|  |
| --- |
| **Project title: *Please add the title of the project*** |

**A – Applicant Information\***

|  |  |
| --- | --- |
| **Applicant Information\*** | |
| **Organization name** |  |
| **Organization Type (*NGO, Academic, Research, Private*)** |  |
| **Place of Registration** |  |
| **Mailing Address** |  |
| **Date of Establishment** |  |
| **Authorized Signatory** |  |
| **Website** |  |
| **Address** |  |
| **Project Director or Manager or Authorized Representative** |  |
| **Telephone Number** |  |
| **Email (not generic email)** |  |

|  |  |
| --- | --- |
| **Contact Person Information \*** | |
| Name |  |
| Title |  |
| Telephone Number |  |
| Email (not generic email) |  |

**B - Prior Experience in implementing Similar Activities (***No more than three projects*)**:**

|  |  |
| --- | --- |
| **Project 1** | |
| Title of the Project |  |
| 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 |  |
| **Project 2** | |
| Title of the Project |  |
| 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 |  |

|  |  |
| --- | --- |
| **Project 3** | |
| Title of the Project |  |
| 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 |  |

**C - Applicant Submission**

**C-1) Project Information\***

|  |  |
| --- | --- |
| **Grantor Program Number** | Same as advertised |
| **Description** | Same as advertised |
| **Project Title** | Same as advertised |
| **Project/Activity Summary (Applicant proposal)** | Please provide short summary |
| **Total coat of the proposal (**USD) |  |
| **Amount Requested from UN** |  |
| **Applicant Contribution (***if Applicable***)** |  |
| **Co-funding (***if Applicable***)** |  |
| **Location of the Project/Activity (Regional, Sub-regional, Country, etc.)** |  |
| **Community Name (***If Applicable***)** |  |
| **Project Start Date** |  |
| **Project End Date** |  |

**C-2) SDG's applicable to this Project\* (***Select the SDG for which this project applies***)**

|  |  |
| --- | --- |
| **SDG** | **Yes/NO** |
| Goal 1. End poverty in all its forms everywhere |  |
| Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture |  |
| Goal 3. Ensure healthy lives and promote well-being for all ages |  |
| Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all |  |
| Goal 5. Achieve gender equality and empower all women and girls |  |
| Goal 6. Ensure availability and sustainable management of water and sanitation for all |  |
| Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all |  |
| Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all |  |
| Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation |  |
| Goal 10. Reduce inequality within and among countries |  |
| Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable |  |
| Goal 12. Ensure sustainable consumption and production patterns |  |
| Goal 13. Take urgent action to combat climate change and its impacts |  |
| Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable |  |
| Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss |  |
| Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels |  |
| Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development |  |

**C-3) Context Analysis**

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

**C-4) - Project Methodology\***

|  |
| --- |
| *Describe how the project/Activity will be executed* |

**C-5) Project Staffing**

|  |
| --- |
| *Describe the roles and responsibilities of the staff involved in the project* |

**C-6) Beneficiaries (Gender and Age)**

|  |
| --- |
| *Provide information on the targeted beneficiaries including vulnerable and at-risk groups. Include data on disabled persons if available* |

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

**C-7) Transfers and Grants to Sub-Grantees**

|  |
| --- |
| *Provide information for sub-grants and justification for selection* |

**C-8) Monitoring and Evaluation Plan**

|  |
| --- |
| *Describe the monitoring process and the tracking of the project progress. Include the evaluation planned for the project, the means of verification and describe how this will be carried out* |

**C-9) Risks and Mitigation Measures**

|  |
| --- |
| *Identify the main risks for the project implementation and describe the measures put in place to mitigate them* |

**C-10) Sustainability**

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

**C-11) Cross-Cutting Principle Applicable to this Project**

|  |  |
| --- | --- |
| **Select the cross-cutting principles that are applicable to this project** | **Yes/No** |
| Gender mainstreaming |  |
| Health safety, social an environmental sensitivity |  |
| Prevention of violent extremism |  |
| Conflict sensitivity |  |
| Sustainability |  |
| Mainstreaming protection |  |
| Gender |  |
| Youth |  |
| Human Rights |  |
| Climate change |  |
| South-south Cooperation |  |
| Delivering as One |  |
| Inclusion of Indigenous People’s issues, Needs and Concern |  |

**C-12) Reporting Plan\***

|  |
| --- |
| *Describe the reports and the frequency of reporting* |

**C-13) Environmental Impact**

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

**C-14) Project Budget Proposal\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Description** | **Quantity** | **Unit** | **Unit Cost in USD** | **Total Cost in USD** |
| **Staff and other Personnel Costs** |  |  |  |  |  |
| **Travel** |  |  |  |  |  |
| **Contractual Services** |  |  |  |  |  |
| **Equipment, Vehicles and**  **Furniture** |  |  |  |  |  |
| **General Operating and Other Direct Costs** |  |  |  |  |  |

**D- Application Form Check List**

Application Information YES/ NO

Project Information and Proposal YES/ NO

Project Budget Proposal YES/ NO

Audited Financial Statements for the last two fiscal years. In the absence of audited

statements, any other official document demonstrating the annual income of the

previous years will be accepted YES/ NO

Written Statement explaining the difference between the proposed and the previous

project (for organizations who have previously benefitted from a UN Entity grant) YES/ NO

Letters of support from the different project partners confirming its/their role(s) YES/ NO

For projects with an implementing organization/institution, a letter from the

organization/institution confirming its role (if relevant) YES/ NO

For projects with other sources of financing, proof of funding from beneficiary country

and other sponsors/donors YES/ NO

**E – Certification\***

**I, the undersigned, certify that the information provided in this application above is true, accurate and prepared with the consent of all the parties involved. In addition, we are making the following assertions to the best of our knowledge.**

**1. *<Partner Institution>* is not a company associated with a company or individual prohibited from being engaged in procurement by any of the organizations within the United Nations system.**

**2. *<Partner Institution>* is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and World Bank Group.**

**3. *<Partner Institution>* is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a united Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption,**

**fraud, coercion, collusion, obstruction, or any other unethical practice.**

**4. *<Partner Institution>* has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future.**

**5. *<Partner Institution>* does not have any legal proceedings against or disputes with a UN entity.**

**6. *<Partner Institution>* undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the organizations within the United Nations system, World Bank Group or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other unique risk to the Organization(s) within the United Nations system and the World Bank Group.**

**7. In the case that the situation of XXXXX changes with regard to any of the statements listed above, after having been included in the United Nations Global Partner System, *<Partner Institution>* shall immediately inform the United Nations Global Partner System thereof. *<Partner Institution>* understands that non-compliance with this requirement will automatically be rendered ineligible.**

**Official Focal Point\***

Name

Functional Title

Institution/ Department / Section

**Date and Signature\***