**Annex B: Guidance Notes on Project Proposals**

1. Applicants will be required to prepare a full Project Proposal by invitation only (after the Concept Notes are accepted).
2. It is important that the Project Proposal clearly demonstrates the strong rationale for the project activities as well as highlights the capacity and experience of the organizations delivering the project.
3. Where multiple organizations are involved in the project implementation, it is important to clearly demonstrate the **management arrangements** among the partners, so that reviewers have a clear understanding of responsibilities of each organization and arrangements to be established among them.
4. Applicants and its partners need to be aware that the funding is not approved until the Board gives its endorsement and the final project document is finalized between the applicant and the CCCA Trust Fund Secretariat.
5. The Project Proposal should be prepared according to the format presented in this annex.
6. As guidance, the length of the Project Proposal should not be more than **15 pages**, excluding the attachments. Please not that the **Project Proposal that has more than 15 pages will not be considered.**
7. The Project Proposal should be prepared using the **Calibri font, Font size 12** and **the margins 2.54 cm (top, bottom, left, right)**.
8. The Project Proposal should be submitted with **a cover letter** signed by the representative of the applicant who is a senior official (i.e. Minister, Head of the Department/Organization, or Governor) and must accompanied by all required **supporting documents**.
9. In case where the applicant is not a Government institution, the applicant must secure a **Request Letter with endorsement of the proposal** from the partner Government institution and submit it together with the Project Proposal.
10. Submission of the Project Proposal needs to include **all required attachments** (see VI. List of Attachments). Applicant can use the checklist provided at the end of this annex to check that they have prepared all the required documentation.

**Project Proposal template**

1. **General Information**

|  |  |
| --- | --- |
| **Date of Submission** |  |
| **Grant Window #**  (see Call for Proposals) | CCCA-TF 2012/01 |
| **Proposal #** (to be filled out by CCCA Trust Fund Secretariat) |  |

1. **Applicant Information\***

|  |  |
| --- | --- |
| **Name (full and acronym)** |  |
| **Address** |  |
| **Email** |  |
| **Website** |  |
| **Telephone #** |  |

\*Applicant is the “lead” organization that will be responsible for overall project management and contractual obligations.

1. **Project Information**

|  |  |
| --- | --- |
| Project Title |  |
| Status | New project or existing project |
| Project location |  |
| Level of proposed intervention | e.g. National, sub-national, community … |
| Partners |  |
| Proposed duration |  |
| Total Project budget (in US$) |  |
| Amount requested to CCCA Trust Fund |  |
| Co-financing (in cash or in-kind) |  |

1. **Executive Summary**

In a clear and concise manner (3 paragraphs), provide a general overview of the project including:

* problem(s) the project is attempting to address;
* project objective(s);
* expected results and key activities;
* main intended beneficiaries, etc..

1. **Project Description**
2. **Project Justification**

This section should provide the background to the project and the approach used.

An indicative list of questions or issues this section is expected to address:

* What are the key features of the project’s operating environment in terms of climate change challenges faced by Cambodia and the capacity to address these challenges?
* What problems does the project aim to address? What specific assessments have been made?
* What are the key objectives of the project? How do the proposed outputs and activities help solve these problems?
* How does the project fit with the existing national strategies/priorities?
* How does the project relate to existing national structures and how will it contribute to capacity building of national institutions? How is capacity built to ensure transfer of relevant responsibilities to the national structures?
* What experience does the applicant (and its partners if any) have of working on this issue in Cambodia or other places in similar situations?
* Who are the main beneficiaries and how will they benefit from the project? Who are the other stakeholders and what will they gain? How will the stakeholder participation be handled?
* Will the beneficiaries of the project participate in its development and delivery? If so, how?
* Who are the project partners? What are the roles of partner organizations and their importance to the success of the project?
* How are the needs of men, women, boys and girls considered? Are the needs of particularly vulnerable and marginalized groups addressed? How?
* Were any alternative approaches considered to the ones proposed? Why were they not adopted?
* What lessons have been learned from previous experience in this area or type of project?
* Does the project replicate a proven approach? How does it build on previous efforts?
* Is the project a piloting of a new approach? How is it new and why it is promising?
* How will the project be coordinated with other ongoing or planned projects?
* What is the sustainability strategy for the project?

1. **Results Framework**

Present the details of the project in the format presented as Attachment 1.

1. **Project Workplan**

Present a detailed workplan which clearly shows the activities in each of the different steps and responsible parties for each activity (in case where multiple organizations are involved)

* Project design & formulation
* Project Preparation
* Project implementation
* Project closure
* Post-project follow-ups

1. **Management Arrangements**

Give a description of project implementation arrangements including responsibilities of the applicants and other project partners including;

* The project implementation and supervision arrangements; in-country and overseas based capacity of the lead organization (applicant) including length of presence and staff; indicate names, track record and expertise of the partners;
* The roles of each organization in this proposed project;
* The line ministry/Government agency counterparts and extent of cooperation;
* Management structure and brief Terms of References of key positions (Project Coordinator, Finance Officer, Technical Advisors/Consultants etc…);
* How finances will be arranged between the applicant and its partners;
* How reports will be compiled and submitted to CCCA Trust Fund;

Provide a diagram which clearly presents the relationships among partners and the key positions. Clearly distinguish between the on-the-ground capacity and remote capacity (in case of international organizations).

If applicants are non-government entities, they are requested to provide the **latest audited financial statement** as well as the **latest Annual Report** together with the Project Proposal.

1. **Monitoring and Evaluation**

Applicants and its partners must monitor the project activities.

Describe the system used for project monitoring (including financial tracking and audit), quality management (including lessons learning and corrective actions) and impact assessment; the methods for data collection and analysis and responsible parties for monitoring activities.

All baseline data must be collected prior to the commencement of the project and reflected in the Results Framework. If certain baseline data are missing in the Results Framework, explain why and how the collection of data will be conducted.

1. **Analysis of risks and assumptions**

Applicants should identify major risks to the project in the Results Framework.

For each of the risks identified;

* Assess their likelihood and impact of occurrence;
* Indicate options considered and the steps taken in project design implementation to address, minimize or mitigate the potential risks;
* Mention any undertakings or agreements made with partners which impact on project implementation; indicate how the observance of these undertakings will be monitored; indicate the implementations of non-compliance.

1. **Communications**

How will the message of the project be disseminated to target beneficiaries and stakeholders? How will project partners network and share information with others engaged in similar efforts?

How will the success stories and knowledge gained from the project be shared between project partners and the CCCA (as the donor)? How can the project help raise profile of the CCCA?

1. **Project budget**

Present the project budget in the format provided as Attachment 3.

Applicants are also requested to provide;

* Details of external donors in relation to this project, if applicable (including donor’s name and amount contributed).
* Information on any funding that is being sought but not yet secured at the time of the project proposal preparation.
* Details on contributions (either in-cash or in-kind) made by the applicant and/or project partners.
* Letters/documents which serve as proof for co-financing.

1. **List of Attachments**

Applicants must review the list of attachments below and determine which ones are applicable to their projects. Please inquire the CCCA Trust Fund Secretariat if a clarification is required.

Templates are provided for Attachments 1 to 3.

Attachment 1: Sample Results Framework

Attachment 2: Workplan

Attachment 3: Detailed Project Budget by Results

Attachment 4: Government endorsement letter

Attachment 5: Latest audited financial statements of the applicant and the latest Annual Report (for non-government entities)

Attachment 6: Brief CV of the Project Coordinator and person in charge of accounting for the project funds.

Attachment 7: Brief terms of references for all consultants to be hired by the project, if applicable.

Attachment 8: Document/letter showing proof of approved co-financing

**Attachment 1: Sample Results Framework (with some examples)**

**Project Title:**

|  |
| --- |
| **Project Objectives:** |

|  |
| --- |
| Expected Result(s):  Result Indicator(s): (Qualitative or Quantitative) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Outputs | Activities | Baseline & Targets | Objectively verifiable indicators | Sources and Means of Verification | Assumptions/Risks |
| Ex: Strengthened capacity of government officials of Department of Agriculture (DoA) | Conduct training on concept of climate change. | Baseline: 0  Target: 10  Baseline: N/A  Target: 20 | Number of training on climate change conducted.  Number of government officials of DoA improved capacity on concept of climate change. | Training report / minutes  Pre and post-training assessment report | Government officials of DoA are willing to improve the knowledge on climate change |
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**Attachment 2: Workplan**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Output** | **Activities** (List key activities including M& E activities) | **Responsible Parties** | **Timeframe** (each column should represent one quarter) | | | | |
|  |  |  | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** |
|  |  |  | **X** | **X** | **X** | **X** |
|  |  | **X** | **X** |  |  |  |
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**ATTACHMENT 3: Detailed Project Budget by Results (with some examples)**

Note: All applicants are required to present their budget in this format

**Provide a breakdown of the project budget organised by output.**

**Add as many lines as necessary.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS** | **PLANNED ACTIVITIES**  **List all key activities to be undertaken towards stated outputs** | **TIMEFRAME** | | | | | **Responsible Parties** | **Budget line description** | **Co-Financing** | | **Amounts budgeted under CCCA (US$)** | **Total Amount (US$)** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Organisation FiA** | **Organisation ABD** |
| Ex:  **Output 1:** Targeted beneficiaries are aware of the impacts and adaption strategies to combat the problem | 1.1. Assessment of CC awareness | **X** |  |  |  |  | ABD organisation | Travel, DSA | - | - | 1,000.00 | 1,000.00 |
| 1.2. Design of CC education materials |  | **X** |  |  |  | ABD organisation | Contractual services- (design, printing, brochures) | - | - | 8,000.00 | 8,000.00 |
| 1.3. Training workshops and campaign |  | **X** |  |  |  | ABD organisation | Travel, DSA | 200.00 | - | 1,000.00 | 1,200.00 |
| 1.4 Capacity building training of Fishery Administration |  |  |  | **X** |  | FiA |  | 500.00 |  |  | 500.00 |
| 1.5 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | ***Subtotal*** | ***700.00*** | ***-*** | ***10,000.00*** | ***10,700.00*** |
| **Output 2:** Climate change adaptation measures are demonstrated and evaluated in the fishery sector | 2.1. Orientation workshops with beneficiaries & identification of relevant adaptation measures |  |  | **X** |  |  | FiA | Travel, DSA | 200.00 | - | 1,500.00 | 1,700.00 |
| 2.2. Training of community fisheries on adaptation options | **X** |  |  |  |  | FiA | Training materials, samples | - | - | - | - |
| 3.1. Conservation of local fisheries |  |  | **X** |  |  | FiA | seedlings, concrete rings, hatchery, | 200.00 | - | 40,000.00 | 40,200.00 |
| 2..3. Demonstration of alternative livelihoods to fisheries |  |  |  | **X** |  | FiA | seeds, fertilizer, demo plots | 500.00 | - | 20,000.00 | 20,500.00 |
| 4.1. Evaluation of and lessons learned on adaptation measures |  |  |  |  | **X** | ABD/FiA |  | 100.00 | 200.00 | 1,000.00 | 1,300.00 |
|  |  |  |  |  |  |  | ***Subtotal*** | ***1,000.00*** | ***200.00*** | ***62,500.00*** | ***63,700.00*** |
| **Output 3:** … |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Output 4:** … |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | **Subtotal** |  |  |  |  |
| **Operational Costs** | Personnel |  |  |  |  |  |  |  | 8,000.00 | 2,000.00 | 10,000.00 | 20,000.00 |
| Fuel |  |  |  |  |  |  |  | 500.00 | 200.00 | 1,000.00 | 1,700.00 |
| Vehicle maintenance |  |  |  |  |  |  |  | 400.00 | - | 300.00 | 700.00 |
| Printer |  |  |  |  |  |  |  | **-** | **-** | 300.00 | 300.00 |
| Desktop |  |  |  |  |  |  |  | **-** | **-** | 800.00 | 800.00 |
|  |  |  |  |  |  |  | ***Subtotal*** | ***8,900.00*** | ***2,200.00*** | ***12,400.00*** | ***23,500.00*** |
| **TOTAL** |  |  |  |  |  |  |  |  | **10,600.00** | **2,400.00** | **84,900.00** | **97,900.00** |

**CHECKLIST FOR SUBMISSION**

Applicant can use the list below to check if the documentation is complete before making the submission to CCCA Trust Fund Secretariat. There is no need to include the checklist in the submission.

Did you consult your partners when preparing the Project Proposal? Did all your partners agree to the content of the Project Proposal?

Does your project fully address the priorities identified in the Call for Proposals?

Does your organization as the applicant fully meet the eligibility criteria specified in the Grants Application Guidelines?

Have you completed all the sections of the Project Proposal using the format provided?  
 Did you use the correct font, size and margin settings?  
 Did your respect the guidance on length of each section and for the whole Project Proposal (max 15 pages)?

Is the total amount requested to CCCA Trust Fund within the maximum eligible amount (US$150,000 for CSOs and US$300,000 for others)?

Did your organization and your partners fully understand that no indirect costs can be charged to CCCA?  
 Did you prepare all the required attachments?  
 Did you prepare a cover letter signed by your senior officials?  
 Did you copy all the documents you are submitting in a CD-ROM or UBS stick?