Women's Peace and Humanitarian Fund
STREAM 1: INSTITUTIONAL FUNDING

PROJECT DOCUMENT TEMPLATE (Length: 7-10 pages excluding annexes)

Lead Organization Name:	**PUNO/NUNO** (applicants leave this box empty)
Lead Organization Contact Information	**Country**
City/Location of headquarters: Project Contact Name: Title: Email: Telephone: Alternative contact/email: Website (if applicable):	
	Co-Implementing Partner(s)
	Not Applicable
Type of Organization (of Lead Organization)	**Budget requested (USD)**
*Select **the main focus** of your organization **(ONE ONLY):*** ☐ Women's Rights ☐ Youth Focused ☐ Other (Specify): ***AND select one:*** ☐ Women Led ☐ Young Women Led (18-29 years) ☐ Other	Total Project Cost: WPHF's contribution[1]: Other contributions: <hr> Proposed Project Start Date: Proposed Project End Date: Total duration (in months):

Is your organization led by a displaced person? *(refugee, IDP, returnee or asylum seeker)*
☐ Yes   ☐ No *Please note that this is not an evaluation criteria and will not impact your eligibility.*

P/NUNO(s) and Lead CSO Applicant	
Name of P/NUNO[2] Name of P/NUNO Representative Title Signature Date & Seal	Name of CSO: Name of CSO Representative: Title: Signature: Date & Seal:

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[1] The total WPHF amount requested cannot exceed the amounts noted in the CfP from 2,500 USD to 30,000 USD. This amount must match what is presented in Annex B in the total line.

[2] Applicants to leave this box empty

I. Summary of Proposal

Project Title	
Vision/Mission of the Organization *Please include your mission statement, or vision of the organization*	
Location (Province/State/Regions) *State where the organization is located. If there are multiple locations (sub-offices), please list these.*	
Number of Staff, Volunteers or Board Members that will benefit *Specify the number of staff/volunteers, board members in your organization that your proposal targets (direct beneficiaries). Disaggregate your data by sex (M/F). Do not include people your organization serves/targets.*	
Summary of Proposal, Objective(s) and Strategy for Institutional Funding (Maximum 2 paragraphs)	

II. Organization Background and Experience *Provide a brief description about your organization. Include the following:* *a) when was it established and how many staff/volunteers you have* *b) at what level do you work (local, sub-nationally or at a national level) and indicate the locations* *c) what is the programmatic focus of your organization* *d) who does your organization target in terms of population. Include specifics such as whether you target women, youth, women with disabilities, refugees/IDPs, or other intersectionalities*

III. Rationale for WPHF Support[3] *Describe how the current crisis has impacted your institutional and financial capacities and continuity of the organization, and how the funding will support your organization's during the crisis and strengthen the organization's institutional capacities.*

IV. Description of Expected Results *Please describe in narrative form, what expected results (outcomes/changes) the project aims to achieve for the organization with institutional funding, based on the problems. For each change area (outcome), state the activities and implementation strategies. Please remember that institutional funding focuses on strengthening the institutional capacity and continuity of your organization. No programmatic activities should be included.* *It is recommended that project have only 1 – 2 outcomes (one outcome is also acceptable). These outcomes are to be included in Annex A: Results Framework[4] whereby you will define indicators, outputs, and activities.*

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[3] Please refer to Annex B for a list of eligible costs and examples. Programmatic activities/funding is not eligible under Stream 1.
[4] Please refer to Annex A: Results Framework for further guidance and definitions on outcomes and outputs.

IV. Description of Expected Results

Please describe in narrative form, what expected results (outcomes/changes) the project aims to achieve for the organization with institutional funding, based on the problems. For each change area (outcome), state the activities and implementation strategies. Please remember that institutional funding focuses on strengthening the institutional capacity and continuity of your organization. No programmatic activities should be included.

It is recommended that project have only 1 – 2 outcomes (one outcome is also acceptable). These outcomes are to be included in Annex A: Results Framework[4] whereby you will define indicators, outputs, and activities.

Outcome 1: [List your outcome area – this should be focused on changes in institutional capacity]

- *In bullet form, list the main outputs/activities that will contribute to the outcome*
- *Add bullets as required*

Outcome 2: (if applicable)

- *In bullet form, list the main outputs/activities that will contribute to the outcome*
- *Add bullets as required*

V. Collaborations and Coordination (Maximum 1 paragraph)

Describe any other organization, government bodies, networks/associations, or external resource persons (consultants) that the organization may collaborate with in order to achieve the aims of institutional funding. How will they be involved in supporting activities? If applicable, these activities should also appear in the Results Framework in Annex A.

VI. Risks and Mitigation Measures

Using the table below, list the risks that would impact your organization in building its institutional capacity. Ensure to include risks that your organization may face in the current context. Risks can be programmatic, operational or contextual in nature. For each risk, highlight what measures you will take to reduce the impact. Risks related to the protection of staff and beneficiaries should be considered. Add rows, as required.

Risk	Risk Level (Very High, High, Medium, or Low)	Mitigation Strategy

Annex A: Results Framework

Results	Indicators	Activities	Budget
Develop an appropriate outcome statement and outputs for each outcome. Only one outcome is recommended. The impact statement must be used and cannot be changed.	*Select from the required impact level indicators. For the outcome level, include both reach indicators (direct/indirect) and develop 1-2 of your own indicators. At the output level, each output should have 1-2 indicators. Please ensure that indicators are kept to a minimum and that they are S.M.A.R.T[5]*	*Include activities for each output. Do not develop activities for impact or outcome levels.*	*For each output, enter the budget. This should align with the budget in Annex B. Do not include budget for impact or outcome levels.*
Impact (required)[6] Enhanced role of civil society organizations in advocating for and ensuring accountability on WPS commitments.	The following 2 indicators are required: 1. Average number of months organization can be sustained as a result of institutional funding 2. Number/Percentage of staff retained as a result of institutional funding Optional to also use: 3. Development of risk management and/or contingency plans or strategies for organization 4. Types (and number) of adaptive strategies, tools or systems adopted by organization for continuity of operations		
Outcome 1[7] *Develop your own outcome statement here focused on institutional strengthening.*	The following 2 indicators are required: 1. Number of staff/volunteers directly benefiting from the response (by sex, age group, or other variables[8]) Target: *Enter Number of Staff/Volunteers* 2 Number of people indirectly benefiting (beneficiaries you serve/target) Target: N/A **PLUS** *Develop 1-2 additional indicators for each outcome that captures the change of your project.*		

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[5] SMART indicators are those that are i) **S**pecific (clear indicators which state what is being measured, of whom. For example # of women's organizations trained on emergency response planning), ii) **M**easurable (it can be counted, observed, assessed, etc.); iii) **A**ttainable (can be measured/tracked within the time frame); iv) **R**elevant (the indicator should measure the expected outcome or track the outputs most directly); and v) **T**imebound (can be collected and measured within the time frame of the project, and/or has a specific time period attached to it. For example, # of primary school girls trained on COVID-19 prevention each semester).

[6] The impact statement cannot be changed. Impact refers to the long-term change that is expected to occur as a result of the outcomes being achieved.

[7] Outcomes are the shorter-term changes that are expected to occur as a result of the completion of outputs. There should be a direct cause and effect relationship between outputs and outcome, and a direct cause and effect of outcomes to the impact. Multiple outcomes can be included.

[8] Other variables (or **disaggregation**) can include disability, IDPs or refugees, women-headed households, etc., if needed.

Results	Indicators	Activities	Budget
Output 1.1[9]: ENTER HERE *Develop your output statement*	Indicator: Target:	List the activities for this output.	
Output 1.2: ENTER HERE *Develop your output statement. You can add other outputs, if relevant*	Indicator: Target:		
Outcome 2: (if relevant)	Indicator: Target:		
Output 2.1: ENTER HERE *Develop your output statement. You can add other outputs, if relevant*	Indicator: Target:		

Add rows as needed.

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[9] Outputs are the concrete deliverables or services provided. For example, an output could be women trained to monitor early warning signals. If multiple outcomes, ensure that there is a set of outputs for each outcome statement.

Annex B - Budget per Category

At the proposal stage, a detailed budget is not required. Selected CSOs may be asked for more detailed budgeting.

UNDG Categories	Amount (US$)
1. Staff and other personnel costs	
2. Supplies, Commodities and Materials	
3. Equipment, Vehicles and Furniture, including Depreciation	
4. Contractual Services	
5. Travel	
6. Transfers and Grants to Counterparts	Not Applicable
7. General Operating Expenses and Other Direct Costs (key activities and ouputs)	
Sub-total	
8. Indirect Support Costs* (7% or less of the sub-total)	
TOTAL	

Box 1: UNDG Categories

1. Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

2. Supplies, Commodities and Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities, and materials. Office supplies should be reported as "General Operating".

3. Equipment, Vehicles and Furniture: Includes costs for purchase of new equipment, vehicles or furniture (e.g. computers, software, internet, motorcycles, desks, chairs, etc.)

4. Contractual Services: Services contracted by an organization which follow the normal procurement processes. This could include contracts given to other organizations or companies for services rendered.

5. Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.

6. Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above (contractual services).

7. General Operating Expenses and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories. It would also include any grants (cash/voucher/etc.) that is transferred to beneficiaries, where relevant.

8. Indirect Support Costs*: A general cost that cannot be directly related to the delivery of the project, activities or delivery of results. (e.g. management costs, utilities, rent, etc.)

The rate shall not exceed 7% of the total of categories 1-7. Note that PUNO/Implementing Partner -incurred direct project implementation costs should be charged to the relevant budget line, according to the PUNO/Implementing Partner s regulations, rules, and procedures