## Annexure 4: Template for Project Formulation Grant (PFG)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General information** | | | | | | | | |
| Project Title | |  | | | | | | |
| Project Partner | |  | | | | | | |
| Expected budget amount (Nu.) | |  | | | | | | |
| Contact details | |  | | | | | | |
| **PFG information** | | | | | | | | |
| **Brief background** | | | | | | | | |
| **Justification for requesting PFG** | | | | | | | | |
| **Description of PFG Activity:**  Activity 1:  Activity 2:  Activity 3:  Activity 4:  **Workplan and Budget** | | | | | | | | |
| Activity | Achievement/output indicators | | Means of verification | Budget (Nu) | Time line | | | Remarks |
| 1st month | | 2nd month |
| Activity 1 |  | |  |  |  |  | |  |
| Activity 2 |  | |  |  |  |  | |  |
| Activity 3 |  | |  |  |  |  | |  |
| Activity 4 |  | |  |  |  |  | |  |
| Total |  | |  |  |  |  | |  |

***Note: Shall submit the PFG completion report (in annex 1) along with original bills.***

**Affidavit**

I affirm that the Project Formulation Grant (PFG) if provided will be used solely to carry out the activities detailed above and to develop a comprehensive project proposal. I assure that all information provided is accurate and complete, and that the grant will be utilized in alignment with the outlined objectives. I commit to submitting the original invoices along with a report within the stipulated time line. In the event of misuse or misapplication of the grant funds, I agree to repay the total amount with an interest rate of 24% per annum, or as per the existing financial laws of the country, whichever is applicable.

(Signature on Legal Stamp)

Name:  
Organization:  
Contact Information:

**Annexure 4 (a): PFG Completion Report Format**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity | Achievement/Physical Progress | Financial Progress (Nu) | | | | Remarks |
| Approved Budget | Expenditure | Balance | Progress (%) |
| Activity 1 |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |