

# Seed Fund Proposal Application Form Template

## Cover Page

### JSF Seed Fund

**Proposal Title:**

**Name of implementing agency(s):**

**Proposal location:**

**Implementation Period : Start ----- Completion-----**

**Total cost of the programme/project: In Taka ----- In US\$-----**

**Amount requested from Seed Fund : In Taka----- In US\$-----**

**Contribution of Implementing Agency: In Taka----- In US\$-----**

**Other donor Contribution (if any): In Taka----- In US\$-----**

**Brief summary of Proposal:** Describe problem faced, proposed solution, expected results/outputs, intended beneficiaries and reason(s) why assistance is requested from the seed fund.

## Body of Proposal

*The Seed Fund proposal template has six sections:*

- I. Background and justification of the proposal*
- II. Objectives and expected results of the project*
- III. Value for Money*
- IV. Project implementation and management*
- V. Project budget*
- VI. Attachments*

### ***I. BACKGROUND AND JUSTIFICATION***

This section should provide a brief introduction to the current situation of the related sector/subsector and beneficiaries of the project. The background should answer the following questions:

- What is the problem or critical issue which the proposal seeks to resolve?
- How will the proposal contribute to improving access to justice in Bangladesh?
- How will the project complement the JSF project objectives?
- How the need for the project is determined?
- How will the proposal meet the needs of the poor, vulnerable and marginalised in Bangladesh?
- What kind of assistance will concerned governmental offices provide?
- What kind of resources will NGOs provide?
- Are there any other programmes and activities which will complement the proposal?
- How will the proposal address the bottlenecks between institutions within the justice sector?
- How will the proposal strengthen accountability in the justice system?

- If an NGO has prepared the proposal, how were concerned governmental officials made aware of and/or were involved in proposal formulation?
- What are the relevant experiences and capabilities of the proposal implementing team?
- What type and level of resources will the implementing agent provide for project planning, implementation management and follow up?

NGOs should attach evidence of registrations and at least 3 years full financial information.

## ***II. OBJECTIVES AND EXPECTED RESULTS***

### **Beneficiaries**

Who and how many people are expected to benefit from the project, both directly and indirectly?

### **Immediate objectives**

What is the proposal expected to achieve in terms of effects among intended beneficiaries?

### **Expected Results**

What are the specific and concrete results that are to be achieved through the proposal?

*These can include new and improved technical skills and knowledge, greater cooperation in the justice sector, and greater public awareness at the community, national, regional or international levels. The answer should indicate in quantitative terms, to the extent possible, what the project will produce through its planned activities and budget.*

## ***III. VALUE FOR MONEY***

How will this proposal deliver results for less cost than other similar or alternative proposals?

How have you attempted to reduce the costs of the proposal to the minimum necessary to successfully implement the proposal?

## ***IV PROJECT IMPLEMENTATION AND MANAGEMENT***

### **Activities**

How will the project objective be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity?

*This can be summarized in a simple table.*

## **Management Arrangements**

- Who will be responsible for planning and management of project operations? What are the roles of other bodies and organizations associated with the project?
- What arrangements will be established to ensure that there will be effective coordination with other relevant programmes and activities?

## **Sustainability**

How will the proposal ensure future sustainability?

*For example, will project operations continue once the current phase of assistance is completed and how will this be financed. The section should also discuss any plan to extend to other locations, if the initial proposal is successful, how this could be done, and whether the project experience can be applied to other sectors.*

## **M&E**

What mechanisms and procedures will be established to monitor implementation of the proposal?

*Explain what mechanisms will be undertaken to monitor the project and whether it is on the right path or not.*

Who will be responsible for preparing periodic proposal progress and final technical reports and for the accounting of expenditures made from the seed fund grant?

Who will be responsible for evaluating the proposal on completion?

## ***V. BUDGET***

The budget for the seed fund proposal should be prepared in local currency and US dollars showing the contribution of each financing party. A description of the budget template line items and a budget template follow:

## **Project Personnel**

The resources of the seed fund can finance project personnel of professional category needed to plan and carry out the proposal required to accomplish a specific proposal objective. Financing of administrative support staff will be generally discouraged. Salaries and consultancy fees should be reflective of local prevailing conditions. The seed fund will prioritise projects with low personnel costs. The salary of project personnel should be expressed in terms of person/month. Qualifications and job descriptions of personnel are to be attached to the proposal.

## **Consultants**

Consultancy services (both local and foreign) needed for implementation of the programme are to be expressed in terms of person/month. The cost of consultancy services should not exceed 30% of the total programme cost. Consultant qualifications and terms of reference are to be attached to the proposal. Financing of high cost consultancy services will be discouraged.

## **Subcontracts**

This component pertains to specialized services provided by an outside contractor. Each subcontract will require a separate budget line; subcontractor terms of reference should be attached as an annex to the proposal.

## **Training, Workshops and Seminars**

The subject and number of each item are to be mentioned. Cost of training, workshops and seminars should include the cost of hiring a venue, supply of materials, resource personnel and refreshment.

## **Research and Study**

Costs for carrying out research and studies

## **Awareness Raising Activities**

**Media:** Purchases of media including preparation, design and publication

**Promotional and printed materials (signage, information material, press material, communication costs, etc.)**

**Event Management Hire**

**Transport Costs**

**Equipment (Cost of equipment should not exceed 25 % of total programme cost)**

**Expendable equipment:** items of equipment, supplies or training materials valued at less than US\$400;

**Non-expendable equipment:** items of equipment valued at US\$400 or more or which have a serviceable life of five years or more. NOTE: Normally the resources of the seed fund will only support the acquisition of equipment needed for training or applied research.

**ICT Equipment** –This requires a separate line item and each item of ICT equipment should itemised in an attached spread sheet. Internet costs should be included.

**Premises:** The seed fund will not fund costs for premises (construction, rent, utilities). This line item should only be used to indicate any contributions from other donors, the government, or the implementing agent.

**Minor Civil Works** Minor civil works maybe included (i.e to build a disability support ramp at the district court)

**Miscellaneous**

**Travel Costs**

**Maintenance and Repair of Equipment:** operation and maintenance of project equipment that cannot be covered by the host government or the project implementing agent

**Publications and Report Costs:** report costs, which may include the reproduction of a reasonable number of copies of project technical and final reports

**M&E:** All costs associated with monitoring and evaluation of the implementation of the proposal should be included in a separate line item. These costs should not exceed 5% of the total budget

**Sundry and Communications:** official postage, communications and incidental supplies

**Proposal Budget Template**

**Name of Proposal**

**Name of Implementing Party**

	2013 Budget			Description of items / notes
	Seed Funds (in USD)	Other funds (in USD)	Total (in USD)	
<b>Project Personnel:</b>				
International Experts:				
Consultants:				
National Professional Personnel:				
Administrative Support:				
Official Travel:				
<i>Subtotals</i>				
<b>Subcontracts:</b>				
Subcontract #1:				
<i>Subtotals</i>				
<b>Training:</b>				
Group training:				
In service training:				
Workshops/Conferences:				
Research:				
<i>Subtotals</i>				
<b>Awareness Raising Activities:</b>				
Media:				
Promotional and printed materials:				
Event Management Hire:				
Transport Costs:				
<i>Subtotals</i>				

	<b>Equipment:</b>			
Expendable equipment:				
Non expendable equipment:				
ICT Equipment:				
Premises:				
Minor Civil Works:				
<i>Subtotals</i>				
<b>Miscellaneous:</b>				
Operation, Maintenance and Repair of Equipment:				
Publications and Report Costs:				
M&E				
Sundry and Communications:				
<i>Subtotals</i>				
<b>Other expenditures/ contingency</b>				
Contingency (max. 5 % or USD 1,500 whichever is lower)				
Other (please specify)*				
<i>Subtotals</i>				
<b>Total Expenditures</b>				