



## Republic of Botswana-European Commission

### Non-State Actors Capacity Building Programme 9 ACP BT 007 9<sup>th</sup> European Development Fund (EDF)

#### Grant Application Form to the

Small Grant Call for Applications  
Reference: BTNSACBP/SG-2009/1

**Published 20<sup>th</sup> April 2009**

**Deadlines for submission of applications:**

**19<sup>th</sup> May 2009 (1<sup>st</sup> round)**

**30<sup>th</sup> June 2009 (2<sup>nd</sup> round)**

**14<sup>th</sup> July 2009 (3<sup>rd</sup> round)**

**29<sup>th</sup> September 2009 (4<sup>th</sup> Round)**

Title of the proposal:	
Name of the applicant organisation	

Dossier No	
(for official use only)	

## 1. IDENTITY OF THE APPLICANT AND LIST OF ITS PARTNERS (IF ANY)

Please, provide the following:

- 1.1. Legal Registration Number: \_\_\_\_\_
- 1.2. Date of Registration: \_\_\_\_\_
- 1.3. Place of Registration: \_\_\_\_\_
- 1.4. Country of Registration: \_\_\_\_\_
- 1.5. Address: of the Organisation: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Fax number: \_\_\_\_\_  
 Website of the Organisation: \_\_\_\_\_
- 1.6. Name and title/position of contact person for this Action: \_\_\_\_\_  
 \_\_\_\_\_  
 Email address of contact person: \_\_\_\_\_
- 1.7. List of Partners, if any: Name of organisation(s) – list all proposed partners:

## 2. DESCRIPTION OF THE ACTION

Please, provide the following information:

- Total estimated cost of the Action: BWP \_\_\_\_\_
- Amount requested from the Contracting Authority: BWP \_\_\_\_\_
- % of total estimated cost to be co-financed by the applicant, if any: BWP \_\_\_\_\_
- Total proposed duration of the Action: \_\_\_\_\_ months

Please, provide a description of the various aspects of the proposed Action. The descriptions provided should cover the various aspects under the 5 sections in the evaluation grid included in the Guidelines for Applicants, summarised below.

**Relevance** – provide analysis of the specific problems to be addressed, the relevance of the proposal to the objectives, priorities and requirements of the call for applications, the target groups and final beneficiaries and the relevance of the proposal to the needs and constraints of the target groups/final beneficiary groups.

**Methodology** – describe the overall objective, purpose, expected outcomes/results and activities of the Action. Also show the appropriateness, practicability and consistency of the activities with the objectives and expected results. Describe the manners in which the outcomes will be measures as well as the monitoring and evaluation mechanisms. Is involvement of other possible stakeholders (national, local government, private sector, etc.) foreseen? In this case, what will be their anticipated role? Include the action plan (to be presented in the following table).

Activity	Month									Implementing body
	1	2	3	4	5	6	7	8	9	
Activity 1(short title)										
Activity 2(short title)										
Activity 3(short title)										
Activity 4(short title)										
Etc.										

**Impact** – describe the expected impact of the action on the target groups/final beneficiaries, institutionally and at policy level, if any; multiplier effect (replication, extension and dissemination of outcomes).

**Budget and cost effectiveness** – describe the necessity of the costs, balance between cost elements and activities, how realistic the budget estimation and sources of financing are and how effectively the contribution in kind can be mobilised for use in the Action, if any.

**Expertise and operational capacity** – describe the sufficiency of the project management experience of the Applicant and its partners, where applicable (availability of technical expertise, knowledge of the issues, specific skills required, etc.), the management capacity of the Applicant and partners, where applicable (staff, equipment, internal management and control systems, etc.) and existence of stable and sufficient sources of finance.

The applicant has to ensure that the description provided under the 5 sections all together:

- does not exceed 4 full pages;
- responds, in the same sequence, to the headings listed above. It is expected that the size of each section will reflect the relative importance of each heading (refer to the maximum scores in the evaluation grid in the Guidelines);
- is drafted as clearly as possible to facilitate its assessment.

The applicant may provide any additional information that he/she may deem useful for the evaluation, but which might not have been specifically requested (e.g. synergy with other similar interventions - past, present, or planned – activities; why the applicant is the best placed for the implementation of the action etc).

The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the description of the Action.

### 3. DETAILED BUDGET FOR THE ACTION

Please, provide a detailed presentation of the costs required and budget requested for the various activities and inputs into the Action as per the following, in BWP. Adapt the table as necessary.

No.	Item	No. of Units	Cost/Unit	Total
1				
2				
3				
4				
Grand Total				

### 4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION (IF APPLICABLE)

Name	Profession	Function	Country of Nationality	On the board since
Mr				
Ms				
Mr				
Ms				
Add as many rows as desired				