# **Annex 1 – Grant proposal form**





**Section 1. General Information**

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| **Name of the Applicant and Contact Information** | | |
| Grant title |  | |
| Applying as | *Please indicate one of the following:*  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:  *(please, include all co-applicant organizations)* | |
| Information about partner LSG(s), if any | Municipality:  Address:  Contact information:  *(please, include all partner municipalities)* | |
| Grant target locations: region/municipalities/communities |  | |
| Overall Goal of the grant |  | |
| Specific Objectives |  | |
| Brief summary of grant activities |  | |
| Target groups and estimated number of direct and indirect beneficiaries | Target groups:    2. …   Direct beneficiaries:  Indirect beneficiaries: | |
| 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.

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| **1. Background and capability of the applicant (max. 250 words)** |
| *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* |
| **2. Problem statement (max. 250 words)** |
| *Describe the existing situation and highlight major challenges that the grant will respond to.* |
| **3. Grant strategy (max. 300 words)** |
| *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.*  *Please clearly indicate the objective 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)* |
| **4. Grant goal, objectives and outputs (max. 300 words)** |
| *Please specify the goal, objectives and outputs (specific results) to be achieved within the implementation of the grant.* |
| **5. Planned activities (max. 600 words)** |
| *Please describe specific activities to be implemented under each output and short and long-term results of the grant implementation.* |
| **6. Grant beneficiaries (max. 300 words)** |
| *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.* |
| **7. Expected impact and sustainability (max. 300 words)** |
| *Describe the impact 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.*  *Please identify how sustainability of positive results will be ensured, sustained and expanded after the completion of the grant.* |
| **8. Engagement with stakeholders (max. 250 words)** |
| *Please describe how are you going to engage with and ensure participation of stakeholders and beneficiaries in the grant planning and implementation.* |
| **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 activities1** | **Month2** | | | | | | | | | | **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**  ***EXAMPLE: Youth in Kutaisi and Zugdidi municipalities have increased capacities to engage and drive local initiatives*** |  |  |  |  |  |  |  |  |  |  |  | | | ***1.1 Activity***  ***EXAMPLE: Winter school on youth activism and advocacy*** | 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, 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** |
| | **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. ***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. ***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. |  |  |  |  |  | | …. |  |  |  |  |  |   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: |
|  |

**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:**