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| Justice Centre Expansion Grant Technical Proposal |
| Template A |
| January 2017 |
|  |



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**Grant Application Form**

Reference no:

(for office use only)

**Section 1. Introduction & Project Summary**

|  |  |
| --- | --- |
| Name of lead organisation  |  |
| Address of lead organisation |  |
| Contact information | *Name, Title* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Website/Facebook* |  |
| Names and contact details of partner organisations |  |
| Partner 1  |  |
| Partner 2 |  |
| Partner 3  |  |
| Name of Project |  |
| Brief description of Project (100 words maximum) |  |
| Project location(s) - townships |  |
| Total Budget Requested (in MMK or $US) |  |

**Section 2. Context & rationale**

2.1 Specific context

Describe the specific justice issues or problems within each location (township) that this project has been designed to address. (2 pages maximum)

2.2 Target groups and beneficiaries

Specify the target groups and beneficiaries of this project, and describe how your project will support greater inclusion of vulnerable, marginalised or otherwise excluded people? (1 page maximum).

2.2 Wider stakeholder analysis

Identify the key stakeholders (including state actors) in the specified locations that this project will engage with. Describe how you will engage with each and any challenges this will present? (1 page maximum).

2.4 Main stakeholders consulted

Outline which stakeholder groups have been consulted in the design of this project and how they have been engaged? (1/2 page maximum).

**Section 3. Detailed Project Description**

3.1 Project Objective

Describe the specific objectives of the proposed project; what will change as a result of this project? (1/2 page maximum)

3.2 Project Outputs

*Define the specific outputs (results) that project will deliver to achieve its objective: (1/2 page)*

*Output 1:*

*Output 2*

*Output 3*

*Output 4*

*Etc*

3.3 Project Activities

*For each output describe in detail the specific activities that will be delivered to achieve the results. (4 pages maximum).*

*Output 1: Activity 1:*

*Output 1: Activity 2:*

*Output 2: Activity 1:*

*Output 2: Activity 2*

*Etc.*

3.4 Project Activities

*Please complete the activity planning and measurement template below.*

|  |  |  |
| --- | --- | --- |
| **Outputs**  | **Activities**  | **Monitoring indicators** |
| **Output 1** | 1.1  |  |
| 1.2  |
| 1.3  |
| **Output 2** | 2.1  |  |
| 2.2  |
| 2.3  |
| **Output 3** | 3.1 |  |
| 3.2 |
| 3.3 |

3.5 Project Activities (continued)

Please complete the workplan template below

|  |  |  |
| --- | --- | --- |
| Activities | Year 1 / Month | Year 2 / Month |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Output 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

3.6 Monitoring, evaluation and learning

Provide a detailed description of how you will monitor and evaluate your project - please see guidance notes. (1 page maximum).

3.7 Risks and challenges

*Describe the main risks or challenges that you expect to face and how you plan to manage them (maximum 6 risks/challenges).*

|  |  |
| --- | --- |
| Challenge / Risk | Management |
| Risk / Challenge 1 | Management strategy |
| Risk / Challenge 2 | Management strategy |
| Risk / Challenge 3 |  |
| Etc |  |

3.8 Coordination with other justice actors and projects

Describe how you will ensure your project coordinates effectively with other organisations doing similar work in the locations of your project? (1/2 page maximum)

**Section 4. Budget**

4.1 Budget Summary

Please provide a summary of costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| *Output*  | *Year 1* | *Year 2* | *Total* |
| Output 1  |  |  |  |
| Output 2 |  |  |  |
| Output 3 |  |  |  |
| Output 4 |  |  |  |
| Staff costs |  |  |  |
| M&E |  |  |  |
| Programme expenses  |  |  |  |
| All other costs |  |  |  |
| Overhead |  |  |  |
| Total |  |  |  |

4.2 Detailed Budget

A detailed budget using **Template B** must be attached to this application.

**Section 5. Project Management**

5.1 Participating organisations

Describe the specific role assigned to each organisation that is named as participating in the delivery of the project (1/2 page maximum)

5.2 Project Team: roles & responsibilities

Describe the specific roles and responsibilities of the project team members and provide an organisation chart of the project team (1 page maximum + chart).

5.3 Personnel proposed

Present the names and relevant experience of the key project staff proposed (1 page maximum).

5.4 Management plan

Describe how you will manage the project, including finance and project reporting (1 page maximum)

**Section 6. Sustainability**

6.1 Capacity building

Describe how you will build the capacity of national staff or national sub-partner organisations (i.e., the justice centre management) included in this application? (1 page maximum)

6.2 Other sustainability measures

Describe any other measures you intend to take to contribute to the sustainability of the project? (1/2 page)

**Section 7. Organisational capacity**

7.1 Organisational capacity

A completed due diligence checklist (**Template C**) must be attached to this submission.

**Section 8. Declaration**

I certify that I am duly authorized to submit this concept note to MyJustice on behalf of [applicant organisation].

Signature:

Name, Title:

Date: