# **Annex 1:** **Partner Project Document - Proposal Template**

Respondents to the Call for Partnership are encouraged to complete the following proposal template in as much detail as possible. *However,* *please be assured that your* *responses will be considered even if there is a lack of detail or if the form is incomplete.*

1. **Sub-Grant Eligibility**

* Outline organization’s eligibility against the eligibility criteria outlined in the call.

|  |  |
| --- | --- |
| **Criteria** | **Outline Eligibility against Criteria** |
| **EC1** |  |
| **EC2** |  |
| **EC3** |  |
| **EC4** |  |

1. **Organizational Profile and Experience**

* Provide a clear introduction to your organization.
* Describe, if not already, what qualifies you to successfully implement the project.
* Provide examples of similar projects you have successfully implemented, highlighting any challenges faced and how they were overcome. Please use the format provided below.

|  |  |
| --- | --- |
| **Project** | *(name/title a relevant project)* |
| **Objective(s)** | (state primary objectives of the project |
| **Thematic scope** | *(keywords only)* |
| **Target audience** | *(keywords only)* |
| **Location** | *(e.g., city, country)* |
| **Language** |  |
| **Duration & Frequency** | *(e.g., hours/days, and how many times or how often)* |
| **Budget** | *(indicate in EUR, along with the original currency)* |
| **Monitoring for Impact** | *(briefly explain monitoring and reporting practices)* |
| **Outcomes** | *(highlight relevant outcomes from previous projects that show your ability to deliver similar outcomes as mentioned in the call)* |
| **Additional Remarks** | *(Highlight unique features, success stories, challenges, and solutions)* |

1. **Sub-Grant Project Approach/Methodology**

* Outline the methodology or approach to be utilized in the development and implementation of the project.
* Mention specific examples from past projects to illustrate your capability and success in using these approaches.

1. **Sub-Grant Project Activities**

* Use the template provided below to outline activities to achieve outputs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Narrative Summary** | **Means of Verification (MoV)** | **Indicators** | **Responsible Person/**  **Team** | **Start Date** | **End Date** |
| Key activities to be carried out to produce intended output. | MoV provides the evidence or sources to verify whether deliverables have been met. | Indicators set the targets or standards for measuring success. | Responsible person/team to deliver activity. | Anticipated start date of the activity. | Anticipated end date of the activity. |
| **Outcome 1: (***Copy from call)* | | | |  |  |
| **Output 1.1: (***Copy from call)* | | | |  |  |
| **Sub-Output:** | | | |  |  |
| Activity 1.1.1: |  |  |  |  |  |
| Activity 1.1.2: |  |  |  |  |  |
| **Output 1.2:** | | | |  |  |
| **Sub-Output:** | | | |  |  |
| Activity 1.2.1: |  |  |  |  |  |
| *etc.* |  |  |  |  |  |

1. **Team Expertise**

* Explain the team structure which will be involved in the project.
* Provide a detailed list of team members using the table template below.

|  |  |
| --- | --- |
| **Expert Name** |  |
| **Position on Team** |  |
| **Current Role & Organization** |  |
| **Languages** |  |
| **Years of Experience** |  |
| **Country Experience** |  |
| **Thematic Experience** | *(keywords only)* |
| **Training-related Qualifications** | *(keywords only)* |
| **Narrative Short Bio** | *(max. 150 words)* |
| **List of relevant projects/trainings worked on** | *(provide as a bullet point list)* |

1. **Additional Support**

* Define any elements of the project that might require additional support from GCA.

1. **Commitment to GCA Values & Experience in Partnership Engagement**

* Describe demonstrated support of the core values of GCA and its commitment to climate action and adaptation.
* Outline experience engaging in partnerships and initiatives with, inter alia, United Nations, intergovernmental, national, subnational, industry or sectoral, non-governmental and other related organizations in support of climate, environmental and/or social causes.
* Outline support of the principles of sustainable development, including inclusion and social and environmental corporate responsibility.
* Outline compliance with recognized environmental and social standards.

1. **Detailed Budget**

**Please provide a proposed detailed budget** in the provided template in **Annex 2a.** The budget will not be considered for evaluation but will be the basis for discussion while setting up the sub-grant agreement. Please note that the budget should be in CAD *Canadian dollar*.