

PROJECT PROPOSAL FORMAT THE APFED SHOWCASE PROGRAMME 2009

SECTION 1: Basic Information on the Proposed Project

1. TITLE OF THE PROJECT

2. PROJECT SITE

(1) Country, State/Province/City

(2) Distance from the nearest major city that has an international airport

(3) Mode of travel available from the nearest major city with an international airport and standard time required for travelling to reach the project site (approximate number of hours, specify air and/or road)

3. PROJECT IMPLEMENTATION ORGANISATION

1) Name of organisation

2) Type of organisation: NGO/CBO, governmental, governmental research institute, academic/research institute, private company, or other (please specify)

4. SUMMARY OF THE PROJECT (no more than one paragraph)

Summarise the outline of the project in one paragraph, including issues to be addressed, the targets of the project, and what the expected outputs of the proposed project are.

5. CONTACT PERSON AND CONTACT ADDRESS

1) Name and position title

2) Mailing address

3) Telephone

4) Fax

5) E-mail

6. PARTNER ORGANISATION(S) (if any)

Please indicate the name(s) of the organisation(s)

7. DURATION OF THE PROJECT

Total () months,

Start from: month, year to month, year

8. PROJECT AREA (please tick one)

Climate change

Marine and coastal resources

Wastes and Chemicals

Energy and air

Biodiversity

Freshwater

Land management (including urbanisation, rural development, and forest)

Others, please specify

9. ESTIMATED BUDGET (in US dollars)

1) Estimated total budget

2) Requested amount of funds from the APFED Showcase Programme

3) Source and amount of core funds

Please provide the name(s) of source(s)/organisation(s) that provide the core funds. In-kind contributions can be included among the core funds.

SECTION 2: Outline of the Proposed Project

1. BACKGROUND TO THE PROJECT

Please describe the social/economic/environmental situation in the areas where the project is proposed, state the reasons why the proposed project is required, and elaborate on how the proposed project can change the current situation.

2. OBJECTIVES OF THE PROJECT

Please explain the objectives of the project.

3. OUTLINE OF THE PROJECT ACTIVITIES

1) Key activities

Please present a list of activities with some annotation/explanation.

2) Key stakeholders to be involved in the project and their roles

3) Key benchmarks and indicators for monitoring and evaluation

Please describe how the project progress and/or outcome can be monitored and evaluated, including benchmarks and indicators that shall be used in the monitoring and evaluation processes.

4) Potential/anticipated risks

Identify potential or anticipated risks associated with key activities. Explain how you will cope with such risks.

4. OUTCOMES OF THE PROJECT

Please describe the outcome of the project.

5. KEY FEATURES OF THE PROJECT

Please elaborate on key features of the project with respect to the following aspects:

- (i) How is your project innovative and different from conventional approaches?
- (ii) How can this project catalyse the involvement of stakeholders and public support?
- (iii) How can the effective implementation of the project be secured?
- (iv) What kind of progressive achievements and lessons can be demonstrated by the project?
- (v) How will the project contribute to enhance environmental conditions while improving socio-economic conditions?

6. TIMEFRAME FOR THE PROJECT IMPLEMENTATION

Please explain the timeframe for the project implementation following the table presented below.

(Example)

Key Activities	Duration
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	Year I				Year II			
	1st quarter	2nd	3rd	4th	1st quarter	2nd	3rd	4th
Activity 1: Inception Workshop								
Activity 2: Perception Survey								

7. DETAILED FINANCING PLAN (in US dollars)

(Example)

Budget and source of finance (in USD)				
Key Activities	Item	Core Fund	APFED	Sub-Total
Activity 1: Inception Workshop	✓ Personnel cost of full-time staff (30 person/day @ 30 USD)	900	0	900
	✓ Graduate student assistants (30 person/day @ 15 USD)	0	450	450
	✓ Venue rental (1 day @ 125 USD)	0	125	125
	✓ Meeting materials (50 packs @ 5 USD)	0	250	250
	✓ Lunch, coffee and tea (50 units @ 10 USD)	0	500	500
	Sub-total	900	1,325	2,225
Activity 2: Perception Survey	✓ Personnel cost of full-time staff (10 person/day @ 30 USD)	300	0	300
	✓ Part-time staff for interviews and consolidation of the survey results (30 person/day @ 15 USD)	0	450	450
	✓ Car rental (3 day @ 50 USD)	0	150	150
	✓			
	Sub-total	300	600	900
Activity 3:				
	Total			

The core fund can include in-kind contributions from the implementing organisations.

IMPORTANT NOTE:

The expenses listed below are generally not eligible to be covered by the grant:

- Permanent/full-time staff, project directors/managers. Personnel expenses for directors and full-time staff, office rent including utilities and water charges
- Expenses necessary for the routine operation of the organisations, including those for in-house publications
- Construction expenses
- Equipment expenses, such as cars and computers

8. INFORMATION ON THE PROJECT IMPLEMENTATION ORGANISATIONS

- 1) Mandate of the organisation
- 2) Head of the organisation
- 3) Office location
- 4) Legal status, government registration no., and so on (which are to be provided upon request at later stage)
- 5) Past experience in the field of the project proposal
(project title, duration, funding source, outputs, related web-site of the project)
- 6) Web-site (URL)
- 7) Other related information on the web regarding the activities of your organisation

9. DATE OF SUBMISSION: date/month/2009

Applications should be emailed to: unep-afed@un.org