

# Grant application Guide for NGOs

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## DOCUMENTS REQUIRED

- ❖ Application letter signed by the organization
- ❖ Concept paper describing the project
- ❖ Detailed budget
- ❖ Logical framework
- ❖ Project implementation schedule
- ❖ Bank details on bank's letterhead
- ❖ Annual license of the screening software indicating the period of validity and the names of the relevant sanctions lists (UN, EU and French lists mandatory)
- ❖ For French NGOs:
  - CERFA form signed and dated by the legal representative
  - SIRET registration document
- ❖ For foreign organizations:
  - Bylaws of the organization with address and name of the legal representative

### **Optional documents:**

- ❖ Any other documents to support the application may be annexed

## BUDGET FORMAT

- ❖ Use the format requested by the Crisis and Support Centre, annexed to this Guide
- ❖ *We remind you that at least 70% of the budget need to be allocated to the activities*



## FORMAT OF THE CONCEPT PAPER

### ACTION INFORMATION:

<b><i>Project title</i></b>	xxx
<b><i>Project summary</i></b>	xxx
<b><i>General aim</i></b>	xxx
<b><i>Specific aims</i></b>	- xxx - xxx
<b><i>Duration</i></b>	From MM/YY to MM/YY Number of months: xxx
<b><i>Zones of intervention (GPS coordinates if required)</i></b>	xxx
<b><i>Beneficiaries</i></b>	xxx
<b><i>Financing requested</i></b>	xxx
<b><i>Implementation partner</i></b>	xxx
<b><i>Point of contact</i></b>	xxx

### PROJECT DESCRIPTION:

- ❖ **Exact** project title
- ❖ Intervention sectors (health, education, etc.)
- ❖ Duration and dates of project
- ❖ Context of intervention
- ❖ Zones of intervention and detailed map showing the target zone and places within the country
- ❖ Experience/record of the NGO in the zone (and, where applicable, synergies with the NGO's other ongoing projects)
- ❖ Experience of the NGO in the sectors of intervention (health; water, sanitation and hygiene; education; etc.)
- ❖ Needs assessment (dates of assessments, tools and methodologies used, needs identified and analysis thereof)
- ❖ Response strategy (explanation of the proposed strategy to address the needs identified)
- ❖ General aim and specific aims
- ❖ Identification of beneficiaries: type and number, disaggregated by gender and age of direct and indirect beneficiaries, methodology and criteria used for selection of

beneficiaries (precisions required if the project prioritizes a group of beneficiaries or a type of vulnerability)

- ❖ Detailed description of activities, results and quantified SMART indicators (in line with the logical framework provided in the annex)
- ❖ Transfer modalities (liquidities, vouchers/coupons, in kind, etc.)

## **ADDITIONAL PROJECT INFORMATION:**

- ❖ Accounting for cross-cutting issues such as gender, disabilities and environmental impact
- ❖ Linkage and coordination of the NGO and the project with other humanitarian actors (NGOs and agencies) in the zone and/or carrying out similar interventions (participation in a consortium, clusters or coordination meetings), with the humanitarian response plan and the various response mechanisms.
- ❖ Human and material resources for project implementation
- ❖ Collaboration with a local partner? If yes, name of the local partner and the type of collaboration, including the capacity-building plan and the added value of the partnership.
- ❖ Any links with local authorities (and armed groups, if applicable) and, if relevant, national authorities (relevant ministries, coordination bodies, etc.) and their initiatives (emergency or development plans, etc.).
- ❖ Links with community or religious leaders or other non-state authorities that are influential in the zone.
- ❖ Analysis of risks (operational, security, financial, embezzlement, instrumentalization, etc.) and measures taken to identify, manage and mitigate them (such as the creation of a whistleblowing mechanism for beneficiaries).
- ❖ Beneficiary participation and accountability: measures to include beneficiaries' participation and maximize accountability to them.
- ❖ Measures to monitor project implementation (type of project management, whether it is distant or direct, etc.).
- ❖ Disengagement strategy, possibly in phases, and evaluation of the sustainability of the results.
- ❖ Visibility: communication and dissemination measures implemented and highlighting of the donor.

**LOGICAL FRAMEWORK:**

Provide detailed logical framework in annex

**IMPLEMENTATION SCHEDULE:**

Provide implementation schedule in annex

**BUDGET:**

Detailed budget in Excel format (printable version for paper processing)