
VCA
VOICES
FOR CLIMATE
ACTION

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1 Executive Summary

- *Identify key points in each section of your proposal and include only those in summary. Highlight key points that fit with grantmaker's own priorities.*
- *Be consistent: don't introduce new information at this point.*
- *Keep summary brief: no more than 1 page.*
- *Thank funder for considering your request.*

2 Context and Situation Analysis (1/2 page)

2.1

- *State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible). Include gender analysis of the situation*
- *Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated, include gender perspective* [1]
- *Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria. Specify for women and men*
- *Identify the needs and constraints of each of the target groups and final beneficiaries include gender perspective and/or specific programmes to overcome gender constraints.*
- *Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.*
- *Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.*
- *Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.*
- *Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives.*

[1] Senteces marked in yellow : relevant element to be highlighted

3 Project Objectives (2 pages)

3.1 Overall Objectives

3.2 Specific Objectives

3.3 Expected Results

- *Link with the Overall Objective, Specific Objective, Expected Results in the Logframe.*
- *State per objective level the respective SMART indicators (activities do not have indicators).*
- *Under each Expected Result cluster and briefly describe your activities.*
- *Make sure gender is included at all three levels*

4 Relevance of the Project (1/2 page)

4.1

- *Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.*
- *Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the Guidelines for the call, e.g. local ownership etc.*
- *Describe which particular expected Impact/Outcome/Outputs referred to in the Guidelines for the call will be addressed.*
- *Indicate any specific added-value elements, the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.*

5 Approach, Strategy and Methodology (1 page)

5.1 Approach and Strategy

- Describe shortly your Theory of Change in this development area.
- Describe what are the best practices in this field if applicable, illustrate shortly by previous experiences where possible.
- Replicability – would this solution be replicable in other situation?

5.2 Methodology

- Which models, methods, techniques will be used? Previous experiences with these?

6 Sustainability (500 words)

- *Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Depending on the donor you may consider to distinguish between four types of sustainability:*
  a. *Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.*
  b. *Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of action outcomes.*
  c. *Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).*
  d. *Environmental sustainability: what impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?*

7 Implementing Partners (1/2 page)

7.1

- *Describe who will implement the project; what role each partner has?*
- *Describe why these partners form current partnership (relevance) and how do the partners complement each other.*
- *Describe the, between the partners, agreed gender mainstreaming strategies and activities/budget scheduled*
- *Describe the project team, the complementarity of team members and the gender expertise available.*
- *Per team member describe their*
    - *professional and personal qualities*
    - *experiences with proposed approach and strategy*
    - *their particular role and added value in the project team*
- *Tailor the CVs (add in Annex).*
- *Same format.*
- *Similar structure, style and length.*

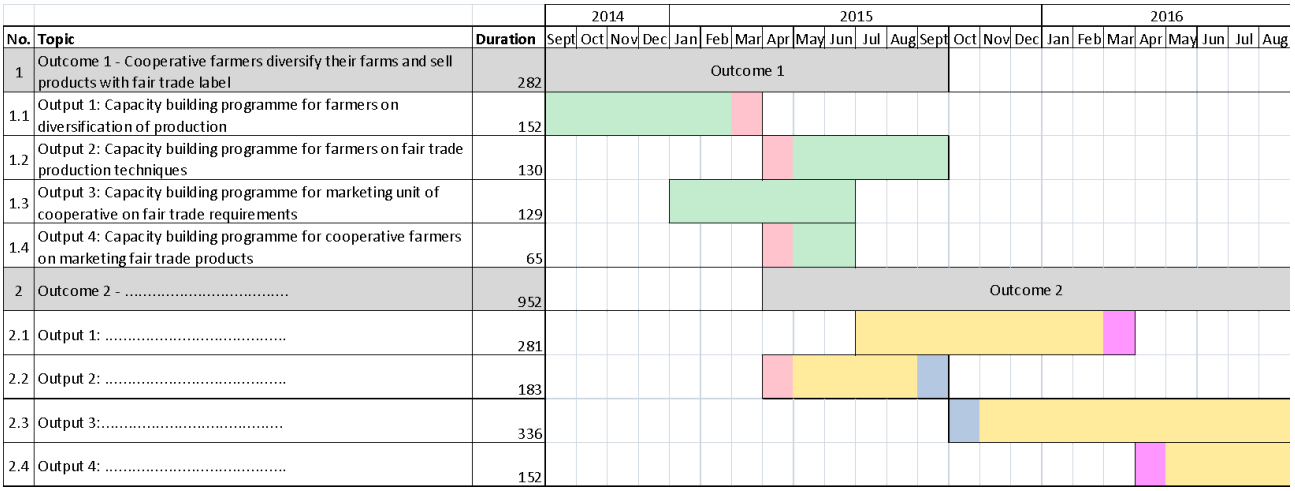
8 Workplan and Time Schedule

8.1

- *Describe timebound activity plan, be realistic.*
- *Cluster activities according to the outputs/expected results.*
- *Mention risks and possible solutions;*
- *When possible, visualise.*

Options for visualisation:

Option 1: Please see the Excel template for Gantt chart
Colors at the end of charts indicate which results are interrelated, meaning the next result cannot be started if the previous one is not finished yet.



No.	Topic	Duration
1	Outcome 1 - Cooperative farmers diversify their farms and sell products with fair trade label	282
1.1	Output 1: Capacity building programme for farmers on diversification of production	152
1.2	Output 2: Capacity building programme for farmers on fair trade production techniques	130
1.3	Output 3: Capacity building programme for marketing unit of cooperative on fair trade requirements	129
1.4	Output 4: Capacity building programme for cooperative farmers on marketing fair trade products	65
2	Outcome 2 -	952
2.1	Output 1:	281
2.2	Output 2:	183
2.3	Output 3:.....	336
2.4	Output 4:	152

9 Budget

10 Project Management, Monitoring and Evaluation (500 words)

10.1 Project Management Structure

- Describe the management structure of the project team as mentioned in Chapter 7, e.g. what is the decision making process? Make clear that gender expertise is included