**CASH GRANT PROPOSAL TEMPLATE**

Details of applicant group:

1. Name and location/address of the Group
2. Names, positions and contact details of the responsible member(s) of the group submitting this proposal and will be responsible for implementing it and managing the budget?

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| --- | --- | --- | --- |
| Names in full (3 Senior members) | Designation in group | Contact details | Signatures |
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1. Initiative details
2. Name of the initiative
3. objective of the initiative
4. Activities proposed
5. Timeline
6. Total budget
7. Who will benefit from the initiative? And how many of them?
8. Describe how will you ensure that your initiative will not provoke any friction or conflicts within the community
9. Are there any **political or security risks** that could result from this initiative? If so, what political or security and how do you intend to deal with them?
10. Explain who will manage the finances and how the funds will be securely kept.
11. Explain if this initiative is coordinating with any other programme in the village (from Government or from other organisations)
12. Submit your detailed **work plan**, showing each activity, and who will do it and when, using a simple table like this one, with each activity on a separate row. Use as many rows as you need.

|  |  |  |
| --- | --- | --- |
| **Activities**  | **When will it be done (no of days after grant provided)**  | **Who will do it?** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |
|  |  |  |

1. Include your detailed **budget**: for each activity in your work plan, list all the costs that will be incurred, using a simple table like this one (use as many lines as you need):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expenditures (items to buy, travel costs, services to rent etc) | Unit cost | Number needed | Total costs | Amount needed from the facilitating agency | Contributions from other community and from other sources (if applicable) |
|  |  |  |  |  |  |
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1. How many days/weeks after receiving the grant will all activities and expenditures be completed, and a simple activity and financial report submitted to the facilitating agency with receipts of all payments?
2. Is there any additional non-financial support (e.g. new technical skills, temporary use of equipment, connections or introductions, management capacity) that your group needs to successfully implement this proposal? If so, please define.