**PROJECT PROPOSAL FOR EMPOWERMENT GRANT**

**Voice Philippines**

1. **PROJECT OVERVIEW**

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| **A.1. Project Title:** |
| **A.2. Name of the Applicant Organisation:** |
| ***Address:*** |
| ***Telephone No.:*** | ***Email Address:*** |
| ***Contact Person and Designation:*** | ***Alternate Contact Person:*** |
| ***Registration/Accreditation Details:*** | ***Date Registered/Accredited:*** |
| **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 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 DESCRIPTION**

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

*Tell us the issues you face as a member of a Voice target group that you wish to address with this project, especially in regards to access to resources, services and participation in decision making. Focus on the needs of your immediate community.* (max. 500 words)

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**B.2. Project Objectives**

*What do you hope to achieve?* What are your overall goals and aspirations for this project? (max. 300 words)

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**B.3. Activities**

*How will you achieve your objectives? Please provide a step-by-step detailed 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. What are your measurable targets? How will you know that the activities are successful? How will you correct for errors or mistakes in assumptions? Describe the expected output/effect/product of the activities.*

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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. **ORGANISATIONAL BACKGROUND**

**C.1. Programming**

*Tell us about your group or organisation. What projects have you done in the past? What made your past work successful? What have you learned from your past work?*

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**C.2. Stakeholder Participation**

*Tell us how you develop your activities. How do you interact with other members of your target-group and plan your activities with them?*

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**C.3. Partners and Donors**

*Please describe your previous and current partners and donors. What kind of support are you getting from them? How would you describe your relationship with each other?*

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| **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. |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 itemised 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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