# cbRD Fund

# GRaNT PROPOSAL project

1. **APPLICANT BASIC INFORMATION**
2. Name of Institute :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Director of Institute :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Project Title :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Project Site :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Contact Person :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Telephone Number :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Email Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Starting Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Project Length :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Cost-Share Funds :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Total Project Cost :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. **TECHNICAL APPROACH**
	1. ***Background on the applicant institute.***

In one or two paragraphs, briefly describe your institute’s mission and activities.

* 1. ***Project Description***
1. **Problem Statement.**  Describe the specific challenge/problem that your Project will address. Please include the number of people affected/potentially affected by this problem. Be as specific as possible in addressing geographic scale and areas (if relevant).
2. **Previous Results (If applicable).** If you’ve received funding for this or a similar Project in the past, please provide a description of activities, technologies and/or approaches, including:
* Detailed results from previous work (include summary of previous awards, including type of funding, value, client, etc)
* Lessons learned from previous implementation
* How the project scale-up will build from existing successes and learn from failures to achieve scale
* If the project has plans and/or opportunities to leverage additional funds for this activity, include detailed information.
1. **Include results of market research and/or assessment of beneficiary needs for ICT**

Explain what market research has been done thus far regarding the need for the ICT tool to be developed.

1. **General Goal.** Explain the general goal of the Project.
2. **Specific Objectives**. List concrete, specific objectives that lead to the larger, general goal (specific objectives should be measurable and definable in time)
3. **Specific Activities**. Describe the principal activities to be executed and how you will accomplish each objective. If you can do everything in one objective, please do so. Three objectives are not required.

Objective 1: [State objective]

Activity 1: Detailed description of activity 1

Activity 2: Detailed description of activity 2

Activity 3: Detailed description of activity 3

1. **Project Activity Calendar**. Identify the time allotted for the activities and tasks cited above, using the following format:

|  |  |
| --- | --- |
|  | ***2017 (months)*** |
| **Objectives/Activities** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **X** |
| ***Objective 1*** |  |  |  |  |  |  |  |  |  |
| Activity 1 | x | x | x |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  | x | x |  |  |
| Activity 3 |  |  |  |  |  |  |  | x | x |
| ***Objective 2*** |  |  |  |  |  |  |  |  |  |
| Activity 1 |  | x | x |  |  |  |  |  |  |
| Activity 2 |  |  |  | x | x |  |  |  |  |
| Activity 3 |  |  |  |  |  |  | x | x | x |

***C. Sustainability***

* + Describe a concrete plan how your institution will assure the sustainability of the activity supported by the funds from CBRD.
		1. How will you measure the sustainability of the product or activity?
		2. How will the funds contribute to the sustainability of your institution?
		3. What are the ongoing costs associated with implementation of the project?

***D. Performance & Learning***

* + What will determine the “success” of the Project?
	+ What assumptions will be tested and what learning will come from the design and implementation?
	+ Please provide 2- 3 indicators that will be used to determine success. List the data and data sources that will be used for reporting on both.
	+ Provide proposed actions you will take to facilitate knowledge sharing/lessons learned of your results.

|  |
| --- |
| ***What defines Success?***  |
|  | ***Indicator*** | ***Data*** | ***Data Source*** |
| *1* |  |  |  |
| *2* |  |  |  |
| *3* |  |  |  |

***EXAMPLE:***

|  |
| --- |
| ***What defines Success?***  |
|  | ***Indicator*** | ***Data*** | ***Data Source*** |
| *1* | *Number of Individuals Trained* | *100* | *Training attendant list, training report* |
| *2* | *Number of Apps Downloaded* | *1,000* | *# of monthly downloads, quarterly statistic report, etc.* |
| *3* | *Increasing percentage of Khmer language use on Facebook post and comment within one year after the Khmer Smart Keyboard app launched*  | *25%* | *Facebook post and comment analysis (language use) report* |

1. ***Risks & Mitigation Strategies***
* Please identify risks the project faces in achieving the intended goal and objectives and also detail the project’s mitigation strategy for each risk.

|  |  |  |
| --- | --- | --- |
| **Objective** | **Potential Risks** | **Plan to Mitigate Risk** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **MANAGEMENT & INSTITUTIONAL CAPACITY**
2. ***Staffing***
* Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. (Insert as many lines as necessary).
* Please highlight the key project focal point personal that will manage the implementation of the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAME & SURNAME** | **POSITION** | **ROLE IN THE PROJECT** | **DESCRIPTION** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

1. **BUDGET & RESOURCE STRATEGY**

***See Budget Template. Budget and Cost Notes must include:***

* 1. 1. Detailed Grant Budget & Cost Notes: Detailed budget must include a breakdown of costs by category (Salaries/Wages, Travel, Equipment, etc.). In the *Cost Notes* column, a justification must be included per cost item. A justification must state how the unit cost was determined as well as the number of units included. The combination of the detailed cost and the cost notes must be sufficient to allow a determination of whether the costs estimated are reasonable.
	2. 2. Detailed Cost Share Budget: Detailed budget for Applicant’s cost share portion must include a breakdown of costs by category (Salaries/Wages, Travel, Equipment, etc.). In the Cost Notes column provide additional information for each cost included.
1. **Required Documents:**

Please provide the following attachments with your proposal package:

* + - * **Annex A:** Completed Detail Budget Template
			* **Annex B:** Completed Financial Capability Survey
	+ **Annex C:** One-page letter of support signed by the Director of the Institute and the President of the Board of Directors indicating that they have reviewed the proposal and agree to the targets and resource commitment presented in the application.
		- * **Annex D:** Copy of institute’s certificate of registration
		- For private sector companies: Registration with Ministry of Commerce, Business License and General Tax Department
		- For public sector institutes: Registration with Ministry of Foreign Affairs or registration with Ministry of Interior
* **Annex E:** Additional supporting documentation if it is necessary.