**WPHF COVID19 emergency response window**

**Application package**

**Funding stream 1[[1]](#footnote-1)**

**Project Document**

*(Length – 7-10 pages)*

1. **Project document Cover Page**

|  |  |  |
| --- | --- | --- |
| **Project Title:** |  | **PUNO**[[2]](#footnote-2)**:** |
| **Project Contact**:  Name:  Entity:  Title:  Email: |  | **Implementing Partner(s):**  **Does the lead applicant identify as a:**  **- Women’s rights organization**  Yes  No  **- Woman-led organization**  Yes  No |
|  | **Country:** |
|  | **Total Project Cost[[3]](#footnote-3):**  **WPHF’s contribution:**  **Other contributions:** |
| **Proposed Project Start Date:**  **Proposed Project End Date:**  **Total duration (in months)**[[4]](#footnote-4)**:** |
| **WPHF’s Outcome**[[5]](#footnote-5) **your organization contributes to:** | | |

|  |  |
| --- | --- |
| **PUNO(s) and Implementing Partners** | |
| *Name of PUNO*  *Name of PUNO Representative*  *Title*  *Signature*  *Date & Seal* | *Name of CSO*  *Name of CSO Representative*  *Title*  *Signature*  *Date & Seal* |

1. **Executive Summary**

The executive summary provides an overview of your organization, how it contributes to accelerating peace or humanitarian relief through women’s engagement, its mandate and why it is important, and a description of past achievements. Basic data includes why institutional funding is needed and its links to the current COVID19 crisis, project duration, total budget, expected results, targets and beneficiaries.

1. **Context and Situation Analysis**

The context should provide an analysis of the broad political context – nature of conflict / emergency/ humanitarian situation as well as how it relates to the current COVID19 crisis. It should also contain an analysis of the situation of local civil society organizations working on women’s engagement in peace and security and humanitarian processes as well as that of women and girls in your particular context

1. **Rationale for WPHF’s support**

This section will provide an overview your organization’s plans and expected result. It will explain the added value of this institutional support and how it would complement other initiatives.

It will also contain the problem statement – challenges facing your civil society organization throughout the COVID19 and how the Project intends so solve it (underlining added value of your organization and why it is important to strengthen its operations and capacities). It will underline, for example, how the COVID19 crisis undermines your availability to raise funding and implement your projects, hence necessitating institutional support throughout the crisis.

1. **Results and Resources Framework**

This section describes the results to be achieved by the Project and the means of implementation (narrative).

The results will also be formulated in a results framework (using the same format in Annex A).

New indicators must be SMART and contribute to higher level of WPHF’s Theory of Change. Key activities that are necessary to produce each output are also defined. Activities do not have indicators. In the “Means of Verification/Sources of Information” column, identify the methods and sources of information that will be used to measure performance against the indicators.

A Resource framework using UNDG’s categories will also be included (See Annex B).

1. **Partnerships**

This section will provide a partners’ assessment detailing each partner’s role, added value and capacities.

Particular attention will be given to explaining how partnerships and coalition building will help support local, grassroots and/or community women’s or women’s rights CSOs.

1. **Monitoring, reporting and management Arrangements**

This section will describe the management arrangements, as well as monitoring, evaluation (if any), reporting and research activities (including the research projects) that will be developed through this Project, if any. This section will also include a risk analysis and proposed mitigation measures.

**VIII. Sustainability**

This section will describe how the results’ sustainability will be ensured.

**Annex A: Results framework**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget** |
| **Impact** | **Impact indicator** |  |  |  |
| **Outcome** | **Outcome indicator** |  |  |  |
| Output 1.1[[6]](#footnote-6) | Output indicator(s) |  |  |  |
| Output 1.2. |  |  |  |  |
| Output 1.3. |  |  |  |  |

**Annex B** - Budget per category

|  |  |
| --- | --- |
| **UNDG Categories** | **Amount (US$)** |
| 1. Staff and other personnel costs |  |
| 2. Supplies, Commodities and Materials |  |
| 3. Equipment, Vehicles and Furniture, including Depreciation |  |
| 4. Contractual Services |  |
| 5. Travel |  |
| 6. Transfers and Grants to Counterparts |  |
| 7. General Operating Expenses and Other Direct Costs |  |
| **Sub-total** |  |
| 8. Indirect Support Costs \* |  |
| **TOTAL** |  |
| **\****The rate shall not exceed 7% of the total of categories 1-7. Note that PUNO/Implementing Partner -incurred direct project implementation costs should be charged to the relevant budget line, according to the PUNO/Implementing Partner s regulations, rules and procedures* | |

1. For civil society organizations applying for institutional support only [↑](#footnote-ref-1)
2. Please leave this box empty [↑](#footnote-ref-2)
3. Between 2,500 and 30,000 USD [↑](#footnote-ref-3)
4. Maximum project duration is 12 months [↑](#footnote-ref-4)
5. Please chose one most relevant between the 6 following areas of work: 1. National Action Plans on 1325, 2. Women’s participation in conflict prevention efforts, 3. Women participating in and benefitting from the humanitarian response, 4. Women’s participation in peace processes, 5. Women’s protection against sexual and gender based violence and human rights violations and 6. Women’s participation in peacebuilding and recovery efforts [↑](#footnote-ref-5)
6. Outputs are concrete deliverables. [↑](#footnote-ref-6)