**APPLICATION CREATION:**

**Applicant Information**

* Type of Institution (No abbreviation)
* Date of Establishment
* Place of Registration (Full City and Country name, No abbreviation)
* Authorized Signatory
* Website
* HQ Location (City and Country, No abbreviation)
* Project Director/Manager or Authorized Representative
* Telephone
* Number
* Email

**Contact Person Information**

* Primary Contact/Person
* Telephone Number
* Email

**Prior Experience in Implementing Similar Activities**

Please provide a description of prior experience in implementing similar activities in the last 3 projects.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of the project**  | **Project 1**  |  | **Project 2**  |  | **Project 3**  |  |
| Name of donor or partner  |  |  |  |
| Location where the project was implemented  |  |  |  |
| Duration of the project  |  |  |  |
| Total cost of the project (In USD Only)  |  |  |  |
| Number of Employees involved in the Project  |  |  |  |

**Project Information**

* Project Title
* Project Summary
* Currency
* Amount
* Requested From UN
* IP/EB Contribution Amount (If Applicable)
* Total Cost of the Proposal
* If total cost of the proposal is different from the 'Amount Requested from Entity' then please provide evidence of the secured additional funding.

**Co-funding**

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| Describe the arrangement for co-funding. Provide the names of the other organizations, their contribution and a justification for the selection of the Partners Include the roles of the Partners and attach relevant documents and commitment letters  |

**Location of the Project**

|  |  |
| --- | --- |
| Country(ies)  |  |
| Province  |  |
| District  |  |
| Community name (if applicable)  |  |

**Duration of the Project**

|  |  |
| --- | --- |
| Project Start Date \*  |  |
| Project End Date \*  |  |

**Grant Justification**

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| Describe the value that your Organization can add to this project compared to other applicants |

**SDGs - Select the SDG for which this project applies**

Goal 1. End poverty in all its forms everywhere

Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture

Goal 3. Ensure healthy lives and promote well-being for all ages

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

Goal 5. Achieve gender equality and empower all women and girls

Goal 6. Ensure availability and sustainable management of water and sanitation for all

Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all

Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

Goal 10. Reduce inequality within and among countries

Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable

Goal 12. Ensure sustainable consumption and production patterns

Goal 13. Take urgent action to combat climate change and its impacts

Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development

Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

**Context Analysis**

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| Describe and provide an analysis of the problem conditions which the project aims to influence positively  |
|  |

**Project Methodology**

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| Describe how the project will be executed  |
|  |

**Project Staffing**

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| --- |
| Describe the roles and responsibilities of the staff involved in the project  |
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**Beneficiaries (Gender and Age)**

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| --- |
| Provide information on the targeted beneficiaries including vulnerable and at-risk groups. Include data on disabled persons if available  |
|  |

Demographics

Number of Men

* Under 18 years of age:
* 18 years and above:

Number of Women

* Under 18 years of age:
* 18 years and above:

**Transfers and Grants to Sub-grantees**

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| --- |
| Provide information for sub-grants and justification for selection.  |
|  |

 **Monitoring and Evaluation Plan**

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| Describe the monitoring process and the tracking of the project progress. Include the evaluation planned for the project, the means of verification and describe how this will be carried out  |
|  |

 **Risks and Mitigation Measures**

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| --- |
| Identify the main risks for the project implementation and describe the measures put in place to mitigate them  |
|  |

 **Sustainability**

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| --- |
| Describe how the project will be sustained after the grant has ended. What measures will be put in place to ensure sustainability?  |
|  |

 **Cross-Cutting Principle Applicable to this Project**

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| --- |
| Select the cross-cutting principles that are applicable to this project  |
| Gender mainstreaming  |
| Health safety, social an environmental sensitivity  |
| Prevention of violent extremism  |
| Conflict sensitivity  |
| Sustainability  |
| Mainstreaming protection  |
| Gender  |
| Youth  |
| Human Rights  |
| Climate change  |
| South-south Cooperation  |
| Delivering as One  |
| Inclusion of Indigenous People’s issues, Needs and Concern |

**Reporting Plan**

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| --- |
| Describe the reports and the frequency of reporting  |
|  |

**Environmental Impact**

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| --- |
| Explain how the environment will be impacted with the implementation of the project  |
|  |

Project Budget Proposal Wherever possible and relevant please provide a detailed breakdown of items (unit, quantity, unit costs) and costs for each budget line. Where breakdown of unit, quantity and unit cost is not available or irrelevant, please provide total amount of the item along with sufficient description of cost content. Please add additional rows, as needed.

Applicant Program Support Cost Rate (%)

BUDGET

**Application Form Checklist Yes/No**

* Applicant Information
* Project Information and Proposal
* Project Budget Proposal
* Audited Financial Statements for the last two fiscal years. In the absence of audited statements,any other official document demonstrating the annual income of the previous years will be accepted.
* Written Statement explaining the difference between the proposed and the previous project (for organizations who have previously benefitted from a UN Entity grant)
* Letters of support from the different project partners confirming its/their role(s)
* For projects with an implementing organization/institution, a letter from the organization/institution confirming its role (if relevant)
* For projects with other sources of financing, proof of funding from beneficiary country and other sponsors/donors

**Official Focal Point**

|  |  |
| --- | --- |
| Name  |  |
| Functional Title  |  |
| Institution/Department/Section  |  |