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**Women’s Peace and Humanitarian Fund & Spotlight Initiative**

**PROJECT DOCUMENT TEMPLATE**

**STREAM 1: INSTITUTIONAL FUNDING**

**PROJECT DOCUMENT TEMPLATE (Length: 7-10 pages excluding annexes)**

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| **Lead Organization Name:** |  | **PUNO** (applicants leave this box empty) |
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| **Lead Organization Contact Information** |  | **Country and Region** |
| City/Location:  Project Contact Name:  Title:  Email:  Telephone:  Website (if applicable): |  |  |
|  | **Implementing Partner(s)** |
|  | Not Applicable |
| **Type of Organization (of Lead Organization)** |  | **Budget requested (USD)** |
| *Select* ***all*** *that apply:*  🞏 Women’s Rights  🞏 Youth Rights  🞏 Women Led  🞏 Youth Led  🞏 Other (specify) |  | Total Project Cost:  WPHF’s contribution[[1]](#footnote-1):  Other contributions: |
|  | Proposed Project Start Date:  Proposed Project End Date:  Total duration (in months): |
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| **PUNO(s) and Lead CSO Applicant** | |
| Name of PUNO[[2]](#footnote-2)  Name of PUNO Representative  Title  Signature  Date & Seal | Name of CSO:  Name of CSO Representative:  Title:  Signature:  Date & Seal: |

**I. Summary of Proposal**

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| **Project Title** |  |
| **Vision/Mission of the Organization** |  |
| **Location (Province/State/Regions)**  *State where the organization is located. If there are multiple locations, please list these.* |  |
| **Targeted Beneficiaries**  *Specify the target beneficiary groups and the estimated reach. These should be staff/volunteers of your organization. Disaggregate your data by sex, and age group, where relevant.* |  |
| **Summary of Proposal, Objective(s) and Strategy (**Maximum 2 paragraphs) |  |

| **II. Context and Situation Analysis (Maximum ½ page)**  *Provide a brief analysis of the context (political, nature of conflict and how it relates to the current COVID19 crisis and the impact of the crisis on sexual and gender-based violence (SGBV) and protection of women and girls. It should also describe 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 context.* |
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| **III. Rationale for Spotlight/WPHF Support**  *Describe how the current crisis has impacted your institutional and financial capacities and continuity of the organization, and how the funding will support your organization’s during the crisis and strengthen the organization’s institutional capacities[[3]](#footnote-3).* |
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| **IV. Description of Expected Results**  *Describe the expected results (outcomes) to be achieved with institutional funding, and the means of implementation in narrative form. Outcomes should be aligned with the call for proposal and aiming to address the problems identified, particularly in sustaining the organization and institutional and financial gaps as it relates to addressing protection (safety, security, and human rights) of women.*  *Only one outcome is suggested, however multiple outcomes can be used. For example, “Enhanced institutional capacity of organization in addressing needs of women in refugee camps. Specific outputs and activities will also be formulated in Annex A: Results Framework and should align. Do not repeat all your activities in this section but briefly describe the strategies you will use to achieve each of your outcomes. For example, “Organizational gender-responsive emergency and crisis response strategy and plan developed”. Please describe any new tools or resources that will be developed.* |
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| **VI. Collaborations and Coordination (Maximum ½ page)**  *Describe any other organization, government bodies or networks/associations, or external resource persons that the organization may collaborate with in order to achieve the aims of the project. How will they be involved in supporting institutional activities?* |
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| **VII. Risks and Mitigation Measures**  *Using the table below, list the risks that would impact the achievement of results and carrying out planned activities. Risks should include programmatic, operational, contextual risks. For each risk, highlight what measures you will take. Risks related to COVID-19 and protection of staff and beneficiaries should be considered. Add rows, as required.* | | |
| --- | --- | --- |
| Risk | Risk Level (Very High, High, Medium, or Low) | Mitigation Strategy |
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| **X. Sustainability**  *How will the project ensure that project outcomes are sustained after the financing period? What structures, mechanisms or approaches will facilitate this. Please be specific. Also mention (where applicable), how it could be replicated, scaled up or improved over time.* |
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**Annex A: Results Framework**

* The impact statement and associated indicators must be used for the proposal. Please see footnotes for additional explanation.
* Under each Outcome statement, include the outputs to be achieved. Then include the indicators you will use to demonstrate the completion of the output and achievement of the outcome. Indicators should be S.M.A.R.T[[4]](#footnote-4) and appropriate to collect within the current crisis.
* For each indicator, include a means of verification (what methodology will you use to collect the information) and Source of information (where or from whom will you obtain the information). Consider alternative methodologies to minimize risk during the crisis.
* For each output, list the activities that will be conducted. DO NOT include sub-activities or tasks.
* Ensure that budget amounts for each output are included. These should equal the total amount in Sub-Total of Annex B: Budget

| **Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget** |
| --- | --- | --- | --- | --- |
| **Impact[[5]](#footnote-5)**  Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments. | Select at least 2 :  1. Average number of months organization can be sustained as a result of institutional funding[[6]](#footnote-6)  2. Development of risk management and/or contingency plans or strategies for organization  3. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations | CSO Influence and Agency Survey[[7]](#footnote-7) |  |  |
| **Outcome[[8]](#footnote-8)**  *Develop one outcome statement* | 1. Number of people directly benefiting from the response (by sex and age group[[9]](#footnote-9))  *Develop 1-2 additional indicators for the outcome that captures the expected change of your project.* | Document review (staffing lists/payroll and strategies and tools) |  |  |
| Output1.1[[10]](#footnote-10) | *Develop 1-2 indicators for each output* |  |  |  |
| Output 1.2 |  |  |  |  |
| Etc. |  |  |  |  |

**Annex B - Budget per Category[[11]](#footnote-11)**

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| **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** |  |

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| **Box 1: UNDG Categories**  1. Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.  2. Supplies, Commodities and Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities, and materials. Office supplies should be reported as "General Operating".  3. Equipment, Vehicles and Furniture: Includes costs for purchase of new equipment, vehicles or furniture (e.g. computers, software, internet, motorcycles, desks, chairs, etc.)  4. Contractual Services: Services contracted by an organization which follow the normal procurement processes. This could include contracts given to other organizations or companies for services rendered.  5. Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.  6. Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above (contractual services).  7. General Operating Expenses and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories. It would also include any grants (cash/voucher/etc.) that is transferred to beneficiaries, where relevant.  8. Indirect Support Costs\*: A general cost that cannot be directly related to the delivery of the project, activities or delivery of results. (e.g. management costs, utilities, rent, etc.)  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 |

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| **Box 2: Guidance for Stream 1: Institutional Funding (Eligible Costs)**  Eligible activities and costs for Stream 1 Institutional funding include things such as:   * Support for movement of essential staff (e.g. staff working in shelters and providing direct support to women and girls’ survivors of violence – in the absence of public transport; as well as salary/allowance and health insurance during the quarantine period; * Cover costs related to the improvement of organizational systems, tools, and processes, and * Purchase of adequate equipment that enables the organization to effectively fulfill its mandate in support of women and girls in the current remote working environment, including provisions for staff to be able to telecommute and thus ensure work continuity; * Support the development and implementation of organizations’ institutional risk mitigation and contingency plans, thus not only helping to secure WROs/CSOs’ existence during this current global crisis but also strengthening their long-term robustness and pivotal contributions to the EVAW ecosystem. * Cover activities and associated costs of staff linked to change management and new ways of operating following this crisis to ensure business continuity and to emerge stronger and more responsive after the crisis; * Cover strategic activities related to leading and defining the vision of the organization within the framework of shifting global realities, as well as representing the organization in advancing its mandate with key stakeholders in a time where EVAW and gender programming has become more topical than ever; * Provide immediate relief to project beneficiaries with commonly requested items such as food and hygiene kits, phone cards, etc. as part of the broader EVAW interventions. * Cover costs for technical experts or equipment that support WROs and CSOs with the development and implementation of their integrated EVAW response to COVID-19; * Enable advocacy with stakeholders to ensure that national responses to COVID-19 include the voices of the most marginalized women and survivors, among others.   \* The purpose is not to fund civil construction work, engineering work or purchases of large vehicles |

1. The total WPHF amount requested cannot exceed the amounts noted in the CfP from 2,500 USD to 30,000 USD. [↑](#footnote-ref-1)
2. Applicants to leave this box empty [↑](#footnote-ref-2)
3. Please refer to Annex B for a list of eligible costs and examples. Programmatic funding is not eligible under Stream 1. [↑](#footnote-ref-3)
4. SMART indicators are those that are i) **S**pecific (clear indicators which state what is being measured, of whom. For example # of women’s organizations trained on emergency response planning), ii) **M**easurable (it can be counted, observed, assessed, etc.); iii) **A**ttainable (can be measured/tracked within the time frame); iv) **R**elevant (the indicator should measure the expected outcome or track the outputs most directly); and v) **T**imebound (can be collected and measured within the time frame of the project, and/or has a specific time period attached to it. For example, # of primary school girls trained on COVID-19 prevention each semester). [↑](#footnote-ref-4)
5. The impact statement cannot be changed. Impact refers to the long-term change that is expected to occur as a result of the outcomes being achieved. [↑](#footnote-ref-5)
6. The three indicators should be used for Institutional Funding. Organizations can add additional indicators, as it pertains to their proposal. [↑](#footnote-ref-6)
7. Grantees will be provided technical guidance on measurement of influence and agency as it pertains to Indicator 3. [↑](#footnote-ref-7)
8. Outcomes are the shorter-term changes that are expected to occur as a result of the completion of outputs. There should be a direct cause and effect relationship between outputs and outcome, and a direct cause and effect of outcomes to the impact. Multiple outcomes can be included. [↑](#footnote-ref-8)
9. Please note that for Stream 1 proposals, direct beneficiaries are the staff and volunteers of the organization. Do not include target beneficiaries which the organization targets. [↑](#footnote-ref-9)
10. Outputs are the concrete deliverables or services provided. For example, an output could be women trained to monitor early warning signals. If multiple outcomes, ensure that there is a set of outputs for each outcome statement. [↑](#footnote-ref-10)
11. Please see Box 2 for eligible costs for Stream 1: Institutional Support [↑](#footnote-ref-11)