**UN Women Small Grant Proposal Template**

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| **Civil society organisation details** | |
| **Name of Organization** |  |
| **Legal Registration Number** |  |
| **Mandate/mission statement of CSO** |  |
| **CSO staff focal point and alternate** | **Focal point**  Name:  Title:  E-mail:  Phone:  Other contact information  **Alternate focal point:**  Name:  Title:  E-mail:  Phone:  Other contact information |
| **Organization background** | *(Please provide a brief background, no more than 1 page, on the context you work in, the communities that you work with, key priorities, and current activities)* |
| **Previous experience on similar projects** | *(Please share any previous projects, partnerships, and/or activities that may be relevant to this application)* |
| **Details of proposed small grant project** | |
| **Proposed project title** |  |
| **Project Output Statement** |  |
| **Geographical focus** | *(Please provide information on the geographical area that the small grant will cover. Be as specific as possible)* |
| **Project background/context** |  |
| **Project objectives** |  |
| **Describe how your organisational capacities which will be strengthened by this project** |  |
| **Amount requested (total project cost)** | (*Please provide the amount in local currency ensuring it is within the advertised ceilings, UN Women will calculate the USD amount.*) |
| **Duration (maximum: 6 months)** |  |
| **Proposed start date** |  |
| **Thematic Focus and Priorities** | *Please identify the thematic area/areas of focus. Proposals should have a direct impact on those at-risk or affected by family violence, in particular child survivors, women survivors and their children, families, groups facing multiple and intersecting forms of discrimination/marginalisation.* |
| **Key Result Indicators**  **Top tip**: Make sure you making results and indicators, specific, measurable, realistic and with a timeline. Where possible add names of locations you want to target | *(Please include one to three results that you would like to achieve including an indicator)*  **Result 1**: (*Describe a specific result you want to achieve for example: Strengthen services that provide support to survivors of violence in indigenous communities)*   * **Indicator**: *(How will you know if this has been achieved by the end of the project for example “Number of mobile services are operating in indigenous communities)*   + **Baseline**: *(What is the situation before the project starts, for example “0 services are available in indigenous communities”)*   + **Target**: *(What specific and realistic target do you want to achieve by the project for example “3 mobile services are operating in 2 indigenous communities)*   **Result 2:**   * Indicator:   + Baseline:   + Target: |
| **Key activities, time frame and results**  **Top tip**: Link activities to each result | *(Please describe the activities to achieve the described results that you would like to facilitate along with the tentative timeline)*   1. Activity 1: (*What activities are needed to achieve the results described above?)*   Description: *(For example “Conduct community consultations to seek buy-in and raise awareness of services that will be provided in X community)*  Proposed timeline:   1. Activity 2   Description:  Proposed timeline: |
| **How do you plan to measure these results?**  **Top tip**: List specific tools and methods to monitor activities |  |

**\*\*Propose budget using this format only.**

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| **BUDGET (local currency)** | | | | |
| **Project title:** | | | | |
| **Currency:** | | | | |
| **Budget line description** | **Unit quantity** | **Unit cost (in local currency)** | **Total cost (in local currency)** | **Detail of the proposed budget category**  *e.g. Roles of the personnel, contractors to perform which services, what type of equipment and for what purpose, which training sessions.* |
| Personnel |  |  |  |  |
| Training/Workshops |  |  |  |  |
| Contracts |  |  |  |  |
| Equipment |  |  |  |  |
| Other Costs (Specify) |  |  |  |  |
|  |  |  |  |  |
| **Total Budget Requested:** | | | | |

**Notes**

* Personnel refers to internal staffing costs to be covered by the project budget (ceiling of 30% of the overall budget)
* Contracts refer to any external persons who will be hired to support the project
* Equipment refers to laptops, desktops, printers, or other digital accessories to enable project implementation (ceiling of 30% of the overall budget)
* The overall budget should be prepared in local currency and must not exceed the equivalent of 30,000 USD utilising the [UN’s exchange rates](https://treasury.un.org/operationalrates/OperationalRates.php)
* Other costs may not include operational costs/pre-existing costs such as utilities, rentals, overheads