PROJECT PROPOSAL

1. **Project name**:

*Proposed title of the project. Please remember: the title cannot be longer than two lines. It needs to contain a concise synthesis of the content of the project and the place of implementation.*

1. **Name of the organization:**

*Name of the village/ community/ governmental institution/ organization/ enterprise/ NGO etc. that present the proposal. Please also indicate links to social media accounts (Twitter, Facebook) or websites, if they are used by the organisation.*

1. **Implementation region**:

*Please indicate the international border as well as counties, provinces, districts and villages where the project will be implemented.*

1. **Contact person / Project representatives**:

*Name and complete address of the contact person or project representative or chief executive officer.*

*Name:*

*Position:*

*Phone:*

*WhatsApp:*

*Email:*

*Address:*

1. **Project duration**:

*Total project duration and implementing timeframe. Please be aware that the maximum project duration is 6 months.*

1. **Total Proposed Budget:**

*Total project budget in local currency that is requested.*

|  |  |
| --- | --- |
| Total budget |  |
| GIZ contribution | (…%) |
| NGO or other partners’ contribution if applicable (the contribution can be finances, human resources, stationaries etc) | (…%) |

1. **Background information on targeted border region:**

*Background information on the targeted border region and short justification of the project*

1. **Challenge/problem/conflict addressed by the proposal**

*Description of the actual situation, challenges faced by border communities and importance of the project*

1. **Project Aim:**

*Detailed description of the cross-border cooperation project and the project aim (What are the activities implemented in the project? What should be reached through the project? What are the results/ outputs/ benefits of the project? How are the border communities involved? How does the project consider gender aspects and human rights?).*

1. **Resources needed for the project**

**Human resources:**

*Who will be working in the project? Please list the staff of your organisation (e.g. project manager, accountant etc) as well as external support (e.g photographers or thematic specialists). If you already know the names, please include them. Please make sure that the staff mentioned in the budget is also mentioned in the proposal.*

**Material/Equipment/workshops or events:**

*Which materials/equipment are required to implement the project? Please do not forget to check whether all the necessary equipment is mentioned here. It is always necessary to check if the equipment that is mentioned in the budget is also mentioned in the proposal.*

**Community contribution (if applicable):**

*The community contribution is the contribution of the implementing organization to the budget of the project (see point 6).*

1. **Hygienic concept: Covid-19 precaution measures**

*Please indicate here all precaution measures you will implement to prevent the spread of Covid-19. If you need material, please make sure that it is included in the budget plan.*

1. **Methodology/Work plan**:

*The work plan is a very important part of the proposal and should therefore be taken seriously. You can either use the table below or your own format. Please add/delete rows as needed.*

*All the activities that will be implemented and that are mentioned in sections 8 and 9 (Challenge, Project Aim) need to be in the work plan. The outcome of the activity can’t be formulated in the same way as the activity. Please make sure, that the outcome is clearly recognizable as the result of the activity. (e.g. the activity would be the organization of a training on peace and the outcome would be the increased capacities of the trainees in the area of peace for example). The timeframe can be given in weeks, months, or a mixture of both.*

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| Key activities | Outcome / Impact | Responsible person | Timeframe |
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I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Place, Date, Name and Signature

*(of the project responsible or chief executive officer) (Stamp if available)*

I hereby recommend this project proposal.

Place, Date, Name and Signature

*(of the approving local authority if available and applicable) (Stamp if available)*

**Attachments to this proposal**:

* Budget plan;
* Work plan if own format is used;
* An introduction letter of maximum 1 page (with contact details), stating how the project fits within the frame of the AUBP and CBC for stabilization and why the project is worth being supported by GIZ;
* For NGOs, CSOs a registration certificate if applicable;
* A national identification document of team leader (national ID, Passport).

**Only complete proposals will be considered.**