**Strengthening access to protection, participation and services for women refugees, Internally Displaced People (idps) and women in the host communities in lebanon**

**Project Proposal Guidelines**

1. **General information summary**

|  |  |
| --- | --- |
| **Title of the project** |  |
| **Duration of the project** |  |
| **Location of the action**  **Specify city/ region (s)** |  |
| **Amount requested** |  |
| **Name of the applicant organization** |  |
| **Official status**  **Date of registration** |  |
| **Post office address**  **Email address** |  |
| **Telephone**  **/Fax**  **/Website** |  |
| **Contact Person**  **Mobile :** |  |
| **Authorized Signatories of the organization** |  |

1. **Description of the organization(**Half to one page max)
   1. **background of the organization , mission, vision, objectives**

* Provide short history of your organization; when and how your organization was established.
* What is the mission, vision statement and objectives of your organization?
* Briefly explain the main organizational activities, areas of work and projects.
* What is the organizational capacity –number of employees, volunteers, supporters?

1. **DESCRIPTION OF THE project/Action**
   1. **project justification**

* Describe the specific situation in the country/region(s) in regards to the field of your work; (include quantified data analysis where possible).
* Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at different levels.
* Elaborate if there are any other activities undertaken at the local level that are relevant for the project and describe how the action will relate to these and create synergies with other organizations.
  1. **objectives of the project**
* What is the overall objective of the project; what would be the major contribution of this project?
* What are the specific objectives of the project; what do you plan to achieve concretely within the project period?
  1. **expected results**
* What are the expected results and how will the action improve the situation of the target groups and final beneficiaries by achieving them?
* If the project is the continuation of a previous action, elaborate how it will build on the results of this previous action.
  1. **description of the activities and activity plan**
* Describe each activity (or activity cluster) and the methodology to be implemented to produce results and justify the choice of the activities.
* Please provide the exact number of the targeted beneficiaries per activity, disaggregated by sex, age, and their background.
  1. **methodology**

Describe:

* The organizational structure proposed for the implementation of the action (who will do what),
* The planned activities in order to ensure the visibility of the action (when possible).
* The procedures for follow up, monitoring and evaluation (internal and when planned external).
  1. **sustainability**

Provide the information requested below:

* Explain how sustainability will be secured after completion of the action.
  1. **risk analyses**
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic, and social risks.
  1. **anticorruption policy**
* Does your organization have an anti-corruption policy? What are the main measures to be taken to prevent corruption?

1. **cooperation and networking, organizational support**

* Are there other groups/organizations/networks on national and local level that work on the same issues and what are the modalities of cooperation with them?
* Are there other donors /organizations that support your organization?
* Are there other donors/ organizations that support/contribute to this project?

Name:

Position:

Date:

Signature