



APPLICATION FORM FOR GRANTS

In the narrative description, the applicant explains why the project is important, how it will help to solve one or more environmental problems, the innovation, where the project will take place, and who will undertake what actions. The narrative description needs to explain how the work will be organised to produce a successful project with concrete results.

For official use

Checked by: Date:

Remarks:

.....



GUIDELINES FOR NARRATIVE DESCRIPTION

The cover page is the first page of your full application. It should be filled out clearly, so that the EIF has your complete contact information. Note that there should be a cover letter to be submitted alongside the proposal. The cover letter shall not exceed two pages.

Application for Funding

Name of Organisation: _____

Type of business/organisation: _____

Registration number/ID number for Individuals: _____
(Please attach registration document/Namibian ID copy to project proposal)

Project Title: _____

Location: _____

Contact Person/s: _____ **Initials:** _____

Postal Address: _____
(Indicate accessible
P.O Box and owner if not yours) _____

Physical Address _____

Tel: _____ **Fax:** _____

Mobile: _____ **Email:** _____

Estimated total project cost: N\$ _____

Amount requested from the EIF/NILALEG: N\$ _____

Match/Own Contribution: N\$ _____

Duration of project: _____

¹Signature of applicant: _____ **Date submitted:** _____

¹ Only applicable to hardcopy or scanned applications

1. BACKGROUND AND PROBLEM/OPPORTUNITIES

- 1.1. Geographic location – Region, Constituency, Locality (town, village, settlement, etc)
- 1.2. Background of the proposed project area and community (including socio-demographic data)
- 1.3. Description of the socio-economic or environmental problem(s) or opportunity(ies) that the proposed project intends to address or exploit with an integrated landscape management approach

2. GOALS AND OBJECTIVES

- 2.1. Project goal and objectives.
- 2.2. Project activities - preferably listed per each objective

3. TECHNICAL PROJECT DESCRIPTION AND IMPLEMENTATION

- 3.1. Demonstrate/motivate how the stated goal and objectives will address identified problem(s) or take advantage of the opportunity(ies).
- 3.2. Discuss positive outcomes anticipated as a result of project implementation and demonstrate linkages with NILALEG objectives and focal areas or with specific investment priorities in case of externally-funded projects.
- 3.3. Highlight any appropriate technologies and innovative approaches to be used.

4. PROJECT RISKS AND IMPACTS

- 4.1. Discuss any risks (social or environmental) which may come from implementing the proposed project. Also outline how these will be averted or reduced.
- 4.2. Discuss any impact if the proposed project will have any impact (negative or positive) on women and girl children. If any potential adverse impact is identified, outline how these will be averted or reduced.

5. PROJECT FRAMEWORK

- 5.1. Fill in project workplan template provided (Annexure K)
- 5.2. Management Plan – outline project implementation structure: e.g. identify project leaders with their expertise and experience to demonstrate their capacity to manage the envisaged project; also identify any committees to be involved and their responsibilities.
- 5.3. Outline any additional external support and partnerships e.g. cooperation/partnerships with other entities.

Annexure K Project Workplan

Output(s)/Outcome	Detailed description of activities and budget justification	Responsible Person(s)	Timeframe (start -end)	Budget (N\$)
OBJECTIVE 1:				
Activity 1				
Activity 2				
Activity 2				
OBJECTIVE 2:				
Activity 1				

Activity 2				
Activity 2				
OBJECTIVE 3:				
Activity 1				
Activity 2				
Activity 2				

5. PROJECT BUDGET

- Budget must be in Namibia Dollars.
- Use the budget template provided and make sure to fully indicate:
- Total project cost;
 - Amount requested from EIF;
 - Own contribution/Contributions by other partners. To be complete, a budget submitted by an organisation must include a section on match funding. This must state and itemise the sources and description of those items to be counted as counterpart contributions. The EIF requires that organisations contribute **fifteen percent (15%)² minimum** (this may be different or may even not apply in externally-funded projects) of total budget as their contributions. Proposals submitted without counterpart contributions will be regarded as incomplete and will be returned to the submitting organisation for correction.
 - Is match funding secured, if yes, a match funding table indicating donors and their contribution should be included
 - Management fee is permissible on not more than 9 % of the total requested from EIF. This limit may be different with externally-funded projects.
 - Justification - All large and unusual expenditures that are being proposed must have an accompanying justification attached to the budget submission. This requirement will be applied specifically, for but not limited to, commodity and personnel costs and the degree of justification will be at the discretion of the review team (TAP).

Item	Description	Budget ³ Notes	Unit	Unit Cost	Quantity	Total Costs	Amount (EIF)	Match funding (other sources)
Objective 1:								
1.1								
1.2								
1.3								
ACTIVITY 2:								
2.1								
2.2								
2.3								
ACTIVITY 3:								
3.1								

² This may be different or may even not apply in externally-funded projects

³ Use space provided under the budget table to provide explanations for individual budget lines as necessary. Must be identically numbered.

3.2								
3.3								
TOTAL								

Budget Notes:

- 1.
- 2.
- 3.

6. MONITORING AND EVALUATION PROCEDURES

- Template to be developed for completion (by M&E Officer and grantee) after approval.

7. SUSTAINABILITY PLAN

- Discuss project sustainability beyond the grant.
 - how the project intends to maintain continuity;
 - report on market/cost-benefit analyses done;
 - provide proof of sustainability; for example, off-take agreements!

8. APPENDICES

The use of appendices as part of the project proposal format is optional but where these would improve the presentation and chance of the proposal being funded, its use is highly recommended.

- Some of the items that could appear in the appendix of a proposal include letters of endorsements, maps of project location, resumes of key personnel and expanded descriptions of methodology.
 - Letters of endorsement - A submitting organisation may wish to include letters of endorsement from government ministries or departments indicating approval and support for the proposed project. Letters may also come from members of society indicating capability within the organisation or its experience in the particular activities to be undertaken under the proposal. Entities applying on behalf of CBOs or communities must also attach such endorsement letters from relevant CBOs.
 - Maps of project location - These may be submitted if they will assist in evaluation of the proposals especially in resolving conflict in the areas of land tenure, designated reserves and conservation areas, etc.
 - Resumes of key personnel - The acceptance of key personnel in the implementation of project activities can be made easier by the presentation of detailed resumes showing experience and qualifications relevant to the tasks they are to perform.
 - Partnership agreements for joint implementation where applicable.
 - Expanded project description - Some organisations may wish to provide the review team with more details of their methodologies to be used for implementation of the project. This level of detail could best be accommodated in the form of an appendix.

9. Applicant's Declaration

On behalf of (applicant organisation)

I/we (full name/s of representative/s)

declare that all information provided is true and correct, that the full information has been provided and we have fully disclosed any direct or indirect interest that may affect other parties.

CHECKLIST FOR APPLICANTS (Mark with X)

	I have read the Guidelines for Applicants document.
	I have completed all sections of the application form.
	The appropriate office bearers have signed the form.
	I have kept a copy of my application.
	I have attached copies of required partnership agreements and or endorsement letters
	I have written permission from the landholder on which the project will be undertaken (if applicable).
	I have consulted with the EIF staff on the project proposal for guidance.
	I have written a cover letter for the proposal.
	I have submitted a Monitoring and Evaluation Plan.