



The Colombo Plan Gender Affairs Programme

Call for Proposals
September 2022 – August 2023

Application Form for Concept Notes

Deadline to submit concept notes: 15 May 2022

NOTICE

In the first instance, only Application Forms in the prescribed format must be submitted for evaluation. Thereafter, applicants whose Application Forms have been pre-selected will be invited to submit a detailed proposal. Further to the evaluation of the detailed proposal, an eligibility check will be performed for those who are provisionally selected.

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1. APPLICANT INFORMATION

(Text should be in Calibri Body, size 11).

Name of the organisation	
Dates of creation and registration	
Address of the organisation	
Website and social media pages (if any)	
Geographical areas of intervention	
Sectors of intervention	
Presentation of the organisation	<i>Present a brief history of the organization, its goals and mission, number of members, target group, etc.</i>
Budget	<i>Describe the kind of resources the organization has and indicate the overall budget of the organization for 2022 and 2023.</i>
Brief list of on-going or completed projects	<i>For each project, indicate the location, the total cost and the sources of funding.</i>
Contact person	<i>Contact information (phone number, email and address)</i>

2. GENERAL INFORMATION ON THE PROPOSED PROJECT

Location map (indicate the city/cities and region(s) where the proposed project is located).
Text should be in Calibri Body, size 11.

Title	
Location	
Beneficiaries	
Submission date	
Implementation period	
Total cost of the project	
Amount of the grant requested	
Amount of co-financing (at least 30%)	
Priority areas (Select two)	

3. DESCRIPTION OF THE PROJECT

This section (3.1 to 3.4) should not exceed four (4) pages. Text should be in Calibri Body, size 11.

3.1. Summary:

(Describe the project)

3.2. Context:

(Describe the context in which the project would operate. Use statistical and scientific data. Cite external sources, when applicable)

3.3. Justification and needs assessment:

(Describe the problem that the project aims to address. Explain your solution to this specific problem and how this solution can be implemented. Explain how the needs were identified etc.)

3.4. Beneficiaries:

- I. **Direct beneficiaries:** (Describe who would be directly involved with your project and benefit from it).

- II. **Indirect beneficiaries:** (Describe indirect beneficiaries – those who are not directly connected with the project, but still stands to benefit from it).

4. LOGICAL FRAMEWORK

4.1. Logical framework:

(Adjust as necessary)

	PROJECT DESCRIPTION	QUALITATIVE AND/OR QUANTITATIVE INDICATORS	MEANS OF VERIFICATION
OVERALL OBJECTIVE			
SPECIFIC OBJECTIVES			
RESULTS/OUTCOMES			
ACTIVITIES/OUTPUTS			

5. IMPLEMENTATION

5.1 Timeframe:

(Present the timeline).

5.2. Implementing partners (if any):

(Describe the role of implementing partners using the below table).

ORGANIZATION	FINANCIAL ROLE	TECHNICAL ROLE

6. BUDGET

6.1. Total cost of the project:

Costs must be indicated in USD. Read the guidelines to know about eligible costs.

In Phase I (current phase), summary budget would suffice (see below for an example). The summary budget should be reproduced in a separate Excel sheet as well.

In Phase II, two (2) budgets are required: Budget by cost type and activity-based budget. The relevant template will be provided to selected applicants.

Summary budget template for Phase I:

HEADING (<i>examples</i>)	COST IN USD	% OF THE PROJECT	DISTRIBUTION OF EXPENDITURES			
			Colombo Plan (max 70%)		APPLICANT CONTRIBUTION	OTHER CONTRIBUTION
			IN USD	%	IN USD	IN USD
Staff and other personnel costs		0%		0%		
Supplies, commodities, materials		0%		0%		
Durable equipment		0%		0%		
Contractual services		0%		0%		
Transportation costs and/or mission expenses		0%		0%		
General operating and other direct costs		0%		0%		
Contingency (<i>maximum 1% of the Total</i>)		0.0%		0.00%		
TOTAL		0%		0.00%		

6.2 Other donors, if any:

(If the project has other funding partners, please include).

FUNDING PARTNER	ACTIVITIES FUNDED	FUNDING PARTNER'S CONTRIBUTION

7. MONITORING AND EVALUATION

(For 7.1 and 7.2, do not exceed one (1) page).

7.1. Means and modalities for regular monitoring of the project:

(Describe the monitoring system and the tools that would be used).

7.2. Means and modalities for evaluation:

(Describe the evaluation system that would be used and the type of documents that would be produced and how they will be used).

8. DECLARATION BY THE APPLICANT

The applicant hereby declares that all information given on this Application Form is correct and truthful.

If the project is selected, the applicant agrees to implement the project as planned and to carry out all planned activities as indicated in the Application Form.

Signature of authorized signatory:

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Name	Position	Date and Location