



CPDC
Caribbean Policy Development Centre

Contracting Authority: Caribbean Policy Development Centre

Promotion of Sustainable Livelihoods in Vulnerable Communities in Barbados and the Eastern Caribbean

CPDC (reference number)

**Grant Application Form
Deadline:**

| | |
|---|--|
| Title of Action | |
| Location(s) of the action: | <i><specify country(ies), region(s), area(s) or town(s) that will benefit from the Action></i> |
| Name of Applicant | |
| Country and date of registration¹ | |
| Legal Status² | |

¹ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the Guidelines for the call.

²

E.g. non-profit, governmental body, international organisation.

| | |
|---|--|
| Applicant's contact details for the purpose of this action | |
| Postal Address | |
| Telephone number: (fixed) country code + number: | |
| Telephone number: (mobile) country code + number: | |
| Fax number: country code+ number: | |
| Contact person for this action: | |
| Contact person's email: | |
| Address: | |
| Website of the Organisation: | |

Any change in the address, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

TABLE OF CONTENTS

| | |
|--------------------------------------|----|
| Executive Summary | 4 |
| Organisation History | 5 |
| Project Objectives | 6 |
| Project Rationale | 7 |
| Project Beneficiaries | 7 |
| Implementation Matrix | 8 |
| Action Plan | 9 |
| Project Budget | 10 |
| Proposal Checklist | 11 |
| Declaration by the Applicant | 12 |
| Assessment Grid for Application Form | 14 |

EXECUTIVE SUMMARY

This section provides the reader with a clear and concise outline of the project being proposed.

| | |
|--------------------------|---|
| Objectives of the action | <p>▶ <i>Major Objective: The purpose of this section is to provide readers with your vision for the project that you are implementing. It is a general statement that focuses on your overall intent and planned impact on your beneficiaries.</i></p> <p><i>Example: to improve the operations of NGOs to work remotely through the increase access and training in communication technology.</i></p> <p>▶ <i>Specific Objective are measurable outcomes from the activities you intend to implement. They are tangible, concrete, measurable and achievable within the project implementation period.</i></p> <p><i>Example: to provide training for 40 NGO personnel to utilise online technologies via 10 two-hour online training sessions</i></p> |
| Target group(s) | <i>Target groups are groups/entities who will directly benefit from the action at the action purpose level.</i> |
| Main activities | <i>List the main activities you are proposing to implement. Example, 5 training workshops, 1 software subscription purchased</i> |
| Project Budget (USD) | <i>The total budget to successfully implement the project in USD.</i> |
| Project Duration | <i>Minimum duration 6 months Maximum duration 12 months</i> |

ORGANISATION HISTORY

This section aims to establish your organisation's history, track record and legitimacy.

| | |
|---|--|
| When was your organisation legally established? | |
| How was your organisation incorporated? | <input type="checkbox"/> Non-Profit Company <input type="checkbox"/> Charity <input type="checkbox"/> Special Act of Parliament |
| Is your organisation value based? | <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral |
| Is your organisation linked with another entity? | <input type="checkbox"/> Yes, parent entity: <input type="checkbox"/> Yes, controlled entity(ies): <input type="checkbox"/> Yes, family organisation/network entity <input type="checkbox"/> No, independent |
| Does your organisation have two signatories for its bank account? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your organisation have full time staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your organisation have part time staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your organisation have volunteers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has your organisation implemented a project of this nature in the last 3 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Describe two previous projects | Budgets USD: Donor(s): Duration(s): # of paid staff assigned to project: # of volunteers assigned to project: Budgets USD: Donor(s): Duration(s): # of paid staff assigned to project: # of volunteers assigned to project: |

Description of Organisation

- *Provide a brief description of your organisation including the reasons for founding the organisation, organisation’s vision for its work and what principles does your organisation subscribe to when its undertaking its work (10 lines)*
- *Describe your organisation’s management structure including the chain of command within the organisation, the role of the Board of Directors, persons and titles sitting on the Board of Directors or Executive Committee. (5 lines)*
- *Identify and summarise the experience and/or qualifications of the persons who will perform the duties of project coordinator. (10 lines)*
- *Describe your organisation’s targeted beneficiaries and your organisation connection to the proposed beneficiaries, including any previous work with them. (5 lines)*

PROJECT OBJECTIVES

This section aims to highlight your beneficiaries, the problem you are addressing and the solutions you are proposing.

| | |
|--|--|
| <p>Objectives of the action (These will be the same as in the Executive Summary)</p> | <ul style="list-style-type: none"> ▶ <i>Major Objective: The purpose of this section is to provide readers with your vision for the project that you are implementing. It is a general statement that focuses on your overall intent and planned impact on your beneficiaries. Example: to improve the operations of NGOs to work remotely through the increase access and training in communication technology.</i> ▶ <i>Specific Objective are measurable outcomes from the activities you intend to implement. They are tangible, concrete, measurable and achievable within the project implementation period. Example: to provide training for 40 NGO personnel to utilise online technologies via 10 two-hour online training sessions</i> |
|--|--|

Explain the objectives of the action given in the table above (10 lines)

PROJECT RATIONALE

This section aims to provide a compelling case for your case to motivate the reader to provide support. This section should be one to three pages.

- *Describe the problem in detail at the national level (show the connection to the goal of your project)*
- *Explain the importance of addressing the challenges identified to your organisation*
- *Identify the project's approach to solving the problem identified*
- *What do the authorities on the subject have to say on the subject (feel free to use quotes from publications, newspapers or persons of influence)*

PROJECT BENEFICIARIES

This section aims to provide an overview of the target group that will benefit from the project.

- *Describe the key stakeholders groups including age range, their geographic location, gender composition, social situation and any consultations held with them. (5-10 lines)*
- *Please state the number of direct and indirect project beneficiaries*
 - o *Direct* _____
 - o *Indirect* _____

IMPLEMENTATION MATRIX

This section aims to map how the project will be executed, including project activities, outputs, outcomes.

| Overall Objective: <i>to improve the operations of NGOs to work remotely through the increase access and training in communication technology.</i> | | | |
|---|--|--|---|
| Specific Objective <i>(example in red)</i> | Key Activities | Outputs | Outcomes |
| | <i>This outlines the events which will be executed during the project lifeline, including the type of event, the number of persons benefiting, and the location.</i> | <i>These are the quantified results achieved immediately after implementing an activity. It is imperative that your outputs are directly under your control and do not rely on third-party actions or decision-making for successful implementation.</i> | <i>This relates to the medium-term achievements derived from the successful completion of the project output. These are the positive changes that should be observed after the outputs are delivered. They are usually described as a positive qualitative change in the situation you are trying to influence with your beneficiaries over a period of a few months to a year.</i> |
| <i>to provide training for 40 NGO personnel to utilise online technologies via 10 two-hour online training sessions</i> | <i>One workshop hosted with NGO personnel</i> | <i>40 persons trained in communication technologies</i> | <i>Enhanced institutional capacity within NGOs to work remotely among NGO personnel</i> |
| | | | |

ACTION PLAN

This section aims to establish timelines and allocate human resources to the project activities.

| Year 1 | | | | | | | | | | | | | |
|--|------------|-------------|---|---|---|---|-------------|---|---|----|----|----------------------|---------|
| Main Activity | Month 1 | Half-year 1 | | | | | Half-year 2 | | | | | Implementing body | |
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 |
| Example | example | | | | | | | | | | | | Example |
| <i>General Title of Activity One</i> <i>e.g</i> <i>10 NGO 3 hour Training Sessions</i> | | | | | | | | | | | | | CPDC |
| General Title of Activity 2 | | | | | | | | | | | | | |
| General Title of Activity 3 (title) | | | | | | | | | | | | | |
| Etc. | | | | | | | | | | | | | |

PROJECT BUDGET

This session aims to permits the donor an overview of the cost of implementing your project activities. The budget should be concise, practical and realistic-inputs must relate to the intended output.

| Activity | Total USD\$ | Budget | Organisations In-Kind |
|---|---------------------|---------------------|--------------------------|
| Project Administration | | | |
| Coordinator - 2 months @USD 1,500.00 | \$ 3,000.00 | \$ 1,500.00 | \$ 1,500.00 |
| Secretariat Cost - 2 months @USD1,200 | \$ 2,400.00 | \$ 1,200.00 | \$ 1,200.00 |
| Advertising/Promotion | \$ 800.00 | \$ 800.00 | \$ - |
| Rapporteur | \$ 2,500.00 | \$ 2,500.00 | |
| Sub Total USD | \$ 8,700.00 | \$ 6,000.00 | \$ 2,700.00 |
| Activity 1 -2 20 days Training Workshops | | | |
| Negotiation, Mediation, Arbitration | | | |
| Counselling, Conflict and Dispute | | | |
| Resolution Skills | | | |
| Venue - 4 Workshops @USD\$50 @14 days | \$ 2,800.00 | \$ 2,800.00 | |
| Coffee Break - 100 persons @USD\$5 @14 days | \$ 7,000.00 | \$ 7,000.00 | |
| Stationery and Materials - 100 persons @USD\$10 | \$ 1,000.00 | \$ 1,000.00 | |
| Facilitators (2) fees- 2 facilitators @USD \$100 | \$ 2,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| Sub Total | \$ 12,800.00 | \$ 11,800.00 | \$ 1,000.00 |
| Activity 3- 4 Domestic Violence and | | | |
| the Law and Problem Solving | | | |
| Resource Person - 2 Counsellors @USD120 @8 s | \$ 1,920.00 | \$ 1,920.00 | |
| Resource Person - 1 Lawyers' Fees | \$ 1,500.00 | \$ 1,000.00 | \$ 500.00 |
| Facilitators (2) Fees - 2@1USD\$1000 | \$ 2,000.00 | \$ 2,000.00 | |
| Sub Total | \$ 5,420.00 | \$ 4,920.00 | \$ 500.00 |
| Total Budget US\$ | \$ 26,920.00 | \$ 22,720.00 | \$ 4,200.00 |

PROPOSAL CHECKLIST

| BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF | Tick the items off below | |
|--|--------------------------|----|
| Title of the Proposal: <indicate the title> | Yes | No |
| PART 1 (ADMINISTRATIVE) | | |
| 1. The correct grant application form has been used. | | |
| 2. The Declaration by the Applicant has been filled in and signed. | | |
| 3. The proposal is typed and is in English. | | |
| 4. An electronic version of the proposal submitted via email | | |
| 5. The budget is enclosed, in balance, presented in the format requested, and stated in USD. | | |
| 6. The Implementation Matrix has been completed and is enclosed. | | |
| PART 2 (ELIGIBILITY) | | |
| 7. The duration of the action is between 9 months and 12 months (the minimum and maximum allowed). | | |
| 8. The action will be implemented in an eligible country(ies) Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines | | |
| 9. The requested budget is between USD10 000 and USD12 115 (the minimum and maximum allowed). | | |
| 10. An in-kind contribution of a minimum of 10% is indicated in the budget. | | |

DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

the applicant certifies the legal statuses of the applicant as reported in page 1 this application;

the applicant has the professional competences and qualifications specified in page 9 of the Application;

the applicant is directly responsible for the preparation, management and implementation of the action;

the applicant has sufficient financial capacity to carry out the proposed action or work programme;

the applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;

the applicant is directly responsible for the preparation, management and implementation of the action;

the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the Guidelines for Grant Applications.

The applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1 of the Guidelines for Grant Applications;

if recommended to be awarded a grant, the applicant, accepts the contractual conditions as laid down in the Standard Contract (Section 2.6 of the Guidelines for Grant Applications).

the applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

These are the sources and amounts of CPDC funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

| | |
|------------------|--|
| Name | |
| Signature | |
| Position | |
| Date | |

| | |
|-------------------------------------|--|
| Company Stamp (if available) | |
|-------------------------------------|--|

ASSESSMENT GRID FOR APPLICATION FORM

(TO BE USED BY THE CONTRACTING AUTHORITY)

| | YES | NO |
|--|-----|----|
| For restricted procedures: [OPENING & ADMINISTRATIVE CHECK] | | |
| 1. The submission deadline has been met. | | |
| 2. The checklist for the application form has been duly completed. | | |
| <u>DECISION:</u> The Committee has decided to evaluate the application form, which passed the administrative checks. | | |
| Administrative compliance has been checked by: Date: | | |
| EVALUATION OF THE APPLICATION FORM | | |
| <u>DECISION:</u> A. The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the Committee has recommended eligibility checking. | | |
| B. The proposal has been put on the reserve list as one of the top ranked proposals and the Committee has recommended eligibility checking | | |
| The proposal has been evaluated by: Date: | | |
| ELIGIBILITY VERIFICATION | | |
| 3. The checklist for the application form has been duly completed. | | |
| 4. The applicant satisfies the eligibility criteria in section 2.1. in the Call for Proposals? | | |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1. in the call for Proposals? | | |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1. in the call for proposals?? | | |
| Eligibility has been assessed by: Date: | | |
| <u>DECISION:</u> The Committee has checked the proposal's eligibility under the criteria laid down in the Guidelines for Applicants and has selected the proposal for funding. | | |

