

PROPOSAL TEMPLATE for COMDEKS Project

1. TABLE OF CONTENTS

2. COVER PAGE

Country:.....Submission date.....

Project Title: _____

(The title must capture the essence of project and aligns to COMDEKS outcome)

APPLICANT

Name of Organization: _____

Year established _____ Number of members _____ Number of projects implemented _____

Mailing Address: _____ Physical Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

Principal Officer: _____ *(Name and Position)*

Project Contact/Manager: _____ *(Name and Position)*

Contribution to COMDEKS outcome (specify at least to one COMDEKS outcome)

FINANCES

Total GEF SGP Request: [Local currency] _____ [US\$ _____]

Total from Other Sources: [Local currency] _____ [US\$ _____]

Total project cost : [Local currency] _____ [US\$ _____]

3. PROPOSAL

SECTION A: PROJECT RATIONALE AND APPROACH

- 1.1. Project Summary
- 1.2. Organizational Background and Capacity to implement the Project
- 1.3. Project Objectives and Expected Results
- 1.4. Description of Project Activities
- 1.5. Implementation Plan and Time-frame
- 1.6. Plan to Ensure Community Participation
- 1.7. Knowledge Management
- 1.8. Gender Mainstreaming and social inclusion
- 1.9. Communication of Results and Replication

SECTION B: PROJECT RISKS, MONITORING & EVALUATION

- 2.1. Risks to Successful Implementation
- 2.2. Monitoring, Evaluation Plan and Indicators
- 2.3. Sustainability of Results Achieved

SECTION C: PROJECT BUDGET

- 3.1 Financial Details
- 3.2 Projected Expenditures
- 3.3 Bank Details

PROPOSAL GUIDELINES for COMDEKS Project

GENERAL REQUIREMENTS

The Project Proposal should include the standard cover sheet, a one-page table of contents and should not exceed 15 pages of text (including any charts or diagrams). The Proposal should be submitted in typed form.

Additional attachments (not more than 10 pages) may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

Please ensure that the project proposal and all attachments are legible. All supporting documents (attachments) should also have the name of the project on them. Submit one original copy of the Proposal (soft and hard copy) to the *National Coordinator, GEF Small Grants Programme, [Full address of the SGP Offices]*. Keep a copy of your proposal for your own records as the one you submit will not be returned.

PREPARING YOUR PROPOSAL

In preparing a Project Proposal, please follow the major points of the outline set forth below. Ensure that all bullet points included in the outline are addressed, as these cover the major issues which the National Steering Committee (NSC) will consider in reviewing the Proposal. It is suggested that the proposal does not exceed the total number of pages stipulated.

1. TABLE OF CONTENTS

The table of contents should be prepared in a logical and consistent manner and following the format presented.

2. COVER PAGE

The cover page provides an important summary of the project. Each project will be assigned a project number by COMDEKS as appropriate to the country. The cover page should indicate the duration and start date of the project, provide the applicant's details, identify the COMDEKS outcome which the proposal is targeting, and include information on project finances specifying total requested support from the COMDEKS and co-financing available and/or expected. The co-financing can be in kind, cash or parallel in nature. The UN rate of exchange at the time of proposal submission by the grantee should be logged in by the National Coordinator (NC) regardless of the fact that projects may be evaluated and approved by the NSC at a later date.

3. PROPOSAL

The proposal includes the following main sections: Project Rationale and Approach (Section A), Project Risks, Monitoring & Evaluation (Section B) and Project Budget (Section C).

SECTION A: PROJECT RATIONALE AND APPROACH

This section provides the rationale and background of the project, as well as the proposed approach.

1.1 Project Summary

The Project Summary should describe the project context, including the key environmental problem to be addressed, and the proposed approach, including the rationale/justification for the project. This section

should describe the project location, a profile of the project sites, as well as the target community (ies) involved. The relevance of the project to the COMDEKS Country Programme Strategy of Nepal should also be presented.

1.2 Organizational Background and Capacity to implement the project

This section should demonstrate that the proposing organization has the experience, capacity, and commitment to successfully implement the proposed project, or, is prepared to work with SGP to build its capacity to undertake the project. The issues to be covered in this section include:

- Nature of the proposing organization – is it an informal group of interested parties, a community-based organization (CBO), national or sub-national NGO, research or training institution
- Purpose and core activities of the proposing organization/group
- Organizational approach for project implementation, i.e. how does the organization or group intend to deliver the project?
- Length of existence and project management experience if any
- Organizational structure, governance and administrative framework: provide the number of paid staff members if it is a well constituted organization
- If relevant, state membership and affiliation to associations or umbrella groupings
- Provide an indication of the legal status. If none, provide an elaboration of its nature of existence.
- Target population group (indicate relevant community groups, women, indigenous peoples, youth, etc.)
- If the organization has been in existence before, the proponents should explicitly describe previous experience relevant to the proposed project including, as relevant: projects addressing problems of biodiversity loss; climate change mitigation and/or climate-proofing; land degradation/sustainable forest management; pollution of international waters; chemicals management; OR experience with projects that focus on environment and natural resources management and sustainable development at community level and or landscape level.

1.3 Project Objectives and Expected Results

This section can be laid out in a matrix form and should contain a clear and specific statement of what the proposed project will accomplish. Preferably this should follow a logical framework. Among the issues to address include:

- The **problem statement** or challenge the project intends to address
- The **primary objective** and **specific objectives** of the proposed project
- The full description of the **rationale** (justification) for the project. The rationale should indicate the importance of the proposed project to the GEF Small Grants Programme in terms of contributing to its overall and or specific focal area objective(s). It should also reflect the relationship of the project to other relevant programmes such as local, district or national government programmes, other GEF and UNDP projects, multilateral and bilateral aid agency projects, and other community-based, CSO, and/or private sector activities. This will ensure that the intervention is not a standalone activity. It should also justify at least one of the outcomes stated in the contry programme strategy of COMDEKS Nepal.
- The **specific results or outcomes** that the project will produce. The expected results are the measurable changes which will have occurred by the end of the project as a result of the planned intervention.

1.4 Description of Project Activities

This section, to be included in a logical framework, should describe what will actually be done to produce the expected results and accomplish the project's objectives. There should be a clear and direct linkage between the activities and the expected results or outcomes. (The proponent must ensure that the activities are a means to achieving the results). ***Note that weakness in this area may be a major reason for failure to receive funding.*** Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

1.5 Implementation Plan and Time Frame

This section may be presented in graphical (table) form and can be attached as an annex. It should indicate the **sequence of all major activities and implementation milestones**, including targeted beginning and ending dates for each step. Provide as much detail as possible at this stage. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of project situation. Please include in the Implementation Plan the required reports, project reviews and evaluation activities.

1.6 Plan to Ensure Community Participation¹

Please describe how the stakeholder communities were involved in **Project planning and design** and will be involved in: i) **Project implementation** and ii) **Project monitoring and evaluation**. This information will serve a basis for assessing and understanding community participation and ownership.

1.7 Knowledge Management

Please describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project.

1.8 Gender Mainstreaming and social inclusion

Please describe how the project takes into consideration the roles and needs of men and women (with a focus on the needs of women), and how this would be reflected in the results and benefits of the project. Likewise, the project should also mention how disadvantaged communities are included.

1.9 Communication and Replication of Project Results

Please describe how you would communicate the goals, activities and results of the project with the community members, other community-based organizations and other key stakeholders. If the project requires awareness-raising at the local level, please describe the plan/activities you would use to achieve the target results and ensure replication of project results.

SECTION B:

¹ Note that community participation means much more than how the community will benefit from the project. It refers to active involvement and ownership by the relevant stakeholders. Describe the specific steps that have been taken/planned to maximize this involvement.

PROJECT RISKS, MONITORING & EVALUATION

This section should detail the risks, issues, assumptions, sustainability strategies and also describe the project work plan and monitoring during the implementation. It should provide a full description of the issues outlined below:

2.0 *Risks to Successful Implementation*

Please identify and list the **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the resources of the project). Please also propose risk mitigation measures to address the potential risks.

Please include in this section the **key assumptions** on which the project plan is based (for example, government and environmental policy remaining stable) which are anticipated in project planning, and on which the feasibility of the project depends.

2.1 *Monitoring, Evaluation Plan and Indicators*

This section should be laid out as per table 1 below. It should contain an explanation of the plan for monitoring and evaluating the project, both during its implementation (field activities) and at completion (review and analysis).

Table 1: Activity Planning

Project monitoring schedule

The project should be monitored according to a planned schedule, in line with the milestones identified in the Implementation Plan and Time Frame.

Brief description of General Objective of Project:														
Brief Description of Specific Objective No 1 ² :														
List the activities necessary to fulfil this objective. Indicate who is responsible for each activity and an indicator of activity accomplishment.			Duration of Activity in Months (or Quarters)											
Activity	Responsible Party	Indicator	1	2	3	4	5	6	7	8	9	10	11	12
1.1														
1.2														
1.3														
1.4														

Among the key issues to be addressed as part of M&E are:

- How will the performance of the project be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan;
- How will the impact of the project be assessed in terms of achieving the project's objective(s);
- How will the mid-course correction and adjustment of the project design and plans be facilitated on the basis of feedback received;
- How will the participation of community members in the project monitoring and evaluation processes be achieved.

² Please indicate as many objectives as in the project and include rows as required for the project under preparations.

Project indicators

Please propose specific and **measurable indicators** which help capture the achievement of project results. These indicators will form the basis for monitoring and evaluation. These indicators should be aligned with the COMDEKS country programme strategy of Nepal.

2.2 Sustainability of Results Achieved

Sustainability is a critical aspect in all the COMDEKS funded projects. The proposal should outline the steps to be taken before, during, and at project completion to ensure that once all the COMDEKS funds have been disbursed, the project impact will continue for many years thereafter.

The funds provided by COMDEKS are primarily seed funds, designed to give the project a significant start. However, project proponents should envision the project three or even five years after COMDEKS funds have been utilized, and consider the factors that could contribute to the success and continued impact of their project, and address them accordingly.

SECTION C: PROJECT BUDGET

The development and management of a realistic budget is an important part of developing and implementing a successful COMDEKS project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project. In keeping with the role of the COMDEKS GEF SGP as a support mechanism for community-level initiatives, every effort has been made to keep financial management requirements as straightforward and non-burdensome as possible. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
- "Indirect costs" or administrative overhead costs such as staff salaries and office rent are not funded by the COMDEKS. These therefore should not be part of the funding request.
- COMDEKS funds should be spent according to the agreed budget.
- All relevant, financial records should be made available. These may be independently audited, and may become public information.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.

- The figures contained in the Budget should concur with those on the Proposal Cover page.
- COMDEKS grant requests should not exceed fifty thousand United States Dollars (US\$50,000) per project.

3.1 Financial Details

a. Project Funding Summary

The proponent should provide a summary on how the project will be funded. This should be laid out in a matrix form as in table 2 below.

Table 2: Project funding summary

Funding Source	Funding Plan, [local currency]		Total [local currency]	Total US\$
	Year 1	Year 2		
a. COMDEKS				
b. Community				
c. Proposing Organization				
d. Other co-financiers				
Total Project Cost				

b. Community Contribution

All cost-sharing contributions (cash and in-kind) should be itemized. In particular, the in-kind contributions should be estimated as in table 3 below. This should include sources and nature of the contribution (e.g. Youth Organization contributing labour, land, cash, etc). Please indicate whether the contribution is already committed or just a projection.

Table 3: Community Contributions

Sources of Community Contribution	Type (cash/in kind ³)	Committed or Projected?*	Value, in local currency
1.			
2.			
Total			

c. Proposing Organization Contribution

The COMDEKS applies the principle of co-financing the target activities between the relevant partners in the project. It is therefore important that proposing organizations make some contribution towards the operational and programmatic costs of the project. This can be laid out in a simple matrix as in table 4 below and should capture the different project partners and proponents.

Table 4: Proposing organizations contributions

Sources of Contribution	Type	Committed or Projected?*	Value, local currency
1.			

³ Refers to contributions made directly towards projects realization such as labour, materials, time and other quantifiable resources that count towards the achievement of the project results. An approximate amount should be indicated in the table.

2.			
Total			

3.2 Projected Expenditures

This section will detail expenditure categories and how the funds will be dispensed over the project period. Typically, COMDEKS projects generally do not exceed 2 years, however, the exact length of the period can be determined in consultation with National Coordinator and NSC based on project objectives. The anticipated expenditures in the project must be captured as below with clear line items.

Table 5: Projected expenditures

Expenditure Category	Year 1, [local currency]	Year 2, [local currency]	Total, [local currency]	US\$	% Total
1. Personnel / Labour					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
7. Other support requested					
Total Project Cost					

3.3 Bank Details

Please provide the bank account information where project funds are proposed to be received.

When the proponent is a well established organization, which may have multiple bank accounts, it is necessary to indicate which bank account will be used to receive SGP funds, and how these funds can be tracked and accounted for.

When the proponent is a new community group, details should be provided on how the book keeping will be done and if necessary include a capacity building element within the project proposal that will enable the proponent to operate financially. If the community group is successful in receiving an SGP grant, a separate bank account would have to be opened for handling of grant funds. This should be done in the shortest time frame possible.