# **Annex 1.1: Application form for non-profit proposals in IGF both Lots**

**Maximum 15 pages (All project proposals over $ 10,000 in the**

**budget must be submitted in English)**

**Gender and Social Inclusion – Cross-Cutting topic**

* **Applicant:** Title/Name, Tax Identification Number
* **Co-applicant** (If needed):
* **Unique Entity Identifier (UEI) of applicant/co-applicant** (If available):
* **Project Title:**
* **Contact Information:** Telephone Number, Email
* **Program Manager:**

1. **Cover page (1 page):** must include the name and UEI of the applicant and co-applicants, project title, descriptive title (optional), project dates, requested budget, and contact information. The cover page does not count towards the page limit.
2. **Executive summary:** a general summary of the proposed project. The executive summary does not count towards the page limit.
3. **Project background (4 pages)**:
   1. Problem statement: the problem or opportunity the project addresses and the key assumptions that the project makes.
   2. Stakeholder analysis: Describe the intended audience or target group, their needs, location, and any existing limitations or challenges.
   3. Theory of change: Identify the key deliverables that will be produced as part of the program.
4. **Technical approach (7 pages):**
   1. Objectives and expected results: identify the specific goals and objectives of the program. What do you hope to achieve through this program? Describe specific results anticipated to be achieved by the project.
   2. Methodology and approach: briefly describe the methods and techniques that will be used to achieve the goals and objectives of the program. Describe how stakeholders will be engaged throughout the project.
   3. Detailed activities and the timeline: describe specific activities you propose to undertake under specific goals of the project. Provide an overview of the project timeline using a Gantt chart, which will include key milestones and deadlines, as well as the responsible parties for all aspects of the project. For the detailed outlook of the activities and their timeline, please submit the filled in **Annex 1.2.2** of the guideline.
   4. Inclusion of vulnerable groups: describe specific approaches or activities addressing the issues of vulnerable groups.
   5. Monitoring, Evaluation, and Learning: propose measurable indicators for tracking project’s progress, and describe specific tools and approaches to data collection, analysis, and MEL efforts.
   6. Sustainability: describe specific steps ensuring that the project's outcomes are sustained beyond the program's completion. How will the project be scaled up or replicated if successful?
5. **Organizational capacity and key personnel (4 pages):**
   1. Brief overview of the organization’s history, governance structure, mission and goals, and the programs and services that your organization implements.
   2. Brief overview of the organization’s past performance, including the description of the organization’s capacity to implement the same-level funded programs.
6. **Budget and budget notes:**
   1. Detailed budget – must be submitted in an Excel file, with all cells and formulas unlocked. Applicants may use their own format for the budget, but the template is attached as guidance **(Annex 1.3).**
   2. Budget narrative – In the second sheet of Annex 1.3 applicants must provide a detailed narrative description of all budget lines and line items. Budget notes must describe the logic and rationale behind all cost estimations.