

# PART A: Applicant Organization

| **Call Applying For:** |  | | |
| --- | --- | --- | --- |
| **Applicant Organization Legal Name:** |  | | |
| **Total Members:** |  | | |
| **Organisation Type:**  *Mark with an X one option only.* |  | | National Non-government organisation (NGO) |
|  | | Statutory body |
|  | | Government agency |
|  | | Co-operative |
|  | | Other Non-profit (specify here): |
|  | |  |
| **Year Organization Established:** | |  | |
| **Registration Details** | | Is the named organisation legally registered?  Yes/No  If yes, please provide the following information:  The entity with which your organisation is registered:  Commerce & Intellectual Property Office (CIPO) | |
| **Does the organization have a bank account?** | | Yes No | |
| **Project Lead Contact:**  *Name, Email Address, Contact Information.* | |  | |

# PART B: Project Description

| **Project Title:** |  | |
| --- | --- | --- |
| **Total Requested Funds:** |  | |
| **Project Focus/thematic area:**  *Mark with an X* |  | Sustainable agriculture/agro-forestry |
|  | Community-based tourism |
|  | Education awareness |
|  | Institutional strengthening |
|  | Environmental conservation |
|  | Biodiversity protection |
|  | Other (specify here): |
|  |  |
| **Environmental Concern Being Addressed:**  *Explain the specific environmental concern or need for which assistance is being sought. Information should be provided to justify the need or problem. Also, include the project objectives (Please be concise and clear)* |  | |
| **Activities:**  *Explain the activities to be conducted to achieve the desired objectives. A chronological description of the operations of the proposed project would be adequate* |  | |
| **Area of Impact**  *Who will benefit from the project* |  | |
| **Key Project Stakeholders** |  | |
| **Project Duration** *(in months)***:** |  | |

# PART C: Workplan

*Using the Template provided below, please list the activities to be carried out and the expected outputs.*

| **Activity No.** | **Date of Duration** | **Deliverables** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

# PART D: Budget

1. *Provide detailed budgetary allocation for each activity or group of earmarked activities (lump sums should be avoided).* *Your budget must relate to the activities in your proposed project. Please submit figures based on recent quotes and be as accurate as possible, ideally to the nearest US$100.*
2. *Indicate the contribution (cash or in-kind) from the grantee. All cost-sharing contributions (cash and in-kind) should be itemised. This should include sources and the nature of the contribution. Please indicate whether the contribution is already committed or just a projection.*
3. *Make budgetary provisions for institutional support (office running costs, reports …), which should not be more than 20% of the total budget. The provisions for institutional support should be specific to project activities. The SVGCF will not cover staffing costs. It is important that the grantee makes some contribution towards the operational and programmatic costs of the project. Such contributions can be in-kind. The cost of such in-kind contributions should not be inflated but reflect existing market prices.*

***Please use the Template below to prepare the budget***

| **Budget Items** | **Source of Funds in XCD** | | | | **Total** |
| --- | --- | --- | --- | --- | --- |
|  | **SVGCF** | **Grantee** | | **Other Sponsor (s)** |  |
|  |  | **Cash** | **In-Kind** |  |  |
| **Activity 1.** |  |  |  |  |  |
| **1.1.** |  |  |  |  |  |
| **1.2.** |  |  |  |  |  |
| **1.3.** |  |  |  |  |  |
| **1.n.** |  |  |  |  |  |
| **Activity 2.** |  |  |  |  |  |
| **2.1.** |  |  |  |  |  |
| **2.2.** |  |  |  |  |  |
| **2.3.** |  |  |  |  |  |
| **2.n.** |  |  |  |  |  |
| **Activity 3.** |  |  |  |  |  |
| **3.1.** |  |  |  |  |  |
| **3.2.** |  |  |  |  |  |
| **3.3.** |  |  |  |  |  |
| **3.n.** |  |  |  |  |  |
| **Subtotal** |  |  |  |  |  |
| **Institutional Support (no more than 20% of the Total Budget)** Administration**:** |  |  |  |  |  |
| **Visibility, & Communications** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total $EC** |  |  |  |  |  |

# *(Insert as many rows as needed). Applicants can also submit the budget via excel using the same format.*

### Have you ever received funding from any organisation before? Yes󠆶 󠆶 X No

### Please list past projects that your organisation has managed.

| **Project Title** | **Main theme** | **Start**  *(mm/YY)* | **End**  *(mm/YY)* | **Main donors** | **Project budget**  *(in USD)* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |