**Rule of Law And Anti-Corruption Programme (RoLAC II) Grant Proposal and guidance on completion**

This document provides guidance on what should be included in a ‘RoLAC II grant application (proposal).

Guidance is provided below on the information that is required in each section of the application. *Guidance information is shown in italics*.

**Civil Society Organization (CSO) Identification Details.**

*Please complete the table below:*

|  |  |
| --- | --- |
| Title of the Project | *Name of the Project to be funded* |
| Lot (component) of Grant applied for | *Either lot (Component) 1, 2 OR 3* |
| Name of CSO applying for the grant | *The full legal name of the CSO applying for the grant.* ***If*** *the grant is to be administered by a coalition that is not registered, show the name of the coalition and state the name of the lead CSO as well as the names of other CSOs involved.* |
| Address | *Full physical address and postal address of the CSO/lead CSO* |
| Telephone | *Telephone number of the organisation* |
| E-mail | *E-mail address of the organisation and website, if applicable* |
| Key contact person, designation and contact details | *Name, designation, telephone (landline and mobile) and e-mail address of the contact person for this application. The contact person must have the authority to act on behalf of the organization but will not take decisions unilaterally.* |
| CSO Registration details, including year of registration | CAC Registration number, year of registration and relevant authority |
| CSO Mission/Vision |  |
| CSO Core thematic areas | Three thematic areas |
| Brief description of the CSO’s purpose, relevant past-experience and previous Grants | *State the primary purpose of the CSO/CBO and provide any key previous experience that you have learnt from that is directly relevant to the Activities outlined in Proposal. Please provide details of previous Grants received. This section should not exceed 300 words.* |
| Maximum value of grant managed in the past 7 years/currently | *State the value of highest grant implemented* |
| Does the CSO work with Children? |  |
| Areas where the CSO can provide Mentoring/Coaching to other smaller CSOs |  |
| **Bank Account Details**  Account Number  Account Name  Type of Account  Name of Bank and Branch (including address) | *Bank Account numbers should be NUBAN which normally contains ten digits.*  ***Note:*** *If the grant application is successful, the CSO will be required to be set up as a ‘vendor’ on the Accounting System. This will necessitate the provision of further supporting documentation in relation to Bank Accounts, etc, at a later date.* |
| Estimated Total Cost of Grant | *In Naira* |
| Duration of Project to be funded |  |

**The Project Proposal**

*The body of the Narrative proposal should follow the following format closely. Each section should include information about the issues mentioned in italics.*

1. **Project title:** *The title of the project, which must relate clearly to the main purpose of the grant.*
2. **Introduction and summary:** *Briefly summarise the Goal, Purpose (expected change or outcome) of the project – i.e.: what change you expect it will bring to the beneficiaries; how it will be delivered, the location, the duration and total cost. Include any other ‘headline’ factors that are considered relevant. State how the project links to RoLAC II Programme Objectives and identify any other RoLAC II interventions or activities that it will either link up with or support.*
3. **Problem analysis**: *Describe the specific problem or issue that the project aims to address. This should include: details of the problem; the causes(s) and effect(s) of the problem; who is affected by the issue and the location, and the basis of your problem analysis – provide background data that supports your analysis (which may form the baseline against which you can measure the change(s) brought about by the project over time). Refer to any previous or ongoing initiatives that have attempted to address the problem and any learning (your own or from others) that has been derived from this.*
4. **Project Goal (impact):** *Describe the expected Goal (long-term impact/change) that the project will contribute towards (eg: Women are living in a country which is free of gender-based violence). Please refer to Appendix H for a diagram that explains the relationships between Goal, Purpose, Objectives, Key Activities and project Inputs.*
5. **Grant Purpose (outcome), Indicators of success and baseline information:** *Set out the Purpose (short-term outcomes/change that you expect to bring). The Purpose must clearly link to the Goal and to the problems or issues identified in the problem analysis. It is also necessary to develop one or two indicators that will demonstrate the successful achievement or change at Purpose level. Alongside each indicator you should provide details of how and where you will access this information (eg: survey, focus groups, case studies, meeting registers, minutes, etc.) If the methodology relies on comparisons with baseline data, that data must be present and verifiable prior to the grant activity commencing.*
6. **Objectives (results/outputs), Indicators of success and baseline information:** *Include a brief narrative that explains each objective and how it will contribute towards the achievement of the over-arching Purpose statement, in paragraph 5 above. It is also necessary to include one or two indicators that will demonstrate the successful achievement of each Objective. Show alongside each indicator how and where you will access this information (means of measurement). Include baseline data for the indicator and state the target that you expect to achieve by the end of the project. This information should be shown in the form of a table as follows:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives** | **Indicators of Success** | **Means of Measurement** | **Baseline Information** | **Project Target** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Anticipated results**: Describe how the entire grant will contribute to the outcome area.
2. **Key Activities, Milestones and Targets:** *The key activities are linked to the achievement of your Objectives, outlined in paragraph 6 above. Against each of the key activities, highlight the targets and milestones that you will reach, progressively, across the lifetime of the project. This enables you and RoLAC II to monitor and measure progress against the delivery of the activities. The applicant should present a sound but simple methodology for capturing information on the achievement of the targets and milestones that are verifiable by RoLAC II, or an external evaluator. If the methodology relies on baseline data, that data must be present and verifiable prior to the project commencement. This information is best displayed in the form of a table as shown below. Activity Areas should be consistent with those in Section 3 paragraphs 17 and with the Workplan and Project costings files.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activity Area and sub-activities*** | ***Result of activity*** | ***Milestones and Targets*** | ***Means of Measurement (evidence of result)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Beneficiaries and coverage:** *Provide details of project’s main target groups. Where possible show indicative numbers of those people who will directly and indirectly benefit from the project, as well as details of geographical coverage of the project.*
2. **Gender and social inclusion:** *Explain how you will address gender in the project. Explain how and to what extent the project will reduce or overcome any aspects of the justice system where women or girls are treated unequally to men and boys. Gender breakdown should also be reflected in the Activities, Results and Monitoring table in the previous section. Where possible provide a breakdown of other social excluded groups, eg: disabled people, older people, youth, etc.*
3. **Poor and vulnerable groups:** *Explain if and how the project will have a specific impact on poor and vulnerable people. This should also be reflected in the Activities, Results and Monitoring table in the paragraph 7.*
4. **Public awareness of the project:** *Set out what specific activities or steps are included to make the general public aware of the project and its activities. Also describe how information about the project will be disseminated to the other interested parties, e.g. other CSOs, academia, donors, etc.*
5. **Duration of project:** *Indicate the number of months the project is expected to take to complete from start to finish. Mention any conditions in terms of commencement of the project (e.g. if it needs to happen at a certain time because of another event, such as an election). Mention any dependencies around specific activities or the completion date, if applicable. A Project Workplan/timeline should be prepared and attached as an Appendix to the FGA. Guidance on the format and content of the workplan is included in paragraph 19.*
6. **Project costing**: *State the proposed cost of the project and explain where the funds or other resources will be accessed (cash, in-kind contributions and third party sources). Specify the funds that are required from RoLAC II and outline how they will be spent. Where there is need for specific item of equipment, or item that is ‘non-standard’, this should be detailed and the detail of cost of procuring it shown, providing evidence of best value for money.*

*This section must also include details of all the other material and human resources that will be required for this project. A proposed costing should be prepared in the approved format as set out in paragraph 20 of these guidance notes. The project costing must be prepared as an MS Excel file and submitted as an Annex to the FGA.*

1. **Sustainability:** *Set out the specific steps that will be taken to ensure the sustainability of the project beyond the life of the grant. This is critical information, as the RoLAC II programme will not normally consider ‘follow on’ grants that provide for continuation of the same activities as an earlier RoLAC IIgrant. In addition, the RoLAC II programme will close in 2021, after which RoLAC II grants will no longer be available. It is essential that there is evidence that consideration is being given as to how project initiatives can be continued and embedded in justice delivery systems in the long-term.*
2. **Assumptions:** *State any assumptions that have been made in developing the proposal. Assumptions are always written positively, eg: ‘the LGA is supportive of local level dispute resolution’ - if this is not the case it would affect the ability to deliver the project. Include intermediate assumptions, eg: ‘local leaders have time to commit to and engage in community mediation services’ - those that will be a key factor during delivery of project activities.*
3. **Risks and mitigation actions:** *Identify any specific risks that may prevent the project from achieving its Objectives, or things that could go wrong that would have a negative impact on the project. Categorise the risk into High, Moderate or Low in relation to both ‘likelihood of occurrence’ and the anticipated ‘impact if the risk becomes reality’. For each risk, identify what steps will be taken to reduce the likelihood of the risk becoming reality and to mitigate the impact of the risk should it occur. A risk is usually written as a negative statement, see example in the Risk column in the template below:*

*Risks and the associated aspects should be set out in a table as shown below*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Likelihood of Occurrence (H,M,L)** | **Impact if it occurs (H,M,L)** | **Mitigation Actions** |
| *Describe the risk that has been identified, eg:*  *The LGA does not support local level dispute mediation.* | *Select High (H) if the risk is very likely to become reality*  *Medium (M) if the chances of the risk becoming reality are moderate*  *Low (L) if there is only a small chance of the risk becoming reality* | *Select High (H) if the impact on the success of the project if the risk becomes real is serious*  *Medium (M) if the impact on the success of the project is likely to be moderate*  *Low (L) if the impact on the project if the risk becomes real is minimal* | *Set out the specific actions that will be taken to reduce the chances of the risk becoming reality and the steps that would be taken if the risk does become reality. Actions to mitigate against High risks should be included in the Activity section*  *E.g.: Prior to commencement of the project meetings will be held with the LGA to influence their ownership of this project.* |

1. **Detailed project activities**

*This section is used to provide more information on each specific project activity area. All the activities listed in this section must contribute to the achievement of the project purpose and objectives. Each activity area should be shown as a separate section, each of which must contain the data listed here.*

1. **Activity title:** *Describe the Key Activity area in a single sentence (e.g. training of community mediators).*
   1. **Description of activity:** *Provide more information on the details of the activity so it is clear exactly what will be done. Break down each key activity area into sub-activities (e.g. recruitment of resource persons, administration arrangements, preparation of materials, conduct of the training course, follow up and mentoring, etc). Be sure to restrict your description to this activity area and not the entire project.*
   2. **Responsible parties:** *List the individuals or groups involved in the implementation of this task.*
   3. **Grant-financed resources required:** *Summarise the amount of funds that will be required for this activity according to the designated categories. If necessary, explain why specific resources are needed. If an item will only be partially funded by the grant, indicate the percentage to be funded by RoLAC.*
   4. **Non-grant financed resources required:** *List items for which funding will NOT be required under this activity. Explain why these resources are needed and where the funding or resources will come from.*
   5. **Milestones:** *Indicate the key milestones in relation to this activity (i.e. intermediate outputs/results that will be delivered during the course of the activity, for example training of 20 mediators, or completion of 50 cases). It is necessary that appropriate and sufficient milestones are identified to allow the effective monitoring of delivery of the project.* ***Achievement of milestones will be the key consideration that will trigger the release of further funds****.*
   6. **Estimated start date:** *Show the estimated start date of this activity area.*
   7. **Estimated end date:** *Show the estimated end date of this activity area.*

*Repeat section 19 for each key activity area*

1. **Detailed CSO background Information**

*This section contains detailed background information on the CSO that is making the application.*

* 1. **General CSO background information:** *Show details of the applicant and background information – e.g. how the CSO was formed, its mission or purpose, board, management systems, financial management system, partners, etc.*
  2. **Qualifications for this project:** *Explain why you (the CSO) are qualified to deliver this project. Provide details of previous or on-going activities (both donor funded and other) that relate to the proposed project and any other relevant experience.*
  3. **Associated Awards or projects:** *Include information on awards or grants previously obtained and managed, including amounts received or anticipated within the duration of the grant activity that cover associated activities or projects. Include the names of donors, grant number, grant amount, project location, project duration and the name, address, email and telephone of donor contact persons.*
  4. **Referees:** *List three independent, qualified and professional referees. The referees should be aware of your competence to deliver the proposed project activity and be able to provide an objective, informed reference. If possible, two of the referees should be from an existing or previous donor.*

1. **Project workplan: (separate file)**

*A project workplan (timeline) must be attached to the grant application in the format shown in the following pages; the template provided incorporates a Gantt chart, setting out when each activity is expected to take place. The workplan must list each activity area and show sub-activities as well as the expected output from the activity. These should be consistent with paragraph 7 from the main proposal as well as paragraph 17 and the project costing. The person or group responsible for its completion should be included, and the anticipated start and end dates (note: these should be described as Month 1, Month 6 etc, not actual dates. The Gantt chart element must show the duration of each activity and must also incorporate an indication of when milestones are expected to be achieved – using the letter ‘M’. Milestones should be cross-referenced with Section 3 of the main application. The workplan may be submitted as an MS Excel document, if preferred.*

| **Key Activities** | **Sub-Activities** | **Responsible Person / Party** | **Outputs/Results anticipated (Milestones)** | **Start Date** | **End Date** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** | **Month 8** | **Month 9** | **Month 10** | **Month 11** | **Month 12** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *The main activities outlined in the proposal* | *The key activities broken down into sub-activities* | *The name of the individual or group responsible for the delivery / completion of the sub-activity* |  | *The expected start date of the activity (note: this should be shown as Month 1, Month 2, etc not a date (e.g. June 2018)* | *The expected end date (note: this should be shown as Month 1, Month 2, etc not a date (e.g. August 2018)* |  |  |  |  |  |  |  |  |  |  |  |  |
| ***EXAMPLE***  *2-week workshop/*  *training in dispute resolution techniques and processes (¼ly)* | ***EXAMPLE***   * 1. *Awareness raising in the importance of fair and equal approaches to dispute resolution*   2. *Introduction to mediation techniques*   3. *Record-keeping processes* | ***EXAMPLE***  *CSO’s training staff and project officer* | ***EXAMPLE***  *X no of women and X no of men trained in dispute resolution techniques and processes by X date*  *X no of women and X no of men adopting fair and equal approaches to dispute resolution by X date*  *X no of women and X no of men attending mediation sessions by X date*  *X% of dispute mediators have clear documentation and records by X date*  *These milestones should increase on a (¼ly) basis* | ***EXAMPLE***  *Month 1* | ***EXAMPLE***  *Month 12* |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Project costing: (separate MS Excel file)**
   1. *A detailed costing for the entire project must be included and attached to all grant applications as a separate MS Excel file. This should be in the format as set out in the budget template attached to this call.*
   2. *All proposed expenditure must be allocated according to the correct category and line item as shown in the template. Where necessary, line items should be broken down into constituent parts by inserting additional lines (e.g. workshop costs should be divided into costs for Hall, equipment, lunch, tea breaks, materials, etc).*
   3. *All items must be shown at cost i.e. the actual cost of purchasing the goods or services without any mark-up by the CSO managing the project. Management costs (i.e., indirect call) are shown as a separate line item.*
   4. *Normally, separate costings should be prepared for each key activity area, however for simple projects a single costing will suffice.*
   5. *Guidance on the broad coverage of each category/line item is shown below.*

1. ***Declaration***

*The final declaration must be completed and signed by an authorised officer of the CSO*

I declare that everything stated in this Application is true and complete.

I am authorised to make this application on behalf of (…*enter name of CSO*)

Signed:

Name:

Date: