**Women’s Peace and Humanitarian Fund**

**STREAM 1: INSTITUTIONAL FUNDING**

**PROJECT DOCUMENT TEMPLATE (Length: 7-10 pages excluding annexes)**

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| **Lead Organization Name:** |  | **PUNO** (applicants leave this box empty) |
|  |  |
| **Lead Organization Contact Information** | **Country and Region** |
| City/Location:Project Contact Name: Title: Email: Telephone: Website (if applicable): |  |
| **Implementing Partner(s)** |
| Not Applicable |
| **Type of Organization (of Lead Organization)**  | **Budget requested (USD)** |
| *Select* ***the main*** *focus of your organization* ***(ONE ONLY):***[ ]  Women’s Rights Organization [ ]  Youth Focused Organization[ ]  Other (Specify): ***AND select one:*** [ ]  Women Led[ ]  Young Women Led (18-24 years)[ ]  Other  | Total Project Cost: WPHF’s contribution[[1]](#footnote-2): Other contributions:  |
| Proposed Project Start Date: Proposed Project End Date: Total duration (in months): |
| **Is your organization led by a displaced person?** *(refugee, IDP, returnee or asylum seeker)*[ ]  Yes [ ]  No*\*Please note that this is not an evaluation criteria and will not impact your eligibility.*  |  |

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| **PUNO(s) and Lead CSO Applicant** |
| Name of PUNO[[2]](#footnote-3) Name of PUNO Representative TitleSignatureDate & Seal | Name of CSO: Name of CSO Representative: Title: Signature: Date & Seal:  |

**I. Summary of Proposal**

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| **Project Title** |  |
| **Vision/Mission of the Organization** |  |
| **Location (Province/State/Regions)***State where the organization is located. If there are multiple locations, please list these.*  |  |
| **Targeted Beneficiaries** *Specify the number of staff/volunteers in your organization that your proposal targets (direct beneficiaries). Disaggregate your data by sex.*  |  |
| **Summary of Proposal, Objective(s) and Strategy (**Maximum 2 paragraphs) |  |

| **II. Context and Situation Analysis (Maximum ½ page)***Provide a brief analysis of the context (political, nature of conflict and how it relates to the current crisis/conflict/emergency humanitarian situation, and its impact. It should also describe the situation of local civil society organizations working on women’s engagement in peace and security and humanitarian processes, as well as that of women and girls in your context.*  |
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| **III. Rationale for WPHF Support** *Describe how the current crisis has impacted your institutional and financial capacities and continuity of the organization, and how the funding will support your organization’s during the crisis and strengthen the organization’s institutional capacities[[3]](#footnote-4).*  |
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| **IV. Description of Expected Results***Please describe in narrative form, what expected results (outcomes) the project aims to achieve based on the problems identified and how these will be achieved (implementation strategies). Expected results should be aligned to strengthening the institutional capacity of your organization.* *Projects can have one outcome or multiple outcomes, but each should be described. For each outcome, however, please provide a short description. Use Annex A: Results Framework*[[4]](#footnote-5) *to define indicators, outputs, and activities.* |
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| **VI. Collaborations and Coordination (Maximum ½ page)***Describe any other organization, government bodies or networks/associations, or external resource persons that the organization may collaborate with in order to achieve the aims of institutional funding. How will they be involved in supporting activities?* |
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| **VII. Risks and Mitigation Measures***Using the table below, list the risks that would impact the achievement of results and carrying out planned activities. Risks should include programmatic, operational, or contextual risks. For each risk, highlight what measures you will take. Risks related to COVID-19 and protection of staff and beneficiaries should be considered. Add rows, as required.*  |
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| Risk | Risk Level (Very High, High, Medium, or Low) | Mitigation Strategy |
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| **VIII. Sustainability***How will the project ensure that project outcomes and institutional strengthening are sustained after the financing period? What structures, mechanisms or approaches will facilitate this. Please be specific. Also mention (where applicable), how it could be replicated, scaled up or improved over time.*  |
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**Annex A: Results Framework**

| **Results** | **Indicators** | **Means of Verification/Sources of Information** | **Activities** | **Budget** |
| --- | --- | --- | --- | --- |
| *Develop an appropriate outcome statement and outputs for each outcome. Only one outcome is recommended. The impact statement must be used and cannot be changed.* | *Select from the required impact level indicators. For the outcome level, include both reach indicators (direct/indirect) and develop 1-2 of your own indicators. At the output level, each output should have 1-2 indicators. Please ensure that indicators are kept to a minimum and that they are S.M.A.R.T*[[5]](#footnote-6) | *The method for data collection and where the information will come. Consider adaptive or alternative methodologies to minimize risk and do no harm approaches* | *Include activities for each output. Do not develop activities for impact or outcome levels.* | *For each output, enter the budget. This should align with the budget in Annex B. Do not include budget for impact or outcome levels.* |
| **Impact (required)[[6]](#footnote-7)**Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments. | Select at least 2 : 1. Average number of months organization can be sustained as a result of institutional funding2. Number/Percentage of staff retained as a result of institutional funding3. Development of risk management and/or contingency plans or strategies for organization4. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations | Document review (staffing lists/payroll and strategies and tools)[[7]](#footnote-8) |  |  |
| **Outcome[[8]](#footnote-9)** *Develop your own outcome statement here* | 1. Number of people directly benefiting from the response (by sex, age group, or other variables[[9]](#footnote-10)) Baseline: 0 Target: *Enter Number of Staff/Volunteers*2 Number of people indirectly benefitingTarget: N/A***PLUS*** *Develop 1-2 additional indicators for each outcome that captures the change of your project.* |  |  |  |
| Output1.1[[10]](#footnote-11)*Develop your output statement(s)* | Indicator:Target: |  |  |  |
| Output 1.2 | Indicator:Target: |  |  |  |
| Etc. | Indicator:Target: |  |  |  |

**Annex B - Budget per Category**

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| **UNDG Categories** |  **Amount (US$)** |
| 1. Staff and other personnel costs |  |
| 2. Supplies, Commodities and Materials |   |
| 3. Equipment, Vehicles and Furniture, including Depreciation |   |
| 4. Contractual Services |  |
| 5. Travel |  |
| 6. Transfers and Grants to Counterparts | Not Applicable |
| 7. General Operating Expenses and Other Direct Costs |  |
| **Sub-total** |  |
| 8. Indirect Support Costs\* |  |
| **TOTAL** |  |

*\*Indirect support costs cannot exceed 7% of the sub-total (categories 1-7)*

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| **Box 1: UNDG Categories**1. Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.2. Supplies, Commodities and Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities, and materials. Office supplies should be reported as "General Operating".3. Equipment, Vehicles and Furniture: Includes costs for purchase of new equipment, vehicles or furniture (e.g. computers, software, internet, motorcycles, desks, chairs, etc.)4. Contractual Services: Services contracted by an organization which follow the normal procurement processes. This could include contracts given to other organizations or companies for services rendered. 5. Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.6. Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above (contractual services). 7. General Operating Expenses and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories. It would also include any grants (cash/voucher/etc.) that is transferred to beneficiaries, where relevant.8. Indirect Support Costs\*: A general cost that cannot be directly related to the delivery of the project, activities or delivery of results. (e.g. management costs, utilities, rent, etc.)The rate shall not exceed 7% of the total of categories 1-7. Note that PUNO/Implementing Partner -incurred direct project implementation costs should be charged to the relevant budget line, according to the PUNO/Implementing Partner s regulations, rules, and procedures |

1. The total WPHF amount requested cannot exceed the amounts noted in the CfP from 2,500 USD to 30,000 USD. This amount must match what is presented in Annex B. [↑](#footnote-ref-2)
2. Applicants to leave this box empty [↑](#footnote-ref-3)
3. Please refer to Annex B for a list of eligible costs and examples. Programmatic funding is not eligible under Stream 1. [↑](#footnote-ref-4)
4. Please refer to Annex A: Results Framework for further guidance and definitions on outcomes and outputs. [↑](#footnote-ref-5)
5. SMART indicators are those that are i) **S**pecific (clear indicators which state what is being measured, of whom. For example # of women’s organizations trained on emergency response planning), ii) **M**easurable (it can be counted, observed, assessed, etc.); iii) **A**ttainable (can be measured/tracked within the time frame); iv) **R**elevant (the indicator should measure the expected outcome or track the outputs most directly); and v) **T**imebound (can be collected and measured within the time frame of the project, and/or has a specific time period attached to it. For example, # of primary school girls trained on COVID-19 prevention each semester). [↑](#footnote-ref-6)
6. The impact statement cannot be changed. Impact refers to the long-term change that is expected to occur as a result of the outcomes being achieved. [↑](#footnote-ref-7)
7. Refer to the WPHF M&E Guide for example tools on institutional funding: https://wphfund.org/wp-content/uploads/2021/08/ME-Manual-for-WPHF-Grantees\_ENG\_16082021.pdf [↑](#footnote-ref-8)
8. Outcomes are the shorter-term changes that are expected to occur as a result of the completion of outputs. There should be a direct cause and effect relationship between outputs and outcome, and a direct cause and effect of outcomes to the impact. Multiple outcomes can be included. [↑](#footnote-ref-9)
9. Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed. Please note for institutional funding direct beneficiaries are your staff and volunteers of the organization. [↑](#footnote-ref-10)
10. Outputs are the concrete deliverables or services provided. For example, an output could be women trained to monitor early warning signals. If multiple outcomes, ensure that there is a set of outputs for each outcome statement. [↑](#footnote-ref-11)