**Call for Funding Proposal**

**Colombo Plan Small Grants Award Programme**

**Grant Application Form**

**NB:** Please note the Grant Application template is five (5) pages in total. All applications must be submitted using this standard proposal formats and computer typed in English. Handwritten applications will not be accepted.

|  |  |
| --- | --- |
| 1. **Title/cover Page of The Project** | |
| * 1. Date of Submission |  |
| * 1. Full name of the organisation submitting the application (as per registration certificate) |  |
| * 1. Type of organization (non-profit or non-governmental organisations, civil society organizations, faith-based organisations, local community-based organizations and government institutions or entities) |  |
| * 1. Location of the organization (country, state, City- based) |  |
| * 1. Organization website |  |
| * 1. Head of organization details: Name, designation, workplace address, e-mail address, office telephone number |  |
| * 1. Organisation registration number |  |
| * 1. Proposed project or activity title |  |
| * 1. Contact person details: Name, designation, workplace address, e-mail address, office telephone number |  |
| * 1. Project coverage (Administrative units) |  |
| * 1. Requested amount (in sum) |  |

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| --- | --- |
| 1. **Project Description** | |
| * 1. Broad Problem analysis and the proposed priority areas (Maximum 300 words) |  |
| * 1. Specific issues addressed by the project (Maximum 300 words) |  |
| * 1. Target groups and ultimate beneficiaries |  |
| * 1. Goal and objectives of the project (3 objectives that the project will achieve) |  |
| * + 1. Main project tasks (bulleted form) |  |

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| 1. **Methodology** |  |
| * 1. How will you implement your activities to achieve the project objectives (Maximum 300 words) |  |
| * 1. *Brief chronology of specific tasks for implementing the project (action plan)* |  |
| * 1. *Who are the various stakeholders and what are their roles in the project (Maximum 250 words)* |  |
| * 1. *Brief profile and key responsibilities of the proposed project implementation team. Indicate if they are existing staff or if you intend to outsource. (Maximum 200 words)* |  |
| * 1. *Required expertise outside the organization capacity to implement the grant (trainers, consultants, technicians, experts etc.)* |  |
| * 1. *Contribution of the organization (cost-sharing - funds involved, resources, material and intangible contributions of the organization)* |  |
| * 1. *Process used for monitoring and evaluation the project. (Maximum 300 words or less)* |  |
| 1. Description of current & past DDR projects the past two years - |  |
| 1. Has your organization received grants from donors? If so, please list out past projects in the past two years starting with the most recent (maximum 10 projects). |  |
| 1. Budget (Fill in the standard Grant Budget template as below) |  |

**Call for funding Proposals.**

**Colombo Plan Small Grants Award Programme**

Grant Budget Format

|  |  |
| --- | --- |
| **Name of the submitting organisation:** |  |
| **Proposed Project Title:** |  |
| **Funding category** |  |
| **Total funding requested in United States dollars (US$)** |  |
| **Date of Submission:** |  |

***NB:*** *The budget proposal is an input-based budget, describing all direct costs. Please make sure that computed in United States dollars (US$), aligns with the information provided in the grant proposal and the administrative expense and project cost ratio do not exceed 30-70 percent.* Insert proposed budget computation on the table below with two decimals using commas for thousands separators and full stop before the decimals.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***No.*** | **Activities Description** | **Items** | **Unit** | **Quantity** | **Frequency** | **Unit cost** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Sub-cost** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total cost** |  |  |  |  |  |

**Budget terms description**

# **No.**: Number the activities in a way to identify the costs related to each activity. Insert a separate row for each cost, adding more rows sections for new activities.

# **Activities Description:** list of costed activity as per the proposal

# **Items:** specific product or service required per activity

# **Unit:** Measure definition e.g. like day, month, piece, lumpsum etc.

# **Quantity:** how many or number needed

# **Frequency:** how often required

# **Grant Application Authorization**

# Applicants may submit an authorization letter as an annex to the proposal or the respective competent authority of the organization to sign the declaration format below.

# I certify that the information given in this application form is correct and that I am authorized to act on behalf of my organisation to supervise the implement this grant and provide all the required information, reports and financial statements relating to this Grant.

Signature of Head of Organization

# Date: