provide organization's **registration certificate, statute and the debt certificate**;
- Be **established and operating** in the target region/municipality⁵;
- Have **operating experience of minimum two years**;
- Have experience of managing **at least two similar**⁶ **projects** during the last four years.

Coalition of Civil Society Organizations (CSOs)

Although not mandatory, CSOs are strongly encouraged to submit applications in partnership with other CSOs.

CSOs that form coalition and submit joint proposal shall confirm in the proposal that they have designated one party to act as a primary applicant, which will sign the low value grant agreement and will act for and on

⁵ CSOs that have established local branches in the target municipalities are eligible to apply.

⁶ Similar projects include both similar budget and thematic focus

behalf of all the co-applicant CSOs. The CSOs shall submit a coalition/partnership agreement that must clearly define the expected role of each CSO in implementing the grant project.

NOTE: Co-applicants are not required to satisfy all eligibility criteria applicable to the primary applicant. Co-applicant CSOs shall be a non-profit organizations (civil society organization, think tanks, independent media, etc.) registered in Georgia in accordance with the legal requirements and shall provide organization's registration certificate, statute, the debt certificate, and information about past projects.

NOTE: In case of coalitions, if a primary applicant is not established and operating in the target municipality, the coalition shall include at least one co-applicant established and operating in the target region/municipality.

NOTE: Low value grant agreements will be signed with and funds will be managed by the primary applicant CSO.

Applicants can submit only one proposal.

Partnerships between CSO(s) and Local Self-Government Bodies (LSGs)

Although not mandatory, applicants are strongly encouraged to submit applications in partnership with LSG(s). Proposals submitted in partnership with LSG(s) shall clearly define the role of the municipality in the implementation of the grant project. **A partnership letter** signed by the LSG(s) shall be submitted together with the grant proposal.

NOTE: Low value grant agreements will be signed with and funds will be managed by the primary applicant CSO.

4. TARGET MUNICIPALITIES

The grant shall be implemented in any (or all) of the following regions/municipalities:

Regions	Eligible municipalities
Racha-Lechkhumi and Kvemo Svaneti	Ambrolauri Oni Tsageri Lentekhi
Samegrelo-Zemo Svaneti	Poti Zugdidi Chkhorotsku Tsalenjikha Abasha Khobi Senaki Martvili Mestia
Guria	Ozurgeti Chokhatauri Lanchkhuti
Imereti	Kutaisi Baghdati Vani Zestaponi Terjola

Regions	Eligible municipalities
	Samtredia Sachkhere Tkibuli Chiatura Tskaltubo Kharagauli Khoni
Mtskheta-Mtianeti	Mtskheta Tiateni Dusheti Kazbegi
Kvemo Kartli	Rustavi Marneuli Gardabani Tsalka Tetritskaro Bolnisi Dmanisi

5. FINANCING SCHEME AND INELIGIBLE COSTS

Individual grants requested under this Call for Proposals **should not be less than GEL 30,000 and shall not exceed GEL 60,000**. Proposals with the grant staff salary and administrative costs exceeding 25% of the total budget will be disqualified without further consideration. Co-funding and in-house contributions are strongly encouraged.

Expenditures such as infrastructure improvement, office equipment, and similar costs, that are not directly related to the proposed grant project, will not be financed under this grant scheme.

The following list indicates the types of expenditure that WILL NOT be covered:

- Proposals focusing only on the research and needs assessment
- Retrospective activities (activities that have been completed or have commenced prior to signing the grant agreement)
- Proposals that only benefit single individuals within the community (as opposed to proposals that benefit the community)
- Costs incurred in the preparation of a grant application or related documentation
- Any activity which is contrary to the objectives and intent of this Call for Proposals or the UNDP DGG project.

Applicants must demonstrate that there is the capacity for the continuation/development of the initiative after the grant activities has been completed. Activities such as conferences/trainings, fairs/exhibitions, meetings, purchasing services or goods must complement overarching and long-term goals rather than having only an immediate effect.

6. TIMEFRAME

9 August 2022	Releasing announcement on the opening of grant competition
23 August 2022	Conducting information meeting online via Zoom platform
9 August – 8 September 2022	Collecting and answering questions regarding funding
9 August - 13 September 2022	Receiving grant proposals
14 - 23 September 2022	Reviewing the eligibility of the submitted proposals
26 September – 11 November 2022	Evaluating the eligible proposals and making decisions on awards
14 November – 30 November 2022	Signing of the grant agreements and start of the grants' implementation

7. PROPOSAL DEVELOPMENT AND SUBMISSION PROCESS

Call for applications will be open from 9 August 2022 ending on 13 September 2022. The maximum timespan of the grant period is **10 months** counted from the date of the contract signature to the date when all relevant activities have been successfully completed. No applications will be accepted after the deadline.

Applications can be submitted in English or Georgian⁷. Filled application materials should be sent electronically to the following e-mail address: anna.kebadze@undp.org in PDF (signed and stamped) and word formats. **The subject line should read: “Grants for CSOs”.**

UNDP will confirm the receipt of the application within two working days after the submission via email. If the confirmation has not been received within two days, please send an email to designated contact persons at: anna.kebadze@undp.org and lja.sanikidze@undp.org and request the confirmation of the receipt of your application. Otherwise, UNDP will not be held responsible for a technical error which may cause a delay in receiving your application.

7.1 INFORMATION MEETING

Information meeting with interested applicants with the purpose of presenting detailed information about the preparation of proposals for the submission will be held using Zoom’s online platform:

⁷ In case of submitted Georgian application, UNDP reserves the right to request the winning applicant to submit a grant application in English within three business days.

<https://undp.zoom.us/j/89933340227>

Meeting ID: 899 3334 0227

Date: 23 August 2022

Time: 12:00 PM

7.2 SUBMISSION OF ADDITIONAL QUESTIONS

Additional questions can also be sent to anna.kebadze@undp.org. Potential applicants will receive answers to their questions within two working days from sending the questions. All questions must be sent before **8 September 2022**.

7.3 REQUIRED DOCUMENTS

1. Completed grant proposal form (Annex 1)
2. Extract from the public register for primary and co-applicants (if any)
3. Statute of the applicant(s)
4. Debt certificate - Note from Revenue Service on tax obligations of the applicant(s)
5. Partnership Memorandum with co-applicant organization(s) (if applicable)
6. Partnership Letter with LSG(s) (if applicable)
7. Two letters of recommendations (local authorities, donors, etc.)
8. Any other documents which are related to the idea of the project

UNDP reserves the right to request any additional information from applicants.

8. PROPOSAL SELECTION PROCESS

Decisions on awarding submitted proposals will be made by the selection commission (hereinafter referred to as the Commission). The Commission will be comprised of the representatives of the United Nations Development Programme (UNDP) in Georgia. Representatives of other international organisations/projects implementing similar projects may join sessions of the Commission in the capacity of observers upon an invitation to be extended by the chair of the Commission.

The Commission shall make a final decision no later than two calendar months after the deadline for submission of proposals. Successful applications will be notified by e-mail by UNDP within two weeks after the decision has been made. Applicants whose proposals fail to meet the requirements of the programme will not be contacted.

Grant Application(s) will not be further considered if:

- Applicant presents proposal (duplicate) already financed by other project/organization;
- It is provided by non-eligible entity;
- It does not comply with objectives, priorities, and instructions provided in this announcement;
- It includes ineligible costs;
- Fails to uphold principles of gender equality and environmental principles.

Each organization can be awarded with only one grant. In total, a maximum of 8 grants will be selected for award. However, no or less than 8 grants may be awarded by UNDP/DGG, depending on the evaluation results. UNDP will sign Low Value Grant (LVG) Agreement with the winning applicants (LVG template attached as Annex 2).

8.1 SELECTION CRITERIA

The proposals will be evaluated based on the criteria outlined in the table below:

	Criteria	Maximum score
1	Relevance of the proposal with the goals and conditions of the call	20
2	Effectiveness of the grant methodology and strategy - accurate and consistent proposal - clear linkages between grant activities and outcomes	20
3	Action plan with logical and realistic planning, including activities and timeline	10
4	Cost-efficiency and relevance of the budget	15
5	Cooperation with stakeholders	10
6	The grant enhances gender equality and encourages inclusion of marginalized and vulnerable groups	10
7	Risk-management, monitoring and evaluation mechanisms	5
8	Sustainability of the grant outcomes	10
Total:		100

An applicant is considered as a winner if the proposal received at least 50% of scores for each selection criteria and 75% or higher of the total scores (if available, top 8 proposals out of those passing 75% will be selected).

9. MONITORING AND REPORTING

Any key changes to your organization that may affect the implementation of the proposed grant must be notified to DGG team.

Contracted applicants will be required to submit interim and final reports (both financial and narrative) in line with requirements and procedures set forth in the grant agreement. Reports should provide the evidence on:

- Progress against agreed milestones, outcomes and indicators
- Expenditures of the grant

The DGG team will monitor progress by assessing reports and may conduct site visits or request records to confirm details of your report if necessary. The DGG team may also seek further information within a year after the completion of the grant implementation for the assessment of achieved results.

Contracted applicants must discuss any reporting delays with the DGG team as soon as they become aware of them.

9.1 INTERIM PROGRESS REPORT

Interim progress reports must:

- Include evidence of the progress towards completion of agreed activities, outcomes and indicators
- Be submitted by the report due date
- Provide financial report reflecting expenditures incurred against agreed grant budget within reporting period.

9.2 FINAL REPORT

When grant activities are completed, the grantee shall submit a final report that:

- Describes in clear and detailed manner how outcomes have been achieved (what and how) as well as any objectively identified challenges affecting the achievement of these outcomes (if any)
- Provides any document/information confirming the completion of grant activities
- Includes the agreed evidence as specified in the grant agreement
- Provides financial report reflecting expenditures incurred against agreed grant budget.

9.3 FINANCIAL REPORTING

Financial reports are prepared and submitted in line with UNDP's standard procedures and requirements laid down in the grant agreement. Each report should include total eligible expenditure incurred with respective bank statements.



MINISTRY OF FOREIGN AFFAIRS
OF DENMARK



Section 1. General Information

Name of the Applicant and Contact Information		
Grant title		
Applying as	<i>Please indicate <u>one</u> of the following:</i> a) Individual application of CSO b) Coalition of CSOs c) CSO(s) in partnership with LSG(s)	
Information about the Primary Applicant	Name: Identification number: Registration date: Place of registration: Address: Email:	
Contact information of the person in charge of the grant in the primary applicant organization	Name	
	Mailing address	
	Work landline	
	Mobile	
	Email	
Information about Co-applicant CSO(s), if any	Name: Identification number: Registration date: Place of registration: Address: Email: <i>(please, include all co-applicant organizations)</i>	
Information about partner LSG(s), if any	Municipality: Address: Contact information: <i>(please, include all partner municipalities)</i>	
Grant target locations: region/municipalities/communities	<ul style="list-style-type: none"> • • • 	

Overall Goal of the grant	
Specific Objectives	<ul style="list-style-type: none"> • • •
Brief summary of grant activities	
Target groups and estimated number of direct and indirect beneficiaries	<p>Target groups:</p> <ol style="list-style-type: none"> 1. 2. ... <p>Direct beneficiaries:</p> <p>Indirect beneficiaries:</p>
Duration of the grant (max. 10 months), tentative start and end dates	
Total budget (GEL)	
Requested from UNDP (GEL)	
Share of co-funding, if any (GEL and %)	

Section 2. Grant description and implementation

In this part, please provide information on problems that your grant proposal is designed to address as well as about activities, expected outcomes and compliance with the set criteria.

1. Background and capability of the applicant (max. 250 words)
<i>Please provide the background information and previous experience of the applicant(s) in the relevant field and capability to implement similar grant projects. Explain why the grantee is uniquely suited to deliver on the objectives</i>
2. Problem statement (max. 250 words)
<i>Describe the <u>existing situation and highlight major challenges</u> that the grant will respond to.</i>
3. Grant strategy (max. 300 words)
<i>Please describe your strategy for resolving the above-described problems and how it will contribute to the achievement of the objectives of the Call for Proposals.</i> <i>Please clearly indicate the objective(s) of the Call for Proposals that is addressed by your grant proposal (for the list of objectives, see: section 2 – the goal of the call for proposals)</i>
4. Grant goal, objectives and outputs (max. 300 words)
<i>Please specify the <u>goal</u>, <u>objectives</u> and <u>outputs (specific results)</u> to be achieved within the implementation of the grant.</i>
5. Planned activities (max. 600 words)
<i>Please describe <u>specific activities to be implemented</u> under each output and <u>short and long-term results</u> of the grant implementation.</i>
6. Grant beneficiaries (max. 300 words)
<i>Please 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.</i>
7. Expected impact and sustainability (max. 300 words)
<i>Describe the <u>impact</u> that the grant will bring about in a long-term perspective on the level of citizen participation and social accountability, target groups and beneficiaries. Please describe how the grant will benefit local communities, women, youth, and ethnic minorities.</i> <i>Please identify how sustainability of positive results will be ensured, sustained and expanded after the completion of the grant.</i>
8. Engagement with stakeholders (max. 250 words)
<i>Please describe how are you going to engage with and ensure participation of stakeholders and beneficiaries in the grant planning and implementation.</i>

9. Risk analysis and mitigation strategies

Please describe potential risks which may affect the implementation of the grant, and measures for mitigation/management of such risks.

Risks		Likelihood (low, medium, high)	Risk mitigation strategy
Internal			
External			

10. Work plan

Planned activities ¹	Month ²										Planned Budget for the Activity (in GEL) ³
	Time period 1 (indicate dates)					Time period 2 (indicate dates)					
	1	2	3	4	5	6	7	8	9	10	
Output 1 <i>EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives</i>											
1.1 Activity <i>EXAMPLE: Winter school on youth activism and advocacy</i>	X	X									
1.2 Activity											
1.3 Activity											
.....											
Output 2											
2.1 Activity											
2.2 Activity											
.....											

- 1 State what activities will be completed with the grant funds. Use as many activity lines as necessary.
- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Use as many time periods as necessary. Typically, time periods relate to when the tranches of funds are released, e.g., if the grant implementation period is 10 months from 1 December 2022 to 30 September 2023, Time Period 1 can be first five months (1 December 2022 – 30 April 2023), Time Period 2 – 1 May – 30 September 2023.
- 3 Indicate the budget amounts in the grant currency (GEL).

11. Performance Targets

State the indicators for measuring results that will be achieved using the grant. At least one indicator per activity is required. More can be used if useful to fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES		
			Time Period 1	Time Period 2	FINAL TARGET
Output 1. EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives					
1.1 EXAMPLE: Number of youth participants in winter school on youth activism and advocacy (disaggregated by gender)	List of participants; Attendance sheets; Photos	0	30	0	30
1.2 EXAMPLE: % of awareness and knowledge increase in youth activism and advocacy issues per winter school participant	Pre and Post-test evaluation forms; Trainers' reports	0%	30%	-	30%
1.3.					
...					
...					
Output 2.					
2.1.					
2.2.					
....					

12. Budget

Activity	Unit	# of units	Cost per unit	Estimated total	Requested from UNDP	Applicant's Contribution, if any	
				GEL	GEL	GEL	%
OUTPUT 1 - EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives							
Activity 1.1 - EXAMPLE: Winter school on youth activism and advocacy							
1.1.1							
1.1.2							
....							
1.1.5							
Sub-total for Activity 1.1							
Activity 1.2							
1.2.1							
1.2.2							
....							
1.2.5							
Sub-total for Activity 1.2							
SUB-TOTAL for OUTPUT 1							
OUTPUT 2							
Activity 2.1							
2.1.1							
2.1.2							
...							
2.1.5							
Sub-total for Activity 2.1							
Activity 2.2							
2.2.1							
2.2.2							
...							
2.2.5							
Sub-total for Activity 2.2							
SUB-TOTAL for OUTPUT 2							
Total:							

WHILE PUTTING TOGETHER A BUDGET PLEASE CONSIDER THE FOLLOWING:

- YOU CAN ADD ACTIVITIES AND SUB-ACTIVITIES IF NEED BE
- PROPOSED BUDGET MUST NOT INCLUDE OVERHEAD COSTS
- UNDP FUNDED PROJECTS/GRANTS ARE EXEMPT FROM VAT, THEREFORE A PROPOSED BUDGET MUST NOT INCLUDE VAT TAX

Section 3 - List of past projects

List maximum five similar projects/grants implemented by the applicant organization in the past four years (especially those implemented in target regions/municipalities)

Note: In case of CSO coalitions, please provide the list of past projects for each co-applicant CSO as well.

Dates of implementation	Project title	Brief description (the objective and achieved results)	Budget	Source of funding

- ☐ The head of the organization hereby confirms that s/he has read conditions outlined in this form
- ☐ The head of the organization hereby confirms that s/he will be responsible for implementing the grant if the applicant is awarded with the grant

Date of submission:

Signature of the head of the organization:

Stamp of the organisation:



LOW VALUE GRANT AGREEMENT

Between United Nations Development Programme and a Recipient Institution

HOW TO USE THIS AGREEMENT

- This template is provided as a tool that can be adapted to the specific needs of a particular project. Low Value Grant Agreements should be approved by an independent mechanism such as a Steering Committee/Project Board or a selection committee nominated by the Project Board. The agreement serves to register the commitments and results that the Recipient Institution has agreed to produce. It is recommended that funds be released in tranches, based on demonstrated achievement of results, however grants may also be given in one tranche. The terms should be clearly specified so that it is clear to all parties when a Recipient Institution qualifies for release of tranches of funds.
- Please make sure to complete the face sheet with correct information.
- Please make sure to attach all the annexes listed on the face sheet.
- This instruction page, as well as all footnotes and any other instructions in this template, are only for the Business Unit's guidance and should be deleted before the agreement is sent to the Recipient Institution for review and signature.
- Any substantive changes to the provisions in this template agreement must be cleared with the Legal Office, Bureau for Management Services, UNDP.
- Please have two originals of this agreement signed. After signature, UNDP keeps one original and provides the Recipient Institution with the other original.



Low Value Grant Agreement

[Reference No. insert reference number, if any; if none, delete bracketed text]

1. Country: [Click here and enter Host Country name]					
2. Recipient Institution: "[Click here and enter full name of Recipient Institution]" incorporated under the laws of "[Click here and enter jurisdiction of incorporation]" with address at "[Click here and enter full address of Recipient Institution]"					
3. Project Number and Title: "[Click here and enter Project number (if any) and title]"					
4. Implementation Period: From [Click here and enter date] to [Click here and enter date]					
5. Budget: Up to the amount of US\$ [Click here and enter amount] ([Click here and amount in words] United States Dollars)					
6. Schedule of Disbursement of Funds to Recipient Institution: <table border="0"><thead><tr><th><u>Disbursement Date/Milestone</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>[insert specific date/milestone]</td><td>[specify amount]</td></tr></tbody></table>		<u>Disbursement Date/Milestone</u>	<u>Amount</u>	[insert specific date/milestone]	[specify amount]
<u>Disbursement Date/Milestone</u>	<u>Amount</u>				
[insert specific date/milestone]	[specify amount]				
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: Account Name: [Click here and enter Owner of Bank Account] Account Title: [Click here and enter Account Title] Account Number: [Click here and enter Account Number] Bank Name: [Click here and enter Bank name] Bank Address: [Click here and enter Bank Address] Bank SWIFT Code: [Click here and enter Bank SWIFT Code] Bank Code: [Click here and enter Bank Code] Routing instructions for disbursements: [Click here and enter any additional instructions]					
8. Notices to Recipient Institution: Name: Address: Tel: Fax: Email:	9. Notices to UNDP: Name: Address: Tel: Fax: Email:				
10. Signed for "[Click here and enter Recipient Institution name]" by its Authorized Representative <table border="0"><tr><td>Date: _____</td><td>Signature: _____</td></tr><tr><td>Name: _____</td><td>Title: _____</td></tr></table>		Date: _____	Signature: _____	Name: _____	Title: _____
Date: _____	Signature: _____				
Name: _____	Title: _____				

11. Signed for the **United Nations Development Programme** by its Authorized Representative

Date: _____

Signature: _____

Name: _____

Title: _____

The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter: this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Accepted Grant Proposal

Annex B – Reporting Format

Annex C – Project Document for the Project funding this Grant Agreement

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the “Agreement”) is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), and the Recipient Institution named in block 2 of the Face Sheet (the “Recipient Institution,” and together with UNDP, the “Parties”).

WHEREAS, UNDP [is the Implementing Partner] *or* [provides support services to {name of partner}, the Implementing Partner]⁸ of the project named in block 3 of the Face Sheet (hereinafter referred to as “the Project”) and more specifically described in the project document [Insert project number and title] attached as **Annex C** (the “Project Document”), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the “Funds”), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the “Activities”) described in the accepted Grant Proposal in **Annex A** (the “Proposal”) on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of the Recipient Institution

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the “Performance Targets”) as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

⁸ Select only the relevant option and delete the other

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within [X, but no more than 60] days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant

documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The Recipient Institution represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written

authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights (“Intellectual Property Rights”) to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

**TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE
STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL**

Project Number: _____

Date: _____

Project Title: _____

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	T4	
1.1 Activity					
1.2 Activity					
1.3 Activity					
Total					

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

1 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

2 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	Final Target
1.1						
1.2						

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM _____ TO _____

Activity	Unit	# of units	Cost per unit	Estimated total (GEL)
Output 1				
Activity 1.1				
1.1.1				
1.1.2				
Sub-total for Activity 1.1				
Activity 1.2				
1.2.1				
1.2.2				
Sub-total for Activity 1.2				
SUB-TOTAL for OUTPUT 1				
OUTPUT 2				
Activity 2.1				
2.1.1				
2.1.2				
Activity 2.2				
Sub-total for Activity 2.1				
2.2.1				
2.2.2				
Sub-total for Activity 2.2				
SUB-TOTAL for OUTPUT 2				
Total:				

* Please note that all budget Lines are for costs related only to grant Activities.

REPORTING FORMAT

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity						
1.2 Activity						
1.3 Activity						
Total						

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- Challenges and Lessons Learned:

4- Financial Reporting:

*Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

Activity	Unit	# of units	Cost per unit	Budgeted Total Amount (GEL)	Actual Expense (GEL)
Output 1					
Activity 1.1					
1.1.1					
1.1.2					
Sub-total for Activity 1.1					
Sub-total for Output 1					
TOTAL					

ANNEX C
PROJECT DOCUMENT