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

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| --- |
| **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 |  |  |  |  |  |  |