



GRENADA SUSTAINABLE DEVELOPMENT TRUST FUND

Full Proposal Template

PROPOSAL TEMPLATE

This template is to be used by applicants whose Concept Notes have been approved and have been invited to prepare a full proposal for further evaluation. Information that was already provided in the Concept Notes may be repeated and expanded in the proposal. Applicants must complete the template in full, not exceeding the prescribed length of each section. Use letter-sized paper, 1-inch margins, Times New Romans font size 12. Applications that are incomplete or exceed the page limit and annex limit will be rejected.

The following documents are required to be submitted with the full project proposal:

- a) A signed declaration by the applicant organization on an appropriate letterhead, including the following:
“I, the undersigned being the person responsible in the Applicant’s organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.”, with signature, name, position, place, date.
- b) Applicant organization bylaws or equivalent
- c) Applicant organization list of Board members
- d) Applicant organization institutional structure
- e) In case of consortia, all members must submit a signed declaration on appropriate letterhead, including the following:



“We have read and approved the content of this application to the GSDTF and agree to comply with the roles and responsibilities detailed in this project proposal”, with signature, name, position, place, date.

1. Project Summary

Project Title:	
Applicant Organization Legal Name:	
Short Name/Acronym:	
Organization Type: <i>Same category as marked in the Concept Note</i>	
Year Organization Established	
Organization Address:	
Email Address:	
Website Address:	
Telephone (with country code):	
Contact Person Name:	
Contact Person Position:	
Contact Person Email:	



Main focus of activities (as indicated in Concept Note)	
Project Duration: <i>In months</i>	
Total Amount of the Project (in USD:	
Total Amount Requested from the GSDTF (in USD; it can be the same amount as the total amount):	

2. Organizational Background



3. Background of the Project and description of the problem

4. Project location(s)

5. Project Objectives and GSDTF's Priorities



6. Theory of Change

7. Community Context



8. Project Evaluation

9. Project Sustainability and Replication



10. Stakeholder

Indicate the organizations/agencies with which you propose to collaborate. Additional stakeholder forms available [here](#).

Full Legal Name:	
Country of Registration:	
Legal Status: <i>(NGO, Governmental agency, academic institutions, etc.)</i>	
Address:	
Contact Person:	
Contact Person Telephone Number <i>(with country code):</i>	
Contact Person Email Address:	
Role and involvement in preparing the proposal:	
Role and involvement in implementing the proposed project:	
Experience with similar project in relation to role in implementing this proposed project:	
History of cooperation with the applicant:	



11. Schedule of Activities



12. Budget Request

POTENTIAL BUDGET ITEMS	REQUESTED GRANT AMOUNT	APPLICANTS CONTRIBUTION/OTHER FUNDING	COMMENTS
Project direct costs	Please round up to nearest hundred	Give indication of funds being made available for project.	Indicate/highlight if funds are in-kind or cash contributions.
Training & Workshops			
Accommodation			
Materials, Equipment, Tools &/or Appliances			
Transportation &/or vehicle maintenance			
Salaries - Project Staff			
Consultancy			
Evaluation			
Other (please indicate)			
Other (please indicate)			
SUB-TOTAL	-	-	



Project administration costs	Please round up to nearest hundred	Give indication of funds being made available for project.	Indicate/highlight if funds are in-kind or cash contributions.
Salaries - Core Staff			
Project Administrator			
Stationery &/or supplies			
Rent &/or utilities			
Other (please indicate)			
Institutional support (no more than 10% of the budget)			
Visibility and Communication			
SUB-TOTAL	-	-	
GRAND TOTAL (direct + administration costs)	-	-	



Additional Resources



Types of risks	Risk L/M/H	Mitigation measures
Social and Environmental		
The project could generate adverse environmental impacts.		
The project could be unable to determine its impact when finished because of lack of baseline information on the targeted site.		
The project could increase, directly or indirectly, any current or potential conflicts for land-use.		
There is a lack of gender disaggregated data about the project beneficiaries in the area.		
The project could increase, directly or indirectly, gender inequalities in the area.		
The project could exclude women or other vulnerable groups from the decision-making process		
<i>Include here any other risk</i>		



Legal		
The project's activities could face a lack of environmental licenses or permits to be implemented.		
The project implementation could be affected by inadequate public security conditions.		
<i>Include here any other risk</i>		
Economic		
The project budget could be severely affected by exchange rates in a way to make the planned actions unfeasible.		
<i>Include here any other risk</i>		



Institutional		
The project's stakeholders could depend on additional capacity building to support the project's results after it is finished.		
The project governance could be excluding any group of interest in the decision-making process that could impede its implementation.		
<i>Include here any other risk</i>		

13. Communication and Visibility



See details of the log frame [here](#).

Definition	
Goal:	
Purpose(s):	
Outputs:	



Activities:	
Objectively Verifiable Indicators (OVI):	



Sources of Verification:	
Assumptions:	
Risks:	



Name of the Project:			
Submitted by:			
Logic of Intervention	Indicators (objectively verifiable)	Source of Verification	Assumptions & Results
Overall Objective (s):			
Specific Objectives:			



Expected Results:			
Activities:			



Schedule 2 – Project Activities

Name of Project:													
Submitted by:													
	Schedule in Months												Deliverables
	1	2	3	4	5	6	7	8	9	10	11	12	
Output 1:													
Activities:													
1.1													
1.2													
1.3													
1.n													



Output 2:														
Activities:														
2.1														
2.2														
2.3														
2.n														
Output 3														
.....														



Schedule 3 – Activities Budget

Budget Items	Source of Funds in XCD			Total	
	SLUNCF	Grantee			Other Sponsor (s)
		Cash	In-Kind		
Output1:					
Activities					
1.1					
1.2					
1.3					
1.n					
Output2:					
Activities					
2.1					
2.2					
2.3					
2.n					



Output3:					
3.1					
3.2					
3.3					
3.n					
Institutional Support <i>(no more than 10% of the Total Budget)</i>					
Visibility, & Communications					
Total <i>(No more than to be inserted XCD)</i>					