PROJECT PROPOSAL FOR INNOVATE AND LEARN GRANT

Voice Kenya

1. **PROJECT OVERVIEW**

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| **A.1. Project Title:** |
| **A.2. Name of the (Lead) Applicant Organization:** |
| ***Address:*** |
| ***Telephone No.:*** | ***Email Address:*** |
| ***Contact Person and Designation:*** | ***Alternate Contact Person:*** |
| ***Registration Details:*** | ***Date Registered:*** |
| **A.2 (b). Name of Co-applicant (s) – *List names of organizations if application is by a consortia*** |
| **A.3. Project Duration:** |
| **A.4. Proposed Budget:** |
| **A.5. Project Geographical Coverage/Area:** |
| **A.6. Target Group/s:*****Select all that apply.*****( ) Persons with disability****( ) Age-discriminated groups (youth and the elderly)****( ) LGBT community****( ) Indigenous peoples****( ) Women facing exploitation, abuse and/or violence** |
| **A.7. Thematic Area:*****Select all that apply.*****( ) Increasing access to productive resources (i.e. finance, land, and water) and employment****( ) Increasing access to social services, health and education in particular****( ) Strengthened space for political participation** |
| **A.8. Project Summary:** ***Brief but specific statement of the proposed project objectives, methods and impact.***  ***Be succinct and to the point!*****(max. 500 words)** |

1. **PROJECT NARRATIVE**

Please see the learning cycle below to help you understand better the intention of Innovate and Learn Grant and how to fill the forms/ questions



**B.1. Problem: Needs Analysis**

*Tell us the issues you face or faced by the target group(s) you will be working with. Focus on the specific needs that you wish to address with this project, especially in regards to access to resources, services and participation in decision making.* (max. 300 words)

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**B.2. Learning Questions**

*What questions will this proposed project try to answer? These questions are at the core of the innovation you want to test or scale-up. They will need to be answered at the end of the grant period.*

***“The usefulness of the knowledge we acquire and the effectiveness of the actions we take depend on the quality of the questions we ask.” Eric Vogt***

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**B.2. Explore**

*Explain why your organisation wishes to answer these learning questions, include the following considerations: (a) how the learning fits within your organisation’s strategic plan; (b) what the grant funds will allow you to do differently or more effectively; (c) the impact this project would have on your organisation; and (d) any other organisations or individuals who are collaborators in this endeavour.* (max. 500 words)

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**B.4. Test: The Innovation**

*Tell us about the innovative approach that you wish to test and/or review. Provide a description of your pilot, including the following: (a) why was the new approach tried? (b) the degree to which it was research and/or evidence-based; (c) the specific goals, outcomes and measures of success; (d) a fuller description of the people the project supported (i.e. race/ethnicity, age, gender, socioeconomic status and geographic location) in empowering and in strengthening their lobby and advocacy capacities; and (d) how it supported the lessening of marginalization of the target groups and addresses Voice themes.* (max. 500 words)

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**Methodology used to evaluate the innovation**

*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.* (max. 500 words)

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**B.4. 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).*

(max. 300 words)

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**B.6. Monitoring/Reporting**

*This section is for you to describe how you will keep track of your project. How will you know that the activities are successful?* (max. 300 words)

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**B.7. Risk Assessment**

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

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|  | **Risk** | **Likelihood****(L-low, M-medium, H-high)** | **Mitigation Strategy** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
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**B.8. Additional Comment**

*Use this section to make any additional comment about your proposal. Please also make comment on any help you might need to implement this project.*

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1. **ORGANISATIONAL BACKGROUND**

**C.1. Overview of the Organization**

*Describe the goal of your organisation, your main programs or activities, your organisation’s most important accomplishments/outcomes, and what is unique about your organisation.* (max. 500 words)

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**C.2. Geographical Reach and Professional Character**

*Tell us about your organization’s identity.* (max. 200 words)

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**C.3. Stakeholder Participation**

*Tell us how you develop your activities. How do you interact with the target-group and plan your activities with them?* (max. 200 words)

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**C.4. Partners and Linkages**

*Please describe your previous and current partners, networks and other linkages. What kind of engagement do you have with them?* (max. 300 words)

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**C.5. Donors**

***Please tell us your previous (in the last 2 years) and current donors and contact details of at least 2 of them*.** (max. 200 words)

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**C.6. Human Resources**

*What is the size of your organisation and the total number of full-time and part-time employees including a breakdown by gender?*

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**C.7. Governance**

*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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| **Full Name** | **Position** | **Contact Detail** |
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**C.8. Accountability and Transparency**

*Tell us how your organization demonstrates accountability and transparency in your commitments to the donors, communities, and your target groups.* (max. 200 words)

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**Logical Framework (Logframe)**

Please demonstrate the intervention logic of your proposed project.

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|  | **INTERVENTION LOGIC** | **INDICATORS OF ACHIEVEMENT** | **SOURCE OF VERIFICATION** | **RISKS / ASSUMPTIONS** |
| **Goal** |  |  |  |  |
| **Outcome** |  |  |  |  |
| **Outputs** |  |  |  |  |
| **Activities** |  | x | x | x |

| **Table A: Work Plan with Summary Activities, Expected Results, timeframe, and expected budget** |
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| **Project Objective/s:** |
| **Description of Activities** | **Timeframe (weeks or months)** | **Expected budget in Ksh.** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Management and Administration |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other direct cost |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total budget for expected proposal** |  |
| **Note: You may develop your own Excel Spreadsheet with detailed itemized costs in completing this budget proposal** |

**This chart will be completed with the Voice Project Manager after reviewing your proposal.**

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| **TABLE B: Governance and Reporting Requirements** |
| **Milestones (or Key Achievements)** | **Project Life Cycle (months or weeks)** |
| **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 : \_\_% of Contract**Progress Report submissionList activities to be completed by the milestone |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 3 : \_\_ % of Contract**Progress Report submissionList activities to be completed by the milestone |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 4 : \_\_ % of Contract**Progress Report submissionList activities to be completed by the milestone |  |  |  |  |  |  |  |  |  |  |  |  |
| * 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 the JIFF Secretariat
* 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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