



Part A: Template for the third-party grant request or request for collaboration.

Name of the LGBTIQ+ led CSOs or network:

Project title:

Total Amount of grant requested:

Implementation period:

Contact person / person responsible to execute the plan:

Contact details:

Executive Summary

(Please provide a brief overview of the grant proposal, including the project goals, objectives, and methodology.)

Problem Statement

(Describe here the need or the problem that your project will address. Be sure to provide data and evidence to support your claims.)

Project Goals and Objectives

(Mention here statements of your project specific goals and objectives. What do you hope to achieve through this project, what are the proposed activities for this project, expected outputs from these projects, the linkage and collaboration strategies?)

Project Methodology

(Please list here the activities your project will carry out to achieve the project goal. Please include the details for each activity i.e., name of activity, time of implementation, estimated budget, next action for each activity.)

Project Timeline

(Please mention here in detail the date and time of your project implementation. When will your project start and end? If your project has phase-wise implementation modality, then provide a detailed timeline for each phase of the project.)

Budget

(In this section, please give a detail budget breakdown. The expenditure may include HR cost, Office Running cost and cost of activity implementation, cost of logistics, cost of stationaries, cost of rent, cost of consultation, cost of travel, etc. Please carefully visualize the project and all its components to calculate the cost. PRIDE will not entertain any additional fund request made after the grant is awarded.) The sample Budget sheet is as below. You can use separate excel sheet (Annex1)

SN	Particulars	unit	unit cost	Qty	Days	Times	Total Budget (NPR)	Total Budget in EURO
1	Human Resource Cost							
1.1	Program Officer							
1.1.1	Basic salary	person		1	1	12	0	0
1.1.2	Provident Fund	person	0	1	1	12	0	0
1.1.3	Dashain Bonus	person	0	1	1	12	0	0
1.1.4	Gratuity	person	0	1	1	12	0	0
1.2	Finance Officer							
1.2.1	Basic salary	person		1	1	12	0	0
1.2.2	Provident Fund	person	0	1	1	12	0	0
1.2.3	Dashain Bonus	person	0	1	1	12	0	0
1.2.4	Gratuity	person	0	1	1	12	0	0
	Sub Total						0	0
	Total Human Resource							0
2	Office Running Cost							
2.1	Local travel cost			1	1	12	0	0
2.2	Office supplies			1	1	12	0	0
2.3	Utilities			1	1	12	0	0
2.4	Communication			1	1	12	0	0
3	Program Activity Cost							0
3.1	<i>Flash Mob</i>							0
3.1.1	sound							0
3.1.2	banner							0
	props							0
3.2	<i>Orientation meeting with GSM</i>							0
3.2.1	Refreshment							0
3.2.2	Travel							0
3.2.3	banner							0
3.2.4	Stationery							0
								0
								0
	Grand Total						0	0

Evaluation

(Please mention here how will you measure the success of your project? How do you say the activity is making expected results? What are the indicators to measure progress of the project? What evaluation methods will you use?)

Sustainability

(Mention here, how will your project make sustainable impact after its implementation? i.e. how will the issue you have tried to resolve through the project continue after the project? How will the advocacy campaign you are doing through the project continue? How will your project be sustained after the grant funding period ends?)

Conclusion

(Mention here, how you assess your entire project. How do you summarize your key points and reiterate your request for funding.)

Appendices

(Here, mention here what reference documents have you used to write this proposal? i.e. any study/research document produced by another agency or consultant or expert? Also, letters of support, CVs of project team members, and detailed project budgets.)

PART B: ELIGIBILITY AND EOI FORMS

The applicant LGBTIQ+ led CSOs and Networks must be registered with the relevant government authority in Nepal (E.g. Social welfare Council, DAO and/or any other government line agency)

Proof of eligibility: *Copy of the registration and renewal certificate as applicable, PAN certificate*

The applicant organisation must have at least 2 years of working experience in the proposed theme

Proof of eligibility: *Organisational profile and experience in 'proposed programme theme' in following format*

Table 1

<i>Organisational Profile</i>	
<i>Organisation's Full Name</i>	
<i>Type of Organisation (Local, National)</i>	National
<i>Corresponding address</i>	
<i>Contact person Name</i> <i>Phone</i> <i>Email</i> <i>Website</i>	
<i>Date of Establishment</i>	
<i>Date of Registration/ SWC Registration number</i>	
<i>Date of Registration/ DAO or line agency Registration number</i>	
<i>Valid date of renewal of the registration</i>	

<i>Last tax clearance year</i>	
<i>Vision, Mission and Objective of the organisation</i>	
<i>Main area of Specialisation</i>	
<i>Sources of Fund</i>	
<i>Type of Services Offered</i>	
<i>Annual turnover for last three years in NPR</i>	
<i>2025</i>	
<i>2024</i>	
<i>2023</i>	

Table 2

<i>Description/ Composition of Board Members</i>					
<i>Name</i>	<i>Education Qualification</i>	<i>Area of Expertise</i>	<i>Sex</i>	<i>Caste/ Ethnicity</i>	<i>Tenure (from-till)</i>

Table 3

<i>Description/ Composition of Core staff of the organisation</i>					
<i>Name</i>	<i>Education Qualification</i>	<i>Area of Expertise</i>	<i>Sex</i>	<i>Caste/ Ethnicity</i>	<i>Designation</i>

Table 4

Profile of ongoing projects on the relevant theme						
<i>SN</i>	<i>Name of Project</i>	<i>Objective s</i>	<i>Geographica l Focus</i>	<i>Duration</i>	<i>Total value (NPR)</i>	<i>Funded by</i>

Table 5

Geographical Coverage (please tick all provinces and sub-basin as applicable)
☐ Madhesh ☐ Lumbini ☐ Sudurpaschim ☐ Bagmati ☐ Koshi ☐ Gandaki ☐ Karnali

Table 6

Previous Working Experience with different donors (Program)			
Project Name	Donor	Total Budget	Duration

Table 7

Does your organization have below policies/system in place? (Please mark Yes or No, if Yes provide the document)			
Policy/system	In place?		Remarks
	Yes	No	
Code of Conduct			
Human Resource Policy/System			
Financial Manual			
Safeguarding Policy			
Protection from Sexual Exploitation and Abuse (PSEA) Policy			
GESI Policy			
Child Protection Policy			
Whistle-Blowing Policy			
Procurement Guideline			
Salary Scale			
Community Feedback Response Mechanism (CFRM)			
Case Handling Framework/Investigation Policy/Guideline			
Risk Management Framework			

Submission of all organizational policies and documents mentioned below

Registration certificate: NGO registration/renewal documents (DAO and Local Wards), PAN Certificate, SWC affiliation/registration/renewal certificate, Tax clearance/exemption certificate

Statutes/by-laws (if any)

Copy of the latest financial audit report

Organization's policies and key documents: Code of Conduct, Financial Policy, Procurement Policy, Organizational Chart etc

The applicant must have evidence of strong financial management

Proof of eligibility: Separate copies of latest audit report and management response by registered auditor of three (3) recent financial years; Tax clearance from IRD office; Copies of financial and administration policy

ASSESSMENT FOR ELIGIBILITY

The above 3 eligibility criteria must be answered with sufficient proof (hard or scanned-readable copies) in order to let the organisation, enter into step 2 i.e. technical document assessment. Once the selection committee confirms the fulfilment of all the requirements, then step 3 will start.

ANNEX-A: DECLARATION STATEMENT

We.....(IDENTIFICATION OF ORGANIZATION

Declare, that:

1. All submitted documents are true and honest and do not contain any fraudulent or inaccurate information to the best of our knowledge.
2. We are not bankrupt or have not been wound up, are not having their affairs administered by the courts, have not entered an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. We or persons having powers of representation, decision-making or control over us have not been convicted of an offence concerning our professional conduct by a judgment that has the force of res judicata.
4. We have not been found guilty of grave professional misconduct proven by any means that the contracting authority can justify;
5. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
6. We or persons having powers of representation, decision making or control over us have not been subject of any judgment which has the force of res judicata for fraud,

corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the donor's such as FCDO

7. We have not engaged in the trafficking in persons and have avoided any support (direct or indirect) of terrorism, including the financing of terrorism, or transactions with persons connected with terrorism.
8. We are currently no subject to any administrative penalty imposed by donor or have been listed by the donor as ineligible for participation in award procedures financed by donor's money.
9. We don't find ourselves in any situation which could give raise to a conflict of interest in what concerns the implementation of the contract.
10. We have incorporated child protection and safeguarding policies in our organizational policies. We encourage social inclusion and marginalization as one of the foundations for selection and recruitment.
11. We ensure a clear distinction between the executive and implementing bodies, uphold a transparent and fair recruitment process, and confirm that there is no direct political affiliation.

In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

In on

On behalf of

Signature and Stamp

Date:.....