**UNITED NATIONS**

**OFFICE FOR DISASTER RISK REDUCTION**

**AND**

**Name of the proposed grantee**

**\*\*\***

**APPLICATION FORM**

**PROJECT PROPOSAL**

**[[1]](#footnote-1)**

**Project Title:**

**Organization: Name of the proposed grantee**

**Duration: DD/MM/YYYY – DD/MM/YYYY**

**Total cost of the full project (if applicable): USD xx,xxx.xx**

**Amount requested from UNDRR: USD xx,xxx,xx**

# *Background*

**Provide background information on:**

* **Context and justification for the grant application**
* **Organization profile and prior experience in implementing similar activities. If yes, please provide the following information for the last 3 projects:**
* **Name of donor or partner (including any UNDRR grants in the past five years)**
* **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**

1. ***Location of the Project***

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

# *Project description (include a summary paragraph)*

1. ***Context Analysis***

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

1. ***Project methodology***

**Describe how the project will be executed**

# *Project objectives, activities and expected results[[2]](#footnote-2)*

**Fill in the table below with the following information:**

* + **Describe the objectives of the project, identifying any specific issues to project execution and how proposed methodology will lead to anticipated results (logically linked to activities and expected results)**
  + **Describe each project activity (logically linked to objectives and expected results)**
  + **List the expected results for each activity (logically linked to activities and objectives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Activities and number of participants** | **Expected results** | **Indicator of Achievement** |
| 1 | 1.1, 1.2 and 1.3 | 1.1, 1.2 and 1.3 |  |
| 2 | 2.1 etc. | 2.1 etc. |  |
| Etc. |  |  |  |

# *Role of UNDRR’s field presence in project implementation (if applicable)*

1. ***Direct and indirect beneficiaries (description and estimated number), please also include the below:***

|  |  |  |
| --- | --- | --- |
| **Demographics** | **Number of Men** | **Number of Women** |
| **Under 18 years of age** |  |  |
| **Above 18 years of age** |  |  |

**Please also provide information on any other targeted beneficiaries, when applicable.**

1. ***Transfers and Grants to Sub-grantees***

**Provide information for sub-grants and justification for selection, if applicable.**

1. ***Staffing***

**Fill in the table below; add as many lines as you need:**

|  |
| --- |
| **STAFF REQUIRED ONLY FOR THIS PROJECT** |
| |  |  |  | | --- | --- | --- | | **Job title in the project and staff name** | **Responsibilities for this position** | **Full time or part time (percentage %). Full annual salary for this position** | |  |  |  | |  |  |  | | |

**NB.** For staff recruited for the implementation of the project: if the person is already recruited, please include the CV; otherwise please indicate “vacant” in the above table. The corresponding CV(s) will have to be provided to UNDRR with the final report.

1. ***Implementation plan – include all activities and their description (for example activity 1: training of local officials)***

**Fill in the timetable below:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **January** | | | | **February** | | | | **March** | | | | **April** | | | | **May** | | | | **June** | | | |
| **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** |
| Activity 1 | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** | **x** | **x** |
| Activity 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** |

1. ***Monitoring Plan***

**Describe the monitoring process and the tracking of the project progress. Include the means of verification and describe how this will be carried out, by whom and how frequently. The monitoring plan should be aligned with the logframe.**

1. ***Evaluation Plan***

**Describe the evaluation plan [incl. self-evaluation of the project by the Grantee] and how it will be carried out.**

1. ***Risks and Mitigation Measures***

**Identify risks that might impede the successful implementation of the project. For each risk, you have to identify a mitigation measure.**

1. ***Added value of the project, including gender diversity***

**Describe in two paragraphs what would be the added value of this project; take into consideration gender diversity.**

1. ***Sustainability***

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

1. ***Environmental Impact***

**Explain how the environment will be impacted with the implementation of the project.**

1. ***Budget requirements***

**The project requires US $ …from UNDRR for the successful accomplishment of the project activities. Add the list of activities.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional information attached (if applicable)**

**a) Information on other sources of funding for the project**

|  |
| --- |
| **SOURCES OF FUNDING** |
| **A: Information on other sources of funding for the period of the application**  **Fill in the table below; add as many lines as you need** | |
| | **Name of Source** | **Type of Source**  **Cash or In-Kind**  **from the Grantee** | **Period** | **Purpose** | **Foreseen Amount/Value** | **Status** | **Proposed Amount** | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Total** |  |  |  | **US$** |  | **US$** | |  |
| |  | | --- | | **B: Comments on other sources of funding** | |  |

**b) Registration of the organization in the country (attach a scanned copy of the registration certificate)**

**c) CVs of staff to be paid by this grant (attach copies of the CVs)**

**CERTIFICATION BY AUTHORIZED REPRESENTATIVE OF THE PROPOSED GRANTEE**

**I, the undersigned, certify that the information provided in this application form as well as the supporting evidence submitted with it, is true and complete to the best of my knowledge and belief.**

**Moreover, I, the undersigned, certify that our organization is NOT an entity:**

* **That is currently ineligible, removed or suspended by any organizations in the UN system**
* **That has declared bankruptcy**
* **That is under investigation by any Organization in the UN system due to corruption, fraud, collusion, or any other unethical practice**
* **That has any legal proceedings or disputes with a UN Entity**
* **That is currently listed on the UN Security Council Consolidated List (**[**current link**](https://scsanctions.un.org/u7vq1en-all.html)**) or the EU Sanctions Map (**[**current link**](https://www.sanctionsmap.eu/#/main)**)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **The project proposal must not exceed 10 pages. However, additional information may be provided as attachment(s).** [↑](#footnote-ref-1)
2. A report is not an expected result. [↑](#footnote-ref-2)