**PROJECT PROPOSAL**

**Influencing Grant LAOS**

**Introduction**

Influencing grants are meant for (more established) organisations, coalitions and networks to strengthen their lobby and advocacy capacities and amplify the voice of marginalised and discriminated groups. For Laos influencing grants range from €25,000 to €200,000 for a period between 18 and 30 months. Influencing grants are subject to a strict deadline which is fixed before **July 8 2018, 5PM Lao time**. Applications need to be submitted in English. All specific criteria, especially on eligibility and target groups are available via [www.voice.global​/Laos](http://www.voice.global​/cambodia) Please read these carefully before you start your application. Completed applications need to be uploaded via [www.voice.global/Laos](http://www.voice.global/cambodia) and for questions please email [Laos@voice.global](mailto:Cambodia@voice.global)

**PROJECT OVERVIEW**

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| 1. Title of the project |
| 2. Name of the applicant organisation and contact information (e-mail & phone number) |
| 3. Short project summary |
| 4. Proposed total budget (detailed budget in separate Excel file): |

**Needs/Problems Analysis**: Tell us the issues faced by the target group(s) you work with that you wish to address with this project, especially in regards to access to resources, services and to participate in decision making. Please specify what change you wish to influence.

Provide a description of your proposed project, including the following:

1. The specific goals, outcomes and measures of success
2. A fuller description of the people the project will support (i.e. race/ethnicity, age, gender, socioeconomic status and geographic location) to strengthen their lobby and advocacy capacities and amplify their voice
3. Why this project is important for your community, county, region or the state.
4. The degree to which it is research and/or evidence-based
5. How it supports the reduction of marginalisation of the target groups and addresses Voice themes

**Activities**: Describe, in detail, the planned project activities. Specifically discuss how the programmes and activities will accomplish the objectives and lead to the desired results. Include a time frame or timeline for the activities. Please also complete Table A below.

Explain why your organisation qualifies to do the work you are proposing, including:

1. The people who will lead and carry out the work and their qualifications
2. How this project fits within your organisation’s strategic plan
3. What the grant funds will allow you to do differently or more effectively
4. Any other organisations or individuals who are collaborators in this endeavour

**Inputs:** Describe the resources you will use in the project. Resources can be financial (in-kind, matching, or requested), human (volunteers, partnerships, networks, targeted project participants, staff) and physical including technology, equipment, etc. Please also complete Table B.

**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. |  |  |  |
| Etc. |  |  |  |

**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? Describe the expected output/effect/product of the activities and how to measure them?

**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 with 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.

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

Geographical reach, and professional character

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.

International links and links with other local organisations

Previous projects and activities of the applicant organisation

Contact details of previous and current donors if applicable. Please provide email addresses and telephone number of your contact person.

| **Table A: Annual Work Plan with Summary Activities, Inputs and Expected Results** | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)**

**Please note if you have a theory of change for your organisation please feel free to submit that instead.**

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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 have to 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? |