# Appendix A

**Grant Application Form**

**Section 1. Introduction & Proposal Summary**

|  |  |  |
| --- | --- | --- |
| Name of lead organisation |  | |
| Address of lead organisation |  | |
| Organisation Type  Registration Number | NGO / Academe / Chamber of Commerce / Cooperative / MSME  Other, please specify: [\_\_\_\_\_\_] | |
| Contact information | *Name, Title* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Website/Facebook* |  |
| Names and contact details of partner organisations |  | |
| Partner 1 |  | |
| Partner 2 |  | |
| Partner 3 |  | |
| Name of Project |  | |
| Advocacy Grant Lot (Choose 1) | 1. Lot 1: Policy Engagement and Development 2. Lot 2: Public Outreach, Coalition Building and Multi-Stakeholder Partnerships 3. Lot 3: Research and Insight | |
| Brief description of Project (100 words maximum) |  | |
| Project location(s) - townships |  | |
| Total Budget Requested (in Php) |  | |

**Section 2. Programme Interest**

2.1 What are your expectations in relation to working on SE advocacy? (max 200 words)

**Section 3. Your Organisation**

3.1 Provide a brief description of your organisation. (max 300 words)

3.2 Provide a description of the experience of your organisation that you feel is most relevant to SE advocacy including specific sector expertise (max 300 words)

3.3 Summarise involvement to date with other British Council programmes. (max 200 words)

3.4 Confirm that there is no conflict of interest relating to your involvement as a grantee.

3.5 Due Diligence Checklist

A completed due diligence checklist (**Appendix B**) must be attached to this submission.

**Section 4. Context & rationale**

4.1 Specific context

Describe the specific social issues or problems that this proposal has been designed to address. (2 pages maximum)

4.2 Target groups and beneficiaries

Specify the target groups and beneficiaries of this proposal, and describe how your proposal will support greater inclusion of vulnerable, marginalised or otherwise excluded people.

4.3 Wider stakeholder analysis

Identify the key stakeholders (including government actors) in the specified locations that this proposal will engage with. Describe how you will engage with each and any challenges this will present? (1 page maximum).

4.4 Main stakeholders consulted

Outline which stakeholder groups have been consulted in the design of this proposal and how they have been engaged? (1/2 page maximum).

4.5 Dissemination of outputs

Outline your plan for disseminating the outputs, etc. of the programme. (max 150 words)

**Section 5. Detailed Project Description**

5.1 Project Objective

Describe the specific objectives of the proposal; what will change as a result of this proposal? (1/2 page maximum)

5.2 Project Outputs

*Define the specific outputs (results) that the proposal will deliver to achieve its objective: (1/2 page)*

*Output 1:*

*Output 2*

*Output 3*

*Output 4*

*Etc*

5.3 Project Activities

*For each output describe in detail the specific activities that will be delivered to achieve the results. (4 pages maximum).*

*Output 1: Activity 1:*

*Output 1: Activity 2:*

*Output 2: Activity 1:*

*Output 2: Activity 2*

5.4 Project Activities

*Please complete the activity planning and measurement template below.*

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Activities** | **Monitoring indicators** |
| **Output 1** | 1.1 |  |
| 1.2 |
| 1.3 |
| **Output 2** | 2.1 |  |
| 2.2 |
| 2.3 |
| **Output 3** | 3.1 |  |
| 3.2 |
| 3.3 |

5.5 Project Activities (continued)

Please complete the workplan template below

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities | Year 1 / Month | | | | | | | | | | | | Year 2 / Month | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Output 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**5.6 Monitoring, evaluation and learning**

Provide a detailed description of how you will monitor and evaluate your proposal (1 page maximum).

**5.7 Risks and challenges**

*Describe the main risks or challenges that you expect to face and how you plan to manage them (maximum 6 risks/challenges).*

|  |  |
| --- | --- |
| Challenge / Risk | Management |
| Risk / Challenge 1 |  |
| Risk / Challenge 2 |  |
| Risk / Challenge 3 |  |
| Etc |  |

**5.8 Coordination with other social enterprise actors and projects**

Describe how you will ensure your project coordinates effectively with other organisations doing similar work in the locations of your project? (1/2 page maximum)

**Section 6. Budget**

**6.1 Budget Summary**

Please provide a summary of costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| *Output* | *Quarter 1* | *Quarter 2* | *Total* |
| Output 1 |  |  |  |
| Output 2 |  |  |  |
| Output 3 |  |  |  |
| Output 4 |  |  |  |
| Staff costs |  |  |  |
| M&E |  |  |  |
| Programme expenses |  |  |  |
| All other costs |  |  |  |
| Overhead |  |  |  |
| Total |  |  |  |

**6.2 Detailed Budget**

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**Section 7. Project Management**

**7.1 Participating organisations**

Describe the specific role assigned to each organisation that is named as participating in the delivery of the project (1/2 page maximum)

**7.2 Project Team: roles & responsibilities**

Describe the specific roles and responsibilities of the project team members and provide an organisation chart of the project team (1 page maximum + chart).

**7.3 Personnel proposed**

Present the names and relevant experience of the key project staff proposed (1 page maximum).

**7.4 Management plan**

Describe how you will manage the project, including finance and project reporting (1 page maximum)

**Section 8. Sustainability**

**8.1 Capacity building**

Describe how you will build the capacity of national sub-partner organisations included in this application? (1 page maximum)

**8.2 Other sustainability measures**

Describe any other measures you intend to take to contribute to the sustainability of the project? (1/2 page)

**Section 9. Declaration**

I certify that I am duly authorized to submit this proposal on behalf of [applicant organisation].

Signature:

Name, Title:

Date: