## Annexure 5: Project Proposal Template for Small Grant

**Small Grant Proposal on**

*(Title of the project)*

**submitted to**

**Bhutan Trust Fund for Environmental Conservation**

**Section I: Project information**

|  |  |
| --- | --- |
| Project Title |  |
| Submitted by | *(insert name of government agency/non-gov agency/individual)* |
| Small Grant fund request from BTF | Nu. *(insert in absolute figures) and in words (Ngultrum ….)* |
| Project Duration | Specify duration in *number of months*  *Insert start date (dd.mm.yyyy)*  *Insert end date (dd.mm.yyyy)* |
| Proponent details | Institution/Agency  *insert name of gov agency/non gov agency/individual)*  *insert name/designation of the Head of Agency*  *Insert official email address of the agency*  *Insert telephone/mobile number*  Project Manager:  Name:  Telephone/Mobile number:  Email address: |

**Section II: Proposal plan**

|  |
| --- |
| 1. **Rationale of the project**   *Explain the reasons why this project is necessary and justified.*  *What changes or improvement will the project bring to environmental conservation, conservation of biodiversity, resilience to climate change, and coexistence of humans and wildlife, while addressing the adverse impacts of development on the environment.*   1. **Proposal details**  * Goal:   *What the project ultimately aims to achieve through project interventions*   * Objective:   *Short or long term change the project would achieve.*   * Outcome (s)   *The likely or achieved short-term and medium-term change and effects of intervention*  *Outputs.*   * Output (s):   *Results of the activities that are visible and tangible - the products, capital goods and services which result from development interventions.*   * Activity:   *Appropriate interventions to achieve the outputs*   1. **Project Beneficiary**   *In brief, explain who the direct and indirect beneficiaries of the project will be. Specify if the beneficiaries are vulnerable communities including persons with disabilities.* |

**Section III: Results Framework**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Results Chain | **Indicator** | **Baseline (value, year)** | **Target**  **(value, year)** | **Means of verification** | **Risks and Assumptions** |
| **Outcome 1:** insert the title |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |
| **Output 1.1:** insert the title |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |
| *Activity 1.1.1 detail the means and costs to successfully implement the activity to achieve Output 1.1* | | | | | |
| *Activity 1.1.2* | | | | | |
| **Output 1.2:** insert the title |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |
| *Activity 1.2.1 detail the means and costs to successfully implement the activity to achieve Output 1.2* | | | | | |
| *Activity 1.2.2 ----* | | | | | |
| **Outcome 2**: insert the title |  |  |  | Data source:  Data collection method:  Frequency:  Responsibility: |  |
| **Output 2.1** |  |  |  |  |  |
| Activity 2.1.1 detail the means and costs to successfully implement the activity to achieve Output 2.1 | | | | | |
| **Output 2.2** |  |  |  |  |  |
| Activity 2.2.1 detail the means and costs to successfully implement the activity to achieve Output 2.2 | | | | | |

**Section IV: Work plan and budget**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Output** | **Activity** | **Work Plan** | | | | | | | | | | | | **Budget**  **Nu.** |
| J | A | S | O | N | D | J | F | M | A | M | J |
| Output 1.1 (insert the title) | Activity 1.1.1  (insert the title) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 1.2 | Activity 1.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2.1 | Activity 2.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2.2 | Activity 2.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Section V: Project implementation plan**

Explain the implementation process

1. Financial management

*Where will the grant be deposited, how to maintain accountability (joint account?) and who should be responsible for*

* + - * *Budgeting, withdrawal, tracking and controlling expenses,*
      * *maintaining books of accounts and other documentations, and*
      * *prepare financial reports and be answerable for clarifications.*

1. Monitoring of activities

*How will the project be implemented – individually, a committee, etc.*

*who will be responsible for its day-to-day monitoring and documentation on the performance of the project at the activity and output levels in terms of money, time, risk, quality, and other areas of project progress.*

1. Reporting (Technical & Financial)

*Who should be responsible for preparing technical and financial reports and be answerable for any clarifications.*

**Section VI: Social & Environment safeguard**

*Fill up the table below*

|  |  |  |
| --- | --- | --- |
| Safeguards | Answer yes/no | What mitigation measures should be in place if the answer is yes |
| Would the project have potential threats to land and soil degradation? |  |  |
| Would the project have potential threats to water bodies? |  |  |
| Would the project have potential threats to air? |  |  |
| Would the project have potential threats to the biodiversity? |  |  |
| Would the project have potential threats to the livelihoods of the people? |  |  |
| Would the project have potential threats to the social and culture of the community/ies? |  |  |
| Would the project have any intention to gender discrimination? |  |  |

**NOTE:**

**The following requirements need to be fulfilled during the time of submission of the proposal**

1. Proposal from individual not associated with any agency should attach his/her complete CV.
2. Proposal from individual, employed in any agency, should attach the “No Objection Letter” signed by the Head of the agency.
3. Proposal from Government agency should have official letter signed by the Head of the agency.