



**ANNEX I
2011 Small Grants Facility**

Project Proposal

The following template shall be used for the elaboration of the full project proposal. Please complete ALL sections below. The full project proposal including the logical framework, work plan and budget should not exceed 10 full pages (size A4). Please consider the following before completing the project proposal:

- Be clear about what you want to achieve and how you propose to do it**
- Write clearly and accurately**
- Ensure the budget relates to outputs listed**
- Don't leave the submission until the last day**

1. APPLICANT INFORMATION (max. 1 page)

Name of NGO and contact details	
Date of establishment of NGO?	
Is your NGO not-for-profit?	
Project Director/Manager (name and contact information)	
Primary Contact Person (name, job title and contact information)	
Secondary Contact Person (name, job title and contact information)	
Total number of staff employed (including full-time, part-time and volunteers)	
Total number of staff providing aid to victims of human trafficking (including full-time, part-time and volunteers)	

<p>1.1. Prior experience in similar project development and implementation <i>(Please provide information about your organization's experience with any similar project(s))</i></p>

<p>1.2. Prior experience in working with international organizations and/or government actors <i>(Please mention any project(s) which were funded or implemented with the support of international organizations or a government actor)</i></p>

--

1.3. Affiliations or cooperation with national or international networks and organizations

(Please provide information about any formal or informal cooperation with other stakeholders and/or networks your organization belongs to)

2. PROJECT INFORMATION (max. 3 pages)

Project Title	
Location of Project	
Thematic Priority/Priorities	

2.1. Problem(s) being addressed with the proposed project

(Please identify and clearly present the specific problem(s) which will be addressed by the proposed project)

2.2. Relevance of the project activities to the problem(s) identified above

(Please describe how the project will address the above-described problems)

2.3. Relevance of the project activities to the specific needs of victims of human trafficking

(Please describe the needs and constraints of the targeted victims of human trafficking and how the project activities relate to them)

2.4. Expected results of the project

(Please explain what the expected impact of the proposed project will be on the situation of victims of human trafficking and other persons involved)

2.5. Project beneficiaries

(Please give a rough estimate of how many people the project will be able to reach/support)

2.6. Involvement of victims of human trafficking

(Please explain how your organization has involved and consulted/ is planning to involve and consult victims of human trafficking in the project)

2.7. Partnerships and cooperation with other organizations

(Please explain if the proposal is part of a coalition (more than 4 organizations), a consortium (minimum of 2 other organizations and a maximum of 4), or if you are planning to partner with, or involve, another NGO/CSO, government actors, private sector companies, media, or any other organizations in your activities and what their responsibilities will be)

2.8. Monitoring and Evaluation

(Please explain how your organization will monitor the performance of the project)

2.9. Sustainability

(Please describe what the prospects are for the benefits of the project being sustained aside from grants by this Trust Fund as well as what measures are being put in place to ensure sustainability)

2.10. Added value and cost-effectiveness

(Please describe the added value of the proposed project and its cost-effectiveness)

2.11. Resource mobilization

(Please describe any planned activities to attract additional funding for your organization/project as well as other applications for grant funding, if awarded, would be used to assist implementation of this project)

3. LOGICAL FRAMEWORK FOR THE PROJECT (max. 2 pages)

	Project Proposal	Indicators	Verification	Assumptions and Risks
Overall Objective	<i>What is the overall objective to which the project will contribute?</i>	<i>What are the key indicators related to the overall objective?</i>	<i>What are the sources and means of information for these indicators?</i>	
Specific Objectives	<i>What specific objective will the project achieve to contribute to the overall objective?</i>	<i>What indicators clearly show that the objectives of the action have been achieved?</i>	<i>What are the sources and means of information that exist or can be collected?</i>	<i>What factors and conditions outside the project's responsibility are necessary to achieve that objective (external conditions)?</i> <i>Which risks should be taken into consideration?</i>
Expected Results	<i>What are the expected results?</i>	<i>What are the indicators to measure if and to what extent the project achieves the expected results?</i>	<i>What are the sources and means of information for these indicators?</i>	<i>What external conditions must be met to obtain the expected results on schedule?</i>

5. BUDGET

Budget Line	Planned Expenditure Year 1 (USD)	Planned Expenditure Year 2 (USD)	Planned Expenditure Year 3 (USD)
1. Travel Costs			
1.1. Travel for staff			
1.2 Travel for experts or consultants			
1.3 Travel for beneficiaries			
TOTAL TRAVEL COSTS			
2. Personnel Costs (max 30% of total budget)			
2.1. Staff			
2.2. Administrative Support personnel			
2.3. Experts, Consultants, volunteers, other personnel costs ¹			
TOTAL PERSONNEL COSTS			
3. Subcontracts and Grants			
3.1. Subcontracts			
3.2. Grants to Partners ²			
TOTAL SUBCONTRACTS AND GRANTS			
4. Training and Meeting Costs			
4.1. Training for staff			
4.2. Training for beneficiaries			
4.3. Meetings			
TOTAL TRAINING COSTS			
5. Equipment (max. 20% of total budget)			
5.1. Expendable Equipment ³			
5.2. Non-expendable Equipment ⁴			
5.3. Premises ⁵			
TOTAL EQUIPMENT			

¹ These personnel costs may include the provision of expert or victim services, such as legal or psychological

² May also be used for payments for expert or victim services such as legal or psychological

³ Such as food, textiles, paper products, medical products, pharmaceutical products, contraceptives, other materials and goods

⁴ Such as office machinery, furniture, acquisition of communication equipment, acquisition of audio visual equipment, acquisition of computer hardware

⁵ Such as rent, custodial and cleaning services

6. Miscellaneous			
6.1. Operation and maintenance of equipment ⁶			
6.2. General Operating Costs ⁷			
6.3. Reporting Costs ⁸			
6.4. Sundries ⁹			
TOTAL MISCELLANEOUS			
TOTAL PROJECT COSTS¹⁰			

6. Banking Information

Bank Name	
Bank SWIFT Code	
Bank Address	
Account Holder	
Account Number	
International Bank Account Number IBAN	

⁶ Such as maintenance and licensing of hardware and software

⁷ Such as telephone charges, postage and pouch, stationery, publications, audio visual productions, printing, translation costs, insurance, bank charges, storage

⁸ Audit certification

⁹ Such as legal fees, security-related costs, personal security measures

¹⁰ Please keep in mind that for a total amount of USD 40,000 or more, a certified audit will have to be provided as part of the final report