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**Call for Proposals: Grants for CSOs Policy Influencing and Advocacy under the BRACE Project**

**Narrative Proposal Format**

Kindly complete this form using Arial font, pitch size 10, single line spacing.

Be clear and concise in your responses. Don’t worry about errors in English or grammar. The most important thing is that you convey your innovative ideas to us clearly and concisely. Make sure you respect the page limits for each response (space for your responses does not include the questions and their guidance).

If you have any questions or concerns, please contact: ………………….

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| --- | --- |
| Applicant organisation/s |  |
| Address |  |
| Contact person name |  |
| Contact email |  |
| Contact phone number |  |

1. Project title
2. Specify Thematic Area:
3. Describe the location for your proposed project and the problems it seeks to address (max half-page)
4. Describe the stakeholders and target groups (focus on their background, priorities and needs) (max half-page)
5. State the overall impact your project would contribute to and your expected outcomes (max 3 outcomes. We have prepared guidelines to help you draft your logframe that may also be useful here) (max half-page)
6. List and briefly describe your activities, justifying how they address the identified needs of the target groups. Please also mention the target groups for each activity and any partners involved in activity implementation. (kindly number the activities according to your expected outcomes. You can also include your outputs here if you want to, and these will also be in your logframe) (max one-page).
7. Describe how you envisage your inputs, activities and outputs will lead to your expected outcomes, and contribute to your overall impact (max one page).
8. Describe how you will mainstream social inclusion and gender during project implementation (max half-page). Also, please provide evidence of mainstreaming social inclusion and gender into past projects (as an attachment).
9. Describe how your project addresses climate change (adaptation and/or mitigation (max half-page)
10. Please briefly describe 4 to 5 risks and their mitigation (max half-page) (you can put these in a table if you wish).
11. Describe your Monitoring and Evaluation plan including how you address any negative impacts identified during M&E (max half-page)
12. Describe your sustainability strategy. (Briefly describe the expected impacts on target groups (with data, where possible); and explain how your project will be made sustainable for the longer term) (max half-page)
13. Briefly describe your previous experience over the last 1-2 years related to your proposed project. Please also provide documentary evidence (e.g. project report). (max half-page per project, max 2 projects).
14. Visibility: Describe how you would publicise the European Union’s financial support for this project (max half-page).
15. Please state your average annual income for the last 3 years (in cedis) (your annual request should not be more than 50% of your average income over the previous 3 years)

**Project timeline** – please complete the following timeline by filling appropriate boxes with a colour fill. Add more rows as needed.

* Year 1 – monthly breakdown
* Year 2 – quarterly breakdown

|  |  |  |
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| **Activity number** | **Year 1** | **Year 2** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **Q1** | **Q2** | **Q3** | **Q4** |
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