**PROJECT PROPOSAL APPLICATION FORM**

**CHECKLIST**

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Profile created and/or updated in the UN Partner profile |  |  |
| Project proposal (Word or PDF Format) |  |  |
| Project budget (Excel or PDF Format) |  |  |
| For proposals involving partner contributions only:* evidence of secure funding
 |  |  |
| Signed partner declaration |  |  |

**Project Proposal**

**1. CAPACITY OF THE ORGANISATION**

**1.1 Applicant details**

|  |  |
| --- | --- |
| **Name of APPLICANT** |  |
| **Partner ID (for all applicants with a verified UN Partner Portal profile)** |  |
| **Address of APPLICANT** |  |
| **Type of institution**  | *Non-governmental organization (NGO); Community-based organization (CBO)* |
| **Date of registration** |  |
| **Place of registration** |  |
| **Website**  |  |
| **Headquarters location**  | *City and country* |
| **Primary contact person**  |  |
| **Telephone number**  |  |
| **Email address** |  |

**1.2 Prior experience in implementing similar activities**

|  |  |
| --- | --- |
| **At least three (3) years implementing activities in the area of community dialogue and resilience, promotion of inclusive, sustainable alternatives in vulnerable communities, conflict prevention and mediation, and prevention of violent extremism in the targeted country(ies)** |  |

*Please provide a description of up to three recent projects through which the applicant has contributed to community dialogue and resilience, inclusive, sustainable alternatives in vulnerable communities, conflict prevention and mediation, and prevention of violent extremism whose projects are aimed at communities, including youth and women, involving at least one of the targeted countries (Côte d’Ivoire, Benin and Nigeria).*

|  |
| --- |
| **Project 1** |
| Name of the project  |  |
| Description of the project |  |
| Name of donor |  |
| Location (country) |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results  |  |

|  |
| --- |
| **Project 2** |
| Name of the project  |  |
| Description of the project |  |
| Name of donor |  |
| Location (country) |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results  |  |

|  |
| --- |
| **Project 3** |
| Name of the project  |  |
| Description of the project |  |
| Name of donor |  |
| Location (country) |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results  |  |

1. **APPROACH**

|  |  |
| --- | --- |
| **Project title** |  |
| **Amount requested from UNICRI in USD** |  |
| **Location of the project (targeted country(ies)** |  |
| **Project dates**  |  |

|  |
| --- |
| **2.1 Project summary** |
| Please describe the proposed project, and the way in which it responds to the objectives (see Call for Proposals Section 1.1) and thematic focus (see Call for Proposals Section 1.2) of this grants programme |
|  |

|  |
| --- |
| **2.2 Context Analysis/problem description**  |
| Please describe and analyse the problem conditions which the project aims to influence positively; provide information on how the differing needs of women and men have been identified |
|  |

|  |
| --- |
| **2.3 Specific objective(s) of the project**  |
| Please define objectives that are specific, measurable, achievable, relevant and time-bound |
|  |

|  |
| --- |
| **2.4 Methodology**  |
| Please describe the project methodology; and specifically which of the priority indicative activities (see Call for Proposals Section 1.2) will be utilised |
|  |

|  |
| --- |
| **2.5 Beneficiaries**  |
| Please provide information on the targeted beneficiaries – including vulnerable and at-risk groups.  |
|  |
| Estimated number of young women and girl beneficiaries (under 18 years of age)  |  |
| Estimated number of adult women beneficiaries (over 18 years of age)  |  |
| Estimated number of young men and boy beneficiaries (under 18 years of age)  |  |
| Estimated number of adult men (over 18 years of age)  |  |
| Estimated total number of beneficiaries |  |

|  |
| --- |
| **2.6 Staff involved in the project** |
| Please provide information on the number of staff involved in the project activities and describe their roles and responsibilities.  |
|  |

|  |
| --- |
| **2.7 Monitoring and evaluation plan** |
| Please describe the proposed monitoring and evaluation plan for the project |
|  |

|  |
| --- |
| **2.8 Risks and mitigation measures** |
| Please identify the main risks for project implementation and describe the measures put in place to mitigate them |
|  |

|  |
| --- |
| **2.9 Role key stakeholders** |
| Please describe how the applicant will work in partnership with other entities, including governments |
|  |

|  |
| --- |
| **2.10 Expected results of the project**  |
| Please explain what the expected results of the proposed project will be on the situation of end-beneficiaries; provide information on how the differing needs of women and men have been addressed |
|  |

1. **Workplan**

|  |  |  |
| --- | --- | --- |
| **Expected results** | **Main Planned activities** | **Implementation period (months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **FINANCIAL ASPECTS**

|  |
| --- |
| **4.1 Justification of the amount of funding requested** |
| Please provide justification of the budget on **‘why’** the budget item is necessary to meet the project’s deliverables, and **‘how’** costs were determined. Please ensure that there are no discrepancies between Annex 1 and Annex 2. |
| 1. **Provide an explanation of the links between the budget and the activities included in the Workplan. This explanation should demonstrate a well thought out budgeting process and be no more than 500 words.**
2. **Staff and other personnel costs**

*(Describe the role and responsibilities of each staff/personnel to be covered by the funding, and how their salaries were determined.* *Please include key staff contributing significantly to the project who are not covered by the UNOV/UNICRI funding and indicate that their salaries are covered through other funding source, if applicable..**Please include permanent & temporary staff employed during this project.)*1. **Travel**

*(Travel Costs; explain need for travel to be covered by the funding, including the purpose of travel, and how the costs were determined.)*1. **Equipment and Furniture**

*(Explain the need for buying equipment and/or furniture for the performance of the project)*1. **Contractual Services**

*(Explain the need for the services to be delivered by other entities, how they relate to the implementation of the project, and how the costs were determined.)*1. **Supplies, Commodities, Materials**

*(Describe the need for each item, how they relate to the implementation of the project, and how the costs were determined.)*1. **General Operating and Other Direct Costs**

*(Describe general operating costs necessary to the direct implementation of the project, such as administrative costs, keeping in mind that it should equate to no more than 10% of the amount requested.)* |