PROJECT PROPOSAL FOR INNOVATE AND LEARN GRANT

Voice Philippines

1. **PROJECT OVERVIEW**

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| **A.1. Project Title:** |
| **A.2. Name of the Applicant Organization:** |
| ***Address:*** |
| ***Telephone No.:*** | ***Email Address:*** |
| ***Contact Person and Designation:*** | ***Alternate Contact Person:*** |
| ***Registration Details:*** | ***Date Registered:*** |
| **A.3. Project Duration:** |
| **A.4. Proposed Budget:** |
| **A.5. Project Area/s:** |
| **A.6. Target Group/s:*****Select all that apply.*****( ) Persons with disability****( ) Age-discriminated groups (i.e. children, 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. Executive Summary:****(max. 500 words)** |

1. **PROJECT NARRATIVE**

**B.1. Learning Questions**

*What questions will this proposed project 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.*

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| 1.
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| 1.
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| 1. **…**
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**B.2. Rationale**

*Explain why your organisation wishes to answer these learning questions, include the following considerations: (a) what interventions have been tried before; (b) what opportunities for innovation do you see; (c) how the learning questions fit within your organisation’s strategic plan; (d) how the grant will allow you to work differently or more effectively; and (e) any other organisations or individuals who are collaborators in this endeavour.* (max. 500 words)

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**B.3. The Innovation**

*Tell us about the innovative approach that you wish to test or scale-up in order to answer the learning questions. Provide a description, including the following: (a) the activities to be completed; (b) the degree to which the activities are supported by research and/or evidence; (c) the specific goals and outcomes; (d) a fuller description of the people the project will support (i.e. race/ethnicity, age, gender, socioeconomic status and geographic location); and (d) how it addresses the Voice themes.* (max. 500 words)

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**B.4. Methodology**

*How will you evaluate the success of the project? 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. Include these in Table A below.* (max. 500 words)

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**B.5. 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? How will you correct for errors or mistakes in assumptions?* (max. 300 words)

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**B.6. 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** |
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| 2. |  |  |  |
| 3. |  |  |  |
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**B.7. Impact and Dissemination**

*How will others gain knowledge through your learning? What do you think others can do with the knowledge gained? How will you share the knowledge gained from this project? (Describe in the detail the plan to disseminate the findings how it is expected the target audience will use findings). Include these in Table A.* (max. 300 words)

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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 your organization’s identity. Describe what principles does your organization value.* (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 PHP** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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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