**PROJECT PROPOSAL APPLICATION FORM**

**CHECKLIST**

***Please make sure your application includes each item specified in the below checklist.***

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| --- | --- | --- |
|  | YES | NO |
| Project proposal (Word Format) |  |  |
| Project budget (Excel Format) |  |  |
| Registration certificate |  |  |
| Audited organisational financial statements for the last fiscal year. In the absence of audited statements, other official document, signed by an authorised representative and demonstrating annual income will be accepted |  |  |
| For proposals involving partner contributions only:   * evidence of secure funding |  |  |
| For previous UNOV/UNODC grantees only:  Statement detailing   * lessons learnt from previous funded project(s); * the difference between the proposed project and the previous project. At a minimum, it is expected that the proposal will include new activities, target group(s) and/or location(s) |  |  |
| Signed certification |  |  |

**Project Proposal**

1. **CAPACITY OF THE ORGANISATION**

**1.1 Applicant details**

|  |  |
| --- | --- |
| **Name of APPLICANT** |  |
| **Address of APPLICANT** |  |
| **Type of institution** | *Non-governmental organization (NGO); Community-based organization (CBO);*  *Non-profit organization (NPO)* |
| **Organization’s main area of work** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Website (if applicable)** |  |
| **Headquarters location** | *City and country* |
| **Primary contact person** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Applying for (select one only)** | *Category 1*  *Category 2*  *Category 3* |

* 1. **Prior experience in implementing similar activities**

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| **Number of years** implementing activities in the area of HIV prevention, treatment, care and support among people who use drugs (PWUD) or for people in prison |  |

*Please provide a description of up to three recent projects through which the applicant has* implemented activities in the area of HIV prevention, treatment, care and support among PWUD or for people in prison

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| --- | --- |
| **Project 1** | |
| Name of the project |  |
| Description of the project (max 200 words) |  |
| Name of donor |  |
| Location |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results |  |

|  |  |
| --- | --- |
| **Project 2** | |
| Name of the project |  |
| Description of the project (max 200 words) |  |
| Name of donor |  |
| Location |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results |  |

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| **Project 3** | |
| Name of the project |  |
| Description of the project (max 200 words) |  |
| Name of donor |  |
| Location |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results |  |

1. **PROJECT PROPOSAL**

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| --- | --- |
| **Project title** |  |
| **Grant amount requested from UNODC in USD (maximum USD 20,000.00)** |  |
| **Location of the project** |  |
| **Project dates** |  |

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| **2.1 Project summary** |
| Please describe the proposed project, and the way in which it responds to the objectives (see Call for Proposals 1.2) and thematic focus (see Call for Proposals 1.3) of this grants programme (max 400 words) |
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| **2.2 Context Analysis/problem description** |
| Please describe and analyse the problem conditions which the project aims to influence positively; provide information on how the differing needs of women and men have been identified (max 400 words) |
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| **2.3 Specific objective(s) of the project** |
| Please define objectives that are specific, measurable, achievable, relevant and time-bound (max 300 words) |
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| **2.4 Method** |
| Please describe the project methodology; and specifically which of the priority indicative activities (see Call for Proposals 1.3) will be utilised (max 400 words) |
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| **2.5 Beneficiaries** | |
| Please provide information on the targeted beneficiaries – including vulnerable and at-risk groups. (max 400 words) | |
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| Estimated number of young women and girl beneficiaries (under 18 years of age) |  |
| Estimated number of adult women beneficiaries (over 18 years of age) |  |
| Estimated number of young men and boy beneficiaries (under 18 years of age) |  |
| Estimated number of adult men (over 18 years of age) |  |
| Estimated total number of beneficiaries |  |

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| **2.6 Staff involved in the project** |
| Please provide information on the number of staff involved in the project activities and describe their roles and responsibilities. (max 300 words) |
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| **2.7 Risks and mitigation measures** |
| Please identify the main risks for project implementation and describe the measures put in place to mitigate them (max 300 words) |
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| **2.8 Role of key stakeholders (if applicable)** |
| Please describe how the applicant will work in partnership with other entities, including governments (max 300 words) |
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| **2.9 Expected results of the project** |
| Please explain what the expected results of the proposed project will be on the situation of end-beneficiaries; provide information on how the differing needs of women and men have been addressed (max 400 words) |
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1. **Workplan** (TEMPLATE)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected results** | **Main Planned activities** | **Implementation period**  **(12 months)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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