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| **APPLICATION FOR AN ACEP GRANT** |
| Please use this template for **all** proposals submitted to ACEP. Proposals should not exceed 15 pages (excluding appendices). |
| **Section 1: Project Background** |
| Date of Submission:  Project Title:  In which country(ies) will the project be implemented:  Organization Name:  Amount Requested (Local Currency):  Amount Requested (US Dollars): |
| **PROJECT DESCRIPTION**  *Provide a brief summary of your project (****1 page max****)* |
| **PROJECT CONTEXT, PROBLEM STATEMENT AND APPROACH**  **The Project Context**  *Should explain the political, environmental and socio-economic context of the problem the project seeks to address.*  **The problem Statement**  *Clearly define the challenge, effects and its manifestations. How does the project contribute to addressing the problem.*  ***The Approach***  *Should highlight the process you will undertake to overcome the problem you have identified. It should clearly state the people, organizations you will be working with, what tools you will be using and describe how this process leads to the change you anticipate. Please provide a brief response.* |

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| **Section 2: Project Objectives and Activities** |
| **ACTIVITIES** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Expected Outcome:** | | | | | | **Objectives** | **Planned Activity(ies)** | **Indicator(s) of Success** | **Means of Verification** | **Assumptions** | | Obj 1: |  |  |  |  | | Obj 2: |  |  |  |  | | Obj 3: |  |  |  |  | |
| **STRENGTHS/WEAKNESSES/OPPORTUNITIES/THREATS (*please be specific and short. Bullets are preferred*)**   |  |  |  | | --- | --- | --- | |  | **STRENGTHS AND OPPORTUNITIES**  **to achieving the overall objectives of the project** | **WEAKNESSES AND THREATS**  **to achieving overall objectives of the project** | | **Specific to the Project and the Organization** |  |  | | **Specific to the context** |  |  |   **Please indicate how you plan to mitigate the weaknesses and threats you have identified:** |
| **SUSTAINABILITY**  *If your proposal is approved, how does your organization intend to sustain this project after ACEP’s support*? *How does this fit in with your organization’s strategy and long term plans?* |

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| **Section 3: Organizational Information and Project Management Structure** | | | |
| *In this section, ACEP seeks to understand the objectives of your organization and its structures. The likelihood of your grant being considered lies very much with the information provided in this section. Please attach the following documents to your application: a) certificate of incorporation b) audited accounts c) management team and names of staff working on the project d) last annual or organization report if any.* | | | |
| **ORGANIZATIONAL DETAILS**  *Please provide the following information*:   * **Official name of the Organization:** * **Date your organization was registered (please provide us with the relevant document):** * **Physical address (no post office box):** * **Mailing Address:** * **Telephone:** * **Fax:** * **Email:** * **Number of personnel (male/female):** * **Does your organization operate in a single country, or regionally?**   **ORGANIZATIONAL MANAGEMENT**  **Name of the head of your organization:**  **Management team and their contact details (email, phone number):**  **STRATEGY**  Please provide us with the latest copy of your organizational strategy and work plan  **Does ACEP have an on-going grant with your organization? *If so, please indicate the name of the project, the duration and amount.***  **ORGANIZATIONAL/PARTNERS AND AFFILIATES**  **What partners or affiliates would you work with on this project?**  **What other national or international partners does your organization work with?**  **BOARD**   * Please provide the names phone numbers and the email addresses of all Board members and indicate the name of the Board chair –      * Please provide the dates of the last 2 Board meetings:   **FINANCIAL INFORMATION AND MANAGEMENT**   * **Yearly budget of the organization:** * **Main funders:** * **Major projects and accomplishments:** * **How often does the organization produce audited financial statements?** * **Name of financial management system, (accounting system) if any?** * **What is the mechanism in place in your organization for tracking grant expenditures from donor funding?** * **Is the organization able to keep separate records for each donor?** | | | |
| **PUBLIC IMAGE AND COMMUNICATIONS**  *Please provide the organization’s website, twitter, Facebook and other social media links. Do you have a dedicated communication staff and/or a communication strategy or plan?*   * **Website:** * **Twitter:** * **Facebook:** | | | |
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| **Project Management Structure** | | | |
| MEMBERS OF PROJECT TEAM INCLUDING THE FINANCE PERSON  *For each member of the team attach brief* ***curriculum vitae*** | | | |
| Project Team Member | Position and qualification | % of Time allocated to the project | Main Responsibilities |
| Team Lead: |  |  |  |
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| **Section 4: Budget** |
| *This section should be completed using the budget template which is attached to this application packet. Please also ensure you include budget notes to each budget line item. All budgets must be provided in US$. You may indicate your local currency and the exchange rate used in the section provided for such.* |
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| **Section 5: Conflict of Interest** |
| * *Please state any relationship or association with any ACEP board or staff member or any other ACEP partner.* |
| * *Please provide details of any existing conflict in your organization including with your board and staff.* |

***Please ensure that your answers are concise and that the entire application is not more than 15 pages long.***