

ANNEX I

UN.GIFT Small Grants Facility

Full Project Proposal

The following template shall be used for the elaboration of the full project proposal. Please complete ALL sections below. The full project proposal including the logical framework, work plan and budget should not exceed 10 full pages (size A4). Please consider the following before completing the project proposal:

- Be clear about what you want to achieve and how you propose to do it**
- Write clearly and accurately**
- Keep the amount of funds requested realistic**
- Ensure the budget relates to outputs listed**
- Don't leave the submission until the last day**

1. APPLICANT INFORMATION (max. 1 page)

Name of Organization	
Contact Person (name and job title)	
Telephone	
E-mail	

1.1. Prior experience in similar project development and implementation

(Please provide information about your organization's experience with any similar project(s))

1.2. Prior experience in working with international organizations and/or government actors

(Please mention any project(s) which were funded or implemented with the support of international organizations or a government actor)

1.3. Affiliations or cooperation with national or international networks and organizations

(Please provide information about any formal or informal cooperation with other stakeholders and/or networks your organization belongs to)

2. PROJECT INFORMATION (max. 3 pages)

Project Title	
Location of Project	

3.1. Problem(s) being addressed with the proposed project

(Please identify and clearly present the specific problem(s) which will be addressed by the proposed project)

3.2. Relevance of the project activities to the problem(s) identified above

(Please describe how the project will address the above-described problems)

3.3. Relevance of the project activities to the specific needs of the target group

(Please describe the needs and constraints of the target group and how the project activities relate to them)

3.4. Expected impact of the project

(Please explain what the expected impact of the proposed project will be on the social and economic situation of the beneficiaries and other persons involved)

3.5. Project beneficiaries and estimated number of vulnerable persons/ victims of human trafficking

(Please give a rough estimate of how many people the project will be able to reach/support)

3.6. Involvement of target group(s)

(Please explain how your organization has involved and consulted/ is planning to involve and consult the target group(s) in the project development and implementation)

3.7. Partnerships and cooperation with other organizations

(Please explain if you are planning to involve other organizations such as government actors, private sector companies, other CSOs, media, in your activities and what their responsibilities will be)

3.8. Monitoring and Evaluation

(Please explain how your organization will monitor the performance of the project)

3.9. Sustainability

(Please describe what the prospects are for the benefits of the project being sustained after the funding ends)

3.10. Relevance of the project to the activity line(s) of the UN.GIFT Call for Proposals

(Please elaborate which activity line your project proposal responds to)

3.11. Added value and cost-effectiveness

(Please describe the added value of the proposed project and its cost-effectiveness)

3.12. Resource mobilization

(Please describe any planned activities to attract additional funding for your organization/project)

3. LOGICAL FRAMEWORK FOR THE PROJECT (max. 2 pages)

	Project Proposal	Indicators	Verification	Assumptions and Risks
Overall Objective	<i>What is the overall objective to which the project will contribute?</i>	<i>What are the key indicators related to the overall objective?</i>	<i>What are the sources and means of information for these indicators?</i>	
Specific Objective(s)	<i>What specific objective will the project achieve to contribute to the overall objective?</i>	<i>What indicators clearly show that the objectives of the action have been achieved?</i>	<i>What are the sources and means of information that exist or can be collected?</i>	<i>What factors and conditions outside the project's responsibility are necessary to achieve that objective? (external conditions)</i> <i>Which risks should be taken into consideration?</i>
Expected Results	<i>What are the expected results?</i>	<i>What are the indicators to measure if and to what extent the project achieves the expected results?</i>	<i>What are the sources and means of information for these indicators?</i>	<i>What external conditions must be met to obtain the expected results on schedule?</i>

4. WORKPLAN (max. 2 pages)

Expected Results	Main Planned activities	Implementation period												Responsible party	Amount in USD			
		Months													2010		2011	
		1	2	3	4	5	6	7	8	9	10	11	12		UN.GIFT	Others	UN.GIFT	Others

5. BUDGET

Budget Line	Planned Expenditure 2010 (USD)	Planned Expenditure 2011 (USD)
1. Travel Costs		
1.1. Travel in Project		
TOTAL TRAVEL COSTS		
2. Personnel Costs		
2.1. Project Personnel		
2.2. Administrative Support Personnel		
2.3. Other Personnel Costs		
TOTAL PERSONNEL COSTS		
3. Subcontracts and Grants		
3.1. Subcontracts		
3.2. Grants to Partners		
TOTAL SUBCONTRACTS AND GRANTS		
4. Training Costs		
4.1. Study Tour		
4.2. In-service Training		
4.3. Group Training		
4.4. Meetings		
TOTAL TRAINING COSTS		
5. Equipment (max. 10% of total budget)		
5.1. Expendable Equipment ¹		
5.2. Non-expendable Equipment ²		
5.3. Premises ³		
TOTAL EQUIPMENT		

¹ Such as food, textiles, paper products, medical products, pharmaceutical products, contraceptives, other materials and goods

² Such as office machinery, furniture, acquisition of communication equipment, acquisition of audio visual equipment, acquisition of computer hardware

³ Such as rent, custodial and cleaning services

6. Miscellaneous		
6.1. Operation and maintenance of equipment ⁴		
6.2. General Operating Costs ⁵		
6.3. Reporting Costs ⁶		
6.4. Sundries ⁷		
TOTAL MISCELLANEOUS		
TOTAL PROJECT COSTS⁸		

6. Banking Information

Bank Name	
Bank SWIFT Code	
Bank Address	
Account Holder	
Account Number	
International Bank Account Number IBAN	

⁴ Such as maintenance and licensing of hardware and software

⁵ Such as telephone charges, postage and pouch, stationery, publications, audio visual productions, printing, translation costs, insurance, bank charges, storage

⁶ Audit certification

⁷ Such as legal fees, security-related costs, personal security measures

⁸ Please keep in mind that for a total amount of USD 40,000 or more, a certified audit will have to be provided as part of the final report