**Women’s Peace and Humanitarian Fund**

**INSTITUTIONAL FUNDING**

**PROJECT DOCUMENT TEMPLATE (Maximum Length: 5-7 pages)**

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| **Lead Organization Name:** |  | **PUNO** | **CfP Number** |
|  | (applicants leave these boxes empty) |  |
| **Lead Organization Contact Information** | **Country** | |
| City/Location of headquarters:  Project Contact Name:  Title:  Email:  Telephone:  Alternative contact/email:  Website (if applicable): |  | |
| **Co-Implementing Partner(s)** | |
| Not Applicable | |
| **Type of Organization (of Lead Organization)** | **Budget requested (USD)** | |
| *Select* ***the main focus*** *of your organization* ***(ONE ONLY):***  o Women’s Rights  o Youth Focused  o Other (Specify):  ***AND select one:***  o Women Led  o Young Women Led (18-29 years)  o Other | Total Project Cost:  WPHF’s contribution[[1]](#footnote-1):  Other contributions: | |
| Proposed Project Start Date:  Proposed Project End Date:  Total duration (in months): | |
| **Is your organization led by a displaced person?** *(refugee, IDP, returnee or asylum seeker)*  o Yes o No  *\*Please note that this is not an evaluation criteria and will not impact your eligibility.* | | | |

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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** |  |
| **Location (Province/State/Regions)**  *State where the organization’s headquarters is located. If there are multiple locations (sub-offices), please list these.* |  |
| **Number of Staff, Volunteers or Board Members that will benefit**  *Specify the number of staff, volunteers or board members from your organization that the proposal targets (direct beneficiaries). Disaggregate your data by sex (M/F). Do not include people your organization serves/targets (these are indirect beneficiaries for institutional funding).* |  |

| **II. Organization Background, Mandate and Experience**  *Provide a brief description about your organization. Include the following:*  *a) what is the mission statement/vision of your organization*  *b) at what level do you work (local, sub-nationally or at a national level) and indicate the locations*  *c) what is the programmatic focus of your organization and how it is linked to the call for proposals outcome*  *d) who does your organization target in terms of population. Include details such as whether you target women, youth, women with disabilities, refugees/IDPs, or other intersectionalities* |
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| **III. Rationale for WPHF Support[[3]](#footnote-3) (1-2 paragraphs)**  *Describe why you are applying for institutional funding. Specifically highlight how the conflict or crisis (whether ongoing or a sudden outbreak) in your context has impacted your institutional capacities to respond, and/or financial continuity of the organization.* |
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| **IV. Expected Result, Outputs and Activities**  *a) Each institutional project reports against four* ***(4) required indicators****. Please enter the target for each. You may also choose to select two additional ones if they are relevant for your project.*  *b) Please list your outputs and key activities that will contribute to strengthening your organization’s institutional capacity. It is important to be specific. No programmatic activities should be included.* | |
| --- | --- |
| 1. Average number of months organization can be sustained as a result of institutional funding | Target: |
| 2. Number/Percentage of staff retained as a result of institutional funding (by sex, age group) | Target: |
| 3. Number of staff/volunteers directly benefiting from the response (by sex, age group) | Target: |
| 4. Number of people indirectly benefiting (beneficiaries you serve/target) | Target: N/A |
| Additional indicator (if relevant to your project): | Target: |
| **Optional to use (Select if relevant):**  Development of risk management and/or contingency plans or strategies for organization  Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations | |

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| **Outputs**  *(An output is a group of activities. For example: IT system and software updated for organization, or Training on disaster management provided for staff and board members) You will report against each of the outputs.* | **Activities**  *(For each output, list your activities in bullet form, as well as your target. Please be specific. For example: Procure new financial management software, or train 10 staff members on disaster management planning and response). You will report against each of these activities.* | **Time Frame**  *Enter month and year the activities for the output will take place* |
| Output 1: |  |  |
| Output 2: |  |  |
| Output 3: |  |  |
| *Add rows as needed* |  |  |

\*Selected CSOs may be asked for a more detailed results framework or monitoring and evaluation plan, at a later stage.

| **V. Risks and Mitigation Measures**  *Using the table below, list the risks that would impact your organization in building its institutional capacity. Ensure to include risks that your organization may face in the current context. For each risk, highlight what measures you will take to reduce the impact.* ***Risks related to the protection of staff and beneficiaries should be considered****. Add rows, as required.* | | |
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| Risk | Risk Level (Very High, High, Medium, or Low) | Mitigation Strategy |
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**Annex A - Budget per Category**

At the proposal stage, **a detailed budget is not required**. Selected CSOs may be asked for more detailed budgeting.

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| **UNDG Categories** | **Amount (USD $)** |
| 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 | Not Applicable |
| 7. General Operating Expenses and Other Direct Costs (key activities and outputs) |  |
| **Sub-total (please add lines 1-7)** |  |
| 8. Indirect Support Costs\*  *\*Indirect support costs cannot exceed 7.0% of the sub-total (categories 1-7)* |  |
| **TOTAL (please add subtotal + indirect support costs)** |  |

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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 |

1. The total WPHF amount requested cannot exceed the amounts noted in the CfP from 2,500 USD to 30,000 USD. This amount must match what is presented in Annex B in the total line. [↑](#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 activities/funding is not eligible under Stream 1. [↑](#footnote-ref-3)