**PROJECT PROPOSAL**

**Innovate and Learn Grant UGANDA**

**Introduction**

Innovate and Learn grants are meant for networks, formal groups and organisations to test and scale new approaches with a focus on human-centred innovations that are very context-specific. Innovate and learn grants are available from €5,000 to €200,000. Innovate and Learn grants can be submitted on a rolling basis although there are two review cycles. All specific criteria, especially on eligibility and target groups are available via [www.voice.global/Uganda](http://www.voice.global/Uganda). Please read these carefully before you start your application and you may want to discuss your idea with the Voice team. Completed applications need to be uploaded via [www.voice.global/Uganda](http://www.voice.global/Uganda) and for questions please email Uganda@voice.global

**PROJECT OVERVIEW**

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| 1. Title of the project |
| 2. Name of the applicant organisation |
| 3. Short project summary |

**Please describe the Innovation you wish to learn from?**

Tell us about the innovative approach that you like to explore. Provide a description of your pilot, including the following:

1. Why would you like to try this new approach? The degree to which it is research and/or evidence-based
2. The specific goals, outcomes and measures of success
3. A fuller description of the people the project supports (i.e. race/ethnicity, age, gender, socioeconomic status and geographic location) in empowering and in strengthening their lobby and advocacy capacities
4. How it supports the reduction of of marginalisation of the target groups and addresses Voice themes

**Purpose:** Explain why your organisation wishes to learn from this innovation, include the following considerations:

1. How the learning fits within your organisation’s strategic plan
2. What the grant funds will allow you to do differently or more effectively
3. The impact this project would have on your organisation
4. Any other organisations or individuals who are collaborators in this endeavour

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**List the Learning Questions:**

**Impact and Dissemination:** How will the target group(s) and others working with the target group gain knowledge through your learning? What do you think others can do with the knowledge gained? (Describe in the detail the plan to disseminate the findings how it is expected the target audience will use findings)

**Methodology**: Include specifics of the study design, study area (geographic), required preparation for fieldwork (if any), sampling criteria, methods of data collection and data processing and collection. Also, outline any testing or action research you wish to undertake. Please also complete Table A below.

**Risk** **Assessment:** Describe the risks that could limit the success of the project and your plans to mitigate this risk

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|  | **Risks** | **Likelihood** **(L-low, M-medium, H-high)** | **Mitigation Strategy** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Etc. |  |  |  |

**Monitoring/Reporting:** This section is for you to describe how you will keep track of your project.

**Additional Comment:** Use this section to make any additional comment about your proposal. Please also make comment on any perceived requirement that you may have for capacity building and technical assistance.

**ORGANISATIONAL BACKGROUND**

Describe the goal of your organisation, your main programmes or activities, your organisation’s most important accomplishments/outcomes, and what is unique about your organisation.

Tell us how you develop your activities. How do you interact will the target group and plan your activities with them? Keep in mind that Voice is all about inclusion, based on the principle Nothing About Us Without Us.

Size of your organisation and the total number of full-time and part-time employees including a breakdown by gender

1. Geographical reach, and professional character

1. Provide your organisation’s Board of Directors or similar governing body, the names, and contact information for the Board Chair or President and other members. In addition, provide information on how often the board meets in the last two years.

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1. International links and links with other local organisations
2. Previous projects and activities of the applicant organisation
3. Contact details of previous and current donors (if applicable)

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| **Table A: Annual Work Plan with Summary Activities, Inputs and Expected Results** |
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| **Description of Activities** | **Inputs Required** | **Timeframe (months)** | **Expected Results** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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**Logical Framework (Logframe)**

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|  | **INTERVENTION LOGIC** | **INDICATORS OF ACHIEVEMENT** | **SOURCE OF VERIFICATION** | **RISKS / ASSUMPTIONS** |
| **Goal****(Principal Objective)** | Identify the principal objective |  |  |  |
| **Specific Objective** | It should address the core problem | Indicators should be SMART (Specific, Measurable, Achievable, Relevant) | For each indicator, establish and describe the source of verification | Which factors and conditions outside the partner’s responsibility are necessary to achieve the objective. |
| **Expected results** | Enumerate them | What are the indicators to measure each result | What are the sources of information for these indicators? | What are the external conditions must be met to obtain the results? |
| **Activities** | Key activities in sequence to produce the expected results | Means:e.g. personnel, goods, training, services | Sources of information.Costs can be included in the budget per activity | What pre-conditions are required before the operations starts? |

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| **TABLE C: Governance and Reporting Requirements** |
| **Milestones (or Key Achievements)** | **Project Life Cycle (months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Milestone 1: 25% of Contract**Production of agreed Work Plan and Final Budget. | √ |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 2 (3,4...): % of Contract**Progress Report submission(Agreed key achievements) |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final: 10% of Contract**Final Project Report submission |  |  |  |  |  |  |  |  |  |  |  |  |
| * Milestones will be paid for key achievements completed.
* The 1st Milestone payment will be paid upon award of the contract and completion of a fully costed Work Plan (to the total contract value) which must be agreed by Voice
* Milestone payments will be an agreed % of the total contract value depending upon activities to be completed as per the agreed work plan
* Milestone payments 2 (3, 4...) will only be paid upon acceptance of Progress Reports of previous milestones by Voice
* The applicant should propose milestone payment timeframes in the chart above with a √ (tick) ensuring it aligns with the proposed Work Plan and timeframes at Table A above.
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