

Annexure - II.2

Template for Full Proposals – Small Grant (SG)

(The entire document should not exceed 15 pages)

1. Project Summary: a brief statement of the problem, Objective(s), Results, main Activities and the 'change' sought by the project
2. Introduction
 - 2.1. Rationale of the project: Situation Analysis, Main problem(s) to be considered
 - 2.2. Context: Geographical context; climate, altitude, main ecological and socio-economic characteristics; policy context: relationship to national policies; community context
 - 2.3. Description of project area: Include map and coordinates of project areas
- 3 Project Description
 - 3.1. Project's Framework: Please provide a framework of the project, which should reflect the following:
 - Goal (long-term vision) towards which the project will contribute;
 - Objective(s) of the Project that will be achieved by the project;
 - Methodology and expected results that will contribute to each Objective together with Indicators;
 - Key activities that will help achieve the Results, including deliverables.
 - 3.2. A narrative of the Key Activities: This section should provide the details of how activities will be carried out, and should include the methodologies. This description should follow the format as follows:

Key Activity	Description on how it will be done, with whom etc.
Result #1:	
Activity 1.1	
Activity 1.2	
Result #2	
Activity 2.1	
Activity 2.1	

- 3.3. Benefits and Beneficiaries: What are the expected benefits of the project, and who are the beneficiaries, and how many are they? (Specify numbers); highlight any livelihood linkages, if any.
- 3.4. Participation of local people and communities: Participation of local stakeholders, including women and specific disadvantaged group, if any, in the project planning and implementation.
- 3.5. Cross-cutting themes: Describe how would the project address the cross-cutting themes [climate change, gender equality & communications]? [See Section A of the Guidelines].
- 3.6. Project's risks, if any, and mitigation plans: Describe briefly the project's risks and how these are to be managed.
- 3.7. Work-plan: Please provide a time frame in a Gantt chart as below, for each activity; the project should start immediately after the contract is signed. If there is special seasonal requirement (for example, monsoon) it should be clearly expressed here.

Activities	Months																
Activities 1.1	1	2	3	4	5	6	7	8	9	10	11	Etc.					36
Activities 1.2																	
etc.																	

4. Project Management:

4.1. Management: How will the project be managed (institutional structure, other organizations involved)? If other organizations are involved, describe the responsibility of each partner and how they will work together to achieve the project objectives.

4.2. Monitoring, Learning and Evaluation (MLE): How and when will the internal monitoring and evaluation take place? What is the process for capturing the lessons from the project? What is the situation about the baseline of the Indicators? If the baseline is not available, what is proposed to generate the baseline?

5. Continuation of project activities: Exit strategy/ Phase-out mechanism and how project results will continue to be sustained after the funding ends.

6. Budget: Create a detailed Results/Activities-based budget; this budget should also include co-financing, both cash and in-kind. The budget should contain all direct costs relating to activities; the management component should not exceed 10% of the total budget.

7. Proponent Description: In addition to the information provided in Annexure 5, please provide the following information:

7.1. Organisational background: [up to 150 words]

7.2. Capacity of the proponent to undertake this work –indicate briefly the roles and responsibilities of proponent’s staff members, their qualifications and experiences for the tasks to be performed.

7.3. Prior experience in the related projects: Describe, in 100-150 words for each project, up to a maximum of three projects that have been completed most recently, the Outcomes/ Impacts of the projects completed.