**PROJECT PROPOSAL FOR EMPOWERMENT GRANT**

**Voice Indonesia**

Please read thoroughly the Grant Manual for guidelines on how to apply, what is expected of grantees, criteria, schedule, the granting process, and the policy advocacy focus area in Indonesia.

Empowerment Grant is targeting (informal) groups or organisations to raise awareness, to work on leadership skills, build confidence and skills and work against discrimination of the most marginalised groups.

* The time period for the grant is from 12 months to 24 months.
* The budget can be from EUR 5,000 to EUR 25,000 (approx. IDR 70,000,000 to IDR 350,000,000).
1. **PROJECT OVERVIEW**

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| **A.1. Project Title:** |
| **A.2. Name of the [Host] Applicant Organisation:** |
| ***Address:*** |
| ***Telephone No.:*** | ***Email Address:*** |
| ***Contact Person and Position:*** | ***Alternate Contact Person:*** |
| ***Organisation National Registration Details:*** | ***Date Registered:*** |
| **A.3. Project Duration:** |
| **A.4. Proposed Budget:****EUR** or **IDR** |
| **A.5. Geographical Coverage:** |
| **A.6. Target Groups:*****Select all that apply, minimum two (2), to ensure intersectionality.*****( ) Persons with disability****( ) Age-discriminated groups (i.e. youth and elderly)****( ) LGBT community****( ) Indigenous people and ethnic minorities****( ) Women facing exploitation, abuse and violence** |
| **A.7. Thematic Areas:*****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:*****Brief but specific statement of the proposed project objectives, methods and impact. Be succinct and to the point!* (max. 500 words)** |

1. **PROJECT NARRATIVE**

**B.1. Needs/ Problems Analysis**

*Tell us the issues you face or faced by your group. 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. 500 words)

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**B.2. Project Objective**

*What do you hope to achieve with this project?* (max. 300 words)

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**B.3. Activities**

*How will you achieve your objectives? Please provide a step-by-step description of your plans and activities. Attached as Table A is a Work Plan tool that you can use to help you describe the project*.

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**B.4. Team**

*Projects are implemented by people. Please tell us about all the people that have a major role in the project and provide a brief description (one paragraph per person) of their qualifications and experience as relevant to their proposed position.*

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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? Describe the expected output/effect/product of the activities.* (max. 300 words)

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**B.6. 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. **GROUP/ ORGANISATIONAL BACKGROUND**

**C.1. Overview of the Organisation**

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

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**C.2. Target Group(s) Participation**

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

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**C.3. Partners and Linkages**

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

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**C.4. Human Resources**

*Describe your group/ organisation’s management structure, governance, number of members/ employees, and capacity to carry-out projects. How does your group/ organisation demonstrate accountability and transparency in your commitment to the target groups and communities?* (max. 300 words)

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| **Table A: Work Plan**  |
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| **Project Objective/s:**  |
| **Description of Activities** | **Timeframe (months)** | **Expected Results** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **Note: You may develop your own Excel Spreadsheet in completing the Work Plan. Please justify the timeframe according to your proposed project duration.** |

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| TABLE B: Governance and Reporting Requirements per 6 months. |
| **Milestones (or Key Achievements)** | **Timeframe (months – please adjust with your project duration)** |
| **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.Signed Grant Agreement. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 2: \_\_% of Contract**Progress Report submission and approval.List activities/ results to be completed by the milestone. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 3: \_\_ % of Contract**Progress Report submission and approval.List activities/ results to be completed by the milestone. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 4: \_\_ % of Contract**Progress Report submission and approval.List activities to be completed by the milestone. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 5: 10 % of Contract**Final Report submission and approval. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Milestones will be paid for key achievements completed and approved by both parties every **6 months**.
* The 1st Milestone payment will be paid upon signed Grant Agreement.
* 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 submission and approval of Progress Reports (narrative and financial) of previous milestones.
* The last milestone is the completion of final report submission and approval.
* Further conditions will be arranged in the Grant Agreement.
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