



PACJA – Proposal Application Template for Small Grants

Details on how to fill this template and what is being sought have been provided under each section as minimum guidelines. The scope of information to be provided under this guidance is not restricted. However, this must be within the maximum number of words under each section as provided. Kindly fill in the template as it is without deleting the information contained therein.

Preliminaries

1. Name and contacts addresses of two (2) contact persons in the applicant organization:

2. Applicant Organization: _____

3. Country/ies of implementation of this action: _____

4. Category of funding applied for (tick one): *Social Movement fund or Local Action Fund*

5. Title of the Project: _____

6. Date of Application: _____

Section A. The problem you aim to address

Kindly detail the problem you aim to address capturing i. What is the problem/s you have identified? ii. How was the problem identified and who identified these problem/s iii. What are the root causes of the problem iv. What are the drivers of the root problem v. How does the problem manifest/ show itself vi. What is the most important problem you aim to solve vii. Please provide data in your possession on the problem you aim to solve? viii. Who are the actors working on this problem? This section should not exceed 600 words.



Section B. The Solution/s and Justification

Clearly capture the solution/s to the problems identified detailing i. What solutions are you proposing ii. What is the most central solution to the problem/s above iii. What makes you think the solution will work and is there evidence of the solution working elsewhere iv. What makes your organization best placed to drive the change. This section should not exceed 200 words

Section C. Proposed project objectives and approaches

In this section provide i. the specific objectives that you shall be striving to achieve ii. What specific results do you aim to achieve iii. Lay out the approaches and strategies you've planned to put in place to support your implementation iv. Provide a justification of what makes you think the strategies will work out help get the results you are seeking to achieve. If you have experience out of your previous work, please highlight it here. Maximum of 400 words.



Section D: Key interventions and Implementation plan

*In this section i. Detail the specific activities shall you undertake under each of the objectives listed above
ii. Provide a implementation plan (a simple timeline for implementing the activities) iii. Provide details of
who you shall collaborate with in implementing the activities. Maximum of 600 words*



Section E. Project Sustainability and Synergies

In this section provide a summary of i. How proposed actions/ activities link with existing and ongoing ones? ii. What partnerships does the project anticipate establishing? iii. The potential for the project to cause impact iv. Provide a brief indication of how your proposed action aligns with PACJA's call for proposal v. The financial viability and cost-effectiveness of the proposed design vi. An assessment of your ability to secure a progressive change in securing rights and justice for affected populations and vii. Scalability of the proposed action. The maximum number of words under this section is 300 words.

Section F. Institutional Capacity and support needs

Provide details on i. what internal capacity your organization has to support the implementation of this project ii. Indicate any additional support in developing your capacity to better align your implementation to PACJA's aspirations. Please note that requests for support will not disadvantage consideration for funding. This section sticks to a maximum of 200 words.



Section G. Budget

A separate financial template is provided to support you for this section. What is useful as you fill in the template is i. To be clear on what you need, how much you need, and why ii. To provide a detailed budget and iii. To split the budget per objectives and activities as per this plan. No details are needed here

Section H: Monitoring, Evaluation, and Learning Plan

Explain in appropriate detail how you will handle your projects monitoring, evaluation and learning during the course of the project. (in 200 words)