****

**Lebanon Civic Action Accelerator Program**

**(LEB-CAAP)**

***Strengthening Civil Society Capacities for Impact (SCS)***

**Attachment II: Technical Application Form**

1. **ADMINISTRATIVE INFORMATION**

Title of the project:

Name of organization (English and Arabic):

Website (if available):

Name and Position of Contact Person:

Contact Details:

1. **EXECUTIVE SUMMARY**

Describe in summary the problem, solution and proposed impact of this grant on the organization and its beneficiaries (To be no more than 100 words).

1. **PROFILE OF APPLICANT AND PAST PERFORMANCE**

**C.1. Organizational Profile of Applicant (1 page max)**

*Provide an overview of*

* your background and history
* mission and vision
* organizational structure
* scope of activities/programs
* direct beneficiaries (type, approximate number, include youth, PWDs, or other vulnerable groups...)
* what geographies are covered by your operations
* major achievements
* sources of funding

**Main Areas of Specialization (Choose up to 3):**

* Education
* Health
* Culture, Arts and Sports
* Economic development and empowerment
* Poverty reduction
* Environment
* Democracy and Governance
* Youth civic engagement
* Rights and Freedoms
* Relief, Response, and Humanitarian Assistance
* Livelihoods
* Support for Civil Society Organizations studies and research
* Capacity Building and Learning
* Peace and Security
* Conflict mitigation
* Anti-corruption and/or accountability
* Gender equality and women’s empowerment and / or diversity, equity, inclusion and accessibility (DEIA)

**C.2 Leadership and Key Personnel**

1. *List the names of key leadership members in the organization (e.g. President, Executive Director, Senior Management members), their area of expertise, and what specific role will they play in the proposed project to contribute to its successful implementation.*
2. *Describe how this project will be managed, including a description of roles/responsibilities. Describe the structure of your proposed team to implement the intended activities for the capacity development intervention.*

*Complete the table below to illustrate the names of key personnel, their role on the project, area of expertise, and reporting line. Attach CVs for the key personnel (1 page max each).*

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| --- | --- | --- | --- |
| **Name** | **Role on the Project** | **Expertise**  | **Reports to who** |
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**C.3. Past Performance (1 page max)**

*Complete the table below providing a list of all donors/projects from the past three years, specifying at least three donors to serve as references on your organization’s ability to successfully carry out the financial, administrative, and technical requirements of the grant activity.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Project Summary & Impact** | **Donor**  | **Type of Award (grant, MOU, contract...)** | **Award Amount USD**  | **Start-End Dates**  | **Donor Info (Contact Name, Title, Phone, Email)**  |
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1. **TECHNICAL PROPOSAL**

The Technical Proposal should address how the applicant intends to carry out the grant project and provide a clear understanding of the work to be undertaken and the responsibilities involved. The proposal should not exceed a total of 5 pages (font Times New Roman, size 11), and answers should be aligned with the evaluation criteria. The technical proposal shall respond to the questions below:

**D.1. Community Problem**

* What is the community problem you are trying to address through this grant and why is it a priority? (Describe its scope, context, geographic location, target beneficiaries, and its alignment with your mission and technical capabilities)
* How is your CSO currently responding to this community problem? (Describe your relevant operations and programs or projects, describe your direct and indirect beneficiaries)

**D.2 Organizational Challenge**

* What are the operational and/or technical challenge(s) that impacts your work generally and your overall sustainability?
* What are the operational and/or technical challenge(s) that impacts your ability to respond to this specific community problem?

**D.3. Solution**

* What improvements would the organization like to make both on the operational and technical levels, and how will these improvements strengthen the organization’s operational and programmatic capacities over the long term?
* How were these needed improvements identified? Has the organization conducted an organizational capacity assessment before, and if so, how does the proposed intervention link to the findings of that assessment?
* How will you make sure that operational and programmatic capacity building activities will be interlinked?
* Describe how the organizational capacity building activities will result in improved programmatic performance and your organization’s sustainability?

**D.4. Activities**

* Provide a detailed description of the activities, services or goods the organization is requesting through the grant to implement the needed improvements.
* Elaborate on the management of the grant, the staff that will be involved, and consultants that will be hired.
* Fill in the below timeline for implementation based on your proposed duration for the project (Between 12-15 months)

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| **Activity Name** | **Activity Description** | **Target Beneficiaries** | **Deliverables to LEB-CAAP** | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 |
| **OBJECTIVE 1:** |
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| **OBJECTIVE 2:** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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**D.5.Monitoring and evaluation:**

How will the SCS grant enable you to more effectively respond to your community's needs? (short-term)

* What are the immediate expected results of the proposed project? What indicators will you use to measure the success of the project, both related to capacity building and to community impact? How will you collect this data and who on your team is responsible for capturing this information?

**D.6. Cross-cutting Issues**

* Describe your existing processes in terms of gender-compatibility and what elements need to be introduced to enable such compatibility.
* How would you enhance gender equality, inclusion of persons with disabilities, and youth civic engagement, as cross-cutting issues in your proposed project.
* Will SCS grant help you address and better respond to the specific needs of marginalized groups? If yes, describe which groups and how.
1. **BUDGET**

Cost estimates must be submitted in **MS Excel format using the LEB-CAAP budget template in Attachment III.** The file must be unprotected and there should be no hidden columns/rows/cells. Each cost element must include a basis for estimate or rationale explained in budget notes. Any budget submitted without explanatory notes or in a different template will not be accepted and the application will not be considered. Cost applications will be judged based on cost efficiency and reasonableness. Applicants must ensure that the cost proposal and the technical narrative support each other and provide a direct correlation between activities and the cost for the activity. **The budget shall be denominated in USD.**