**ANNEX I. TECHNICAL APPLICATION**

**TITLE OF PROJECT**

**Civil society organizations and Community Collectives for Democratic Governance (CCCDG)**

**I. PROJECT INFORMATION**

**1. NAME OF APPLICANT ORGANIZATION:**

**2. PROJECT TITLE**:

**3. PROJECT COST**: (Total cost of project as detailed in the budget in Sri Lankan Rupees) **4. PROJECT DURATION:** (What is the time period for the project with estimated start time?)

**5. PROJECT AREA:** (In which geographic areas will you implement the project? Provide information to the possible level of detail)

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| --- | --- | --- | --- | --- |
| **NATIONALLY** | **PROVINCE**Please indicate province | **DISTRICT**Please indicate district/s | **DIVISIONAL SECRETARIAT AREA**Please indicate divisional secretariat area | **VILLAGES**Please indicate village/s |
|  |  |  |  |  |

**6. PROJECT SUMMARY:** (Please describe in **one paragraph** the key objectives of this project intervention, and how you hope to achieve it.)

**II. PROJECT BACKGROUND AND PROPOSED INTERVENTION (No more than 2 pages)**

1. **PROJECT CONTEXT:** (In what context is this project being proposed and why? You may state the problem, barriers, and constraints or challenges that you plan to address through the project. Also briefly state the process of problem identification or needs assessment that informed this project design)
2. **PROJECT INTERVENTION STRATEGIES AND APPROACHES:** (What are your key strategies and approaches to tackling the challenges identified above? How will you address the identified problem barrier, constraint or challenge?)

**III. PROJECT PLAN (No more than 2 pages)**

1. **PROJECT FRAMEWORK:** (This section will help us understand how the project will achieve its purpose through a logical process. An illustrative example is given at the end of this annex as a guide. You may use a different format for this section and the next if you think it will better represent your project purpose, outcome, outputs and activities)

**PURPOSE STATEMENT:**

|  |  |  |
| --- | --- | --- |
| **Outcome 1:**  |  |  |
| **Output 1.1:**  |  |  |
| **Activities** | **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **1.1.4** |
| **1.1.5** |
| **Output 1.2** |  |  |
| **Activities** | **1.2.1** |
| **1.2.2** |
| **1.2.3** |
| **1.2.4** |
| **1.2.5** |
| **Outcome 2** |  |  |
| **Output 2.1** |  |  |
| **Activities** | **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **2.1.4** |
| **2.1.5** |
| **Output 2.2** |  |  |
| **Activities** | **2.2.1** |
| **2.2.2** |
| **2.2.3** |
| **2.2.4** |
| **2.2.5** |

**Clarifying Comments / Assumptions**

Please explain what factors outside your control can hinder you from achieving the outcomes/outputs?

1. **Project Summary M&E Plan**

Please copy the purpose, outcome and outputs that you have mentioned in section III into column one (level) and for each state the proposed indicators and means of verification.

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| --- | --- | --- |
| **Level** | **Indicator** | **Means of Verification** |
| **Purpose:** |  |  |
| **Outcome 1:** |  |  |
| **Output 1.1:** |  |  |
| **Output 1.2:** |  |  |
| **Outcome 2** |  |  |
| **Output 2.1** |  |  |
| **Output 2.2** |  |  |

1. **PROJECT IMPACT**

(These should be benefits due to longer term and sustainable change that accrues to those whom the project seeks to benefit. Briefly describe the longer-term effect or result of the project and give a gender disaggregated estimate of the direct beneficiaries/participants in the project as well as indirect beneficiaries. **No more than half a page**)

1. **PROJECT RELEVANCE TO ‘CCCDG project ’**

(Please state briefly how the purpose and outcome/s of your project is relevant to the purpose and outcomes of the CCCDG project. Please refer to the program description (Section C) for CCCDG purpose and outcomes. **No more than half a page**)

**IV. CROSS CUTTING ISSUES (No more than one and a half pages for all)**

1. **CROSS CUTTING ISSUES**

**Gender:** (How will the project contribute to strategic gender needs in the region/country. Briefly describe how the gender considerations have been taken into account at the needs analysis and project design stages, and incorporated into the implementation and monitoring and evaluation plans)

**Inclusivity** (Briefly describe how diversity (ethnic/religious) and conflict sensitivity and ‘do no harm’ considerations have been taken into account at the needs analysis and project design stages, and incorporated into the implementation and monitoring and evaluation plans)

**Innovation** (Briefly discuss, if applicable, how the project will use new technology and non-traditional partnerships in its activities. Please describe any information and communication technology and processes that you will use to amplify the message and reach of your intervention)

**V. PROJECT PARTNERS**

1. **PROJECT PARTNERS**

Is your organization planning to implement some activities of the proposed project in partnership with other organizations? If yes please give details.

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| --- | --- | --- |
| **Name of Partner Organization** | **Responsibility or Role of Partner** | **Reasons for Selecting Partner** |
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1. **NETWORKING (No more than one page)**

Are you a member of any networks (formal/informal) on the key issues/themes that the project is dealing with? If so, can you describe the network (name, your role/contribution in the network, other members, objectives, link to any website or online material about the network’s activities)

**VI. PROJECT IMPLEMENTATION**

1. **RISK ANALYSIS:** (Please state any critical assumptions that could affect project progress and achievement of outputs and purpose)

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| --- | --- | --- | --- |
| **RISK DESCRIPTION**(What is the risk?) | **LIKELIHOOD**(How likely is it to happen? State if it is high, medium or low) | **IMPACT**(What is the impact on the project? State if it is high, medium or low) | **MANAGEMENT/MITIGATION STRATEGY** (What will you do to deal with the situation?) |
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1. **WORK PLAN:** (Please provide a tentative Work Plan using the table below. Please organize these by outcome and output that has already been determined in the Project Plan in Section III. However, if you already have a developed work plan in a different format which sets out the implementation schedule of proposed activities, please attach it as a separate document under the title ‘Work Plan’)

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| --- | --- | --- |
|  **No.** | **ACTIVITIES** | **Time Frame in Months** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Outcome 1/Output 1:** |
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| **Outcome 1/Output 2:** |
| 1. 1.
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| 1. 2.
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| 1. 3.
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| 1. 4.
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| **Outcome 2/Output 1:** |
| 1. 1.
 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 2.
 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 3.
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| 1. 4.
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**VII. APPLICANT CAPACITY TO UNDERTAKE PROJECT**

**(Previous experience in similar projects)**

1. **SELF-ASSESSMENT OF CAPACITY:** (Please briefly describe your organization’s ability to successfully implement the project within the given time frame and resources. No more than half a page)
2. **OTHER PROJECTS RELATED TO THE PURPOSE OF THE GRANT OR SIMILAR IN NATURE:**

(Please list other related projects implemented by your organization. You may give the following details for 3 relevant projects that you have implemented in the last 3 years or projects that you are currently implementing. ISD may use this information to obtain references from your other donors) (No more than a page)

For each Project:

* Project title:
* Start and end date:
* Location(s) of activity:
* Total funding (SL Rupees/US$):
* Brief summary, including results:
* Donor contact (name, title, phone number, and e-mail):

**VIII. PROJECT MANAGEMENT**

* + - 1. **ORGANIZATION’S MANAGEMENT RESPONSIBILITY FOR THE PROPOSED GRANT:** (Who will be substantively involved in the day to day management and implementation of the grant? If you are planning to recruit staff specifically for the project, but have not done so yet, please state position you hope to fill)

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| --- | --- | --- | --- | --- |
| **Name of Person** | **Position in Organization** | **Responsibility in Project Implementation** | **Key Qualifications and Experience** | **Percentage of Time he/she will Commit to CCCDG Project** |
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**IX. CONFLICT OF INTEREST STATEMENTI**

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| ***If any member of your organization or project team has a relationship with any staff member of the ISD , which you believe may constitute a conflict of interest, check the appropriate box below, then provide the name(s) and state the reason for possible conflict of interest.***  |
| We the undersigned, certify that to the best of our knowledge, the applicant, its management, and staff to be used for the present project *(check the appropriate box below)*: |
| □ | Have no conflict of interest or potential conflict of interest with ISD , in the persons working for ISD , or work for donors. |
| □ | Have a conflict of interest or potential conflict of interest with ISD, with the persons stated below working for ISD, or work for donors that fund the program. |
| Name of Person | Position of the Person | Reason for Possible Conflict of Interest |
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| **X. EXPLANATIONS FOR KEY TERMS** |
| **Below is a sample/illustration and/or explanation of key terms and the type of responses you may provide when responding to the specific application sections.** **Key Terms and an Example****Definitions****Purpose:** The highest level result or objective pursued by the program; the reason the program is being done**Outcomes**: Medium term results that represent the main lines of strategy or the ways in which the grantee proposes to achieve the purpose.**Outputs**: The immediate concrete results from activities (e.g., numbers trained, schools built or refurbished, plans developed, events/forums held)**Assumptions** are things outside your control that could negatively affect your ability to achieve the result or reach your targets.**Example:**For a **purpose** of lawyers to better represent clients in land issues, **outcomes** might be:Lawyers have better knowledge of the land law & procedureLawyers have improved skills in oral argumentLawyers write better legal plaints and briefsFor **outcome 1**, **outputs** might be: Lawyers trained in key aspects of the land law Lawyers trained in civil procedure Lawyers provided with legal texts and subscriptions to legal databasesFor output 1.1, activities might be:1. Prepare curricula and materials
2. Train trainers
3. Recruit trainees and arrange workshop logistics

For **output 1.1,** the indicator might be: The number of lawyers trained in key aspects of the lawFor **output 1.1,** the source of verification might be: A register of lawyers who attended the training**Example for Purpose and Outcomes**Purpose: Civil society is more effective in advancing democratic values of citizen participation and government accountability on targeted reform issues and rights protectionSub-Purpose 1: Civil society advocacy of good governance and rights protection improvedSub-Purpose 2: Enabling environment for CSOs improvedSub-Purpose 3: Civil society capacity and sustainability strengthenedCross-cutting themes: Gender equality and inclusivity mainstreamed |