**Proposal Template**

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| Grants opportunity | RFA-03 |
| Arabic name of the organization |  |
| English name of the organization |  |
| Location of the organization’s main office |  |
| Title of the project |  |
| A short description of the project  (two line maximum) |  |
| Area of project implementation |  |
| Name of project point of contact |  |
| Phone number point of contact |  |
| E-mail address of point of contact |  |
| Period of project implementation |  |
| Application submission date |  |

* **Please note that text *in blue* is meant to guide you in writing the proposal. Please delete before submitting your application.**
* **Initially selected proposals will be contacted and will be asked to provide additional information.**

**1-Project Description**

*List the Problem: Describe the problem your project is offering to resolve, and why it is important to involve the community in local governance and needs priority?*

*List the Solution: What is the solution to the problem described above, and how will your project contribute to this solution? How is your approach innovative, and relevant? Using evidence (like statistics, current or past research results, quick assessment…etc.) will support your project idea.*

*Please address all strengths, weaknesses, and potential obstacles of the targeted service area at the time being.*

**2-Project Objectives:**

What are the main objectives of your project?

*What do you aim to achieve through your project? Your objectives will address the project problem you have described above. For example:*

*Objective 1: Improving Tripoli's municipality services provided to citizens within 6 months through phone application and periodic meetings.*

*Objective 2. Increasing the number of the private sector and citizens who communicate with the municipality on important needs in their municipality within 6 months*

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Describe what you are trying to change in relation to community participation in local governance and the municipality's decision-making process, for Example

* *Attempting to involve the community directly in the process of identifying of the residents.*
* *Helping private sector, civil society, the media, and other components in the process of monitoring and supervising the municipality’s work.*

**3-Project Key Stakeholders and Roles:**

*Please describe the various stakeholders (parties with an interest or concern regarding the topic).*

*Examples of stakeholders include your local municipality, government ministries, tribal leaders, neighborhood shura councils, associations, volunteer groups, media, private sector, etc.*

*Key Stakeholders:*

*Expected Roles:*

**4-Beneficiaries:**

*Please describe the groups of people who will benefit from this initiative.*

*Direct beneficiaries and their approximate. Number:*

*Indirect beneficiaries:*

**5-Anticipated Project Partners and Roles:**

*Please define the project’s anticipated partners and their potential roles, and contributions, particularly if you have secured their initial commitment. Describe how they will participate in your project, and the responsibilities assigned to each partner.*

*Anticipated Partners*

*Expected Roles:*

**6-Activities and Timeline of Implementation**

1. Please describe in bullet points the main activities planned in your project.

*When describing your activities, you must mention the purpose of the activity, expected outcomes, targeted participants, beneficiaries, and timeline.*

*Activity1:*

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*Activity2:*

*Activity3:*

1. Expected Results:

What results Are you expecting to achieve from your planned activities?

*Please try to be as realistic as possible. Your project results are reflected by the nature of your activities and their appropriateness to your organization’s capabilities and resources.*

Short-term results: *The immediate results of your activities (output)*

Long-term results: *The project results as a whole, and expected results in the long term (outcome)*

**7- Do you have a sustainability plan for your project? If yes, please describe**

*A sustainability plan is how the project will continue being implemented or producing results after the completion of Taqarib grant.*

**8-Estimated Project Budget**: (in LYD)

*The total here should match the total in the budget template.*

**9- Cost Share of The Total Budget**:

*The cost share is the expected contribution of your organization or a third party. It includes direct funding of activities or in-kind support to your project. If the is a cost share, please summarize the estimated cost contribution .*

**ORGANIZATION PROFILE**

1. **What is your organization’s mission, vision, and objectives?**
2. **How many active members are there in your organization? Please include an organizational chart if one exists.**
3. **On what day was your organization established? Is your organization registered with the Civil Society Commission?**
4. **Describe the locations where your organization has a physical presence, and where you have implemented projects.**
5. **Briefly describe of the organization’s past projects, especially in the following areas: (**Research, polling, participatory planning and governance, community mobilization/engagement, civic education/engagement, youth mobilization, minorities engagement, gender, monitoring and oversight of local government, advocacy and coalition-building, policy reform )

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| --- | --- | --- | --- | --- | --- |
|  | **Name of the project** | **Period of implementation** | **Area of project implementation** | **Brief description on the project activities, and its successful outcomes** | **Funder E-mail & phone Number** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

1. **List the projects implemented by the organization, and a brief description for each project.**
2. **Reference Information:**

Provide 3 to 5 contacts from among previous or current donors, and project beneficiaries and/or implementing partners to be contacted for references in the event your application advances to the next phase.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Reference or beneficiary name | Funding Agency | Phone Number | E-mail |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. **Financial information:**

* Does your organization have a bank account in Libya?
* Does your organization have a bank account abroad?
* How did you receive your current/previous grant funding, if any?

1. **Biography of the proposed project manager(s)(include CVs as annex 4)**
2. **Include a link to any online presence:**

* Website:
* Facebook:
* Instagram:
* Twitter:

1. **How did you hear about this grant opportunity? Please mark all that apply.**

* Direct email
* Facebook
* Twitter
* Local Government
* Civil Society Commission
* Other governmental institution
* Libya Invest web site
* Civil society activist
* Other (please specify):