.

Annex III-B

[1]Capacity Development Program for Local and grassroots Civil Society Organizations (CDP-Lg CSOs)

[2]Project Idea/Proposal Application Template

Section 1: Organizational Background

Organization Name	**Budget requested (EUR)[3]**
Contact Information	**Type of the applicant CBO or any informal institution**
Project Contact Person Name: Title: Email: Tell phone (any): City/Location: Kebele or Town/Woreda/Zone/Region	**Which one of the following best explains your organization (*Check the guideline for some reference*)** ☐ *Community development groups* ☐ *Self-help groups* ☐ *Youth clubs and functional youth structures* ☐ *Women's rights organizations and associations* ☐ *Women's rights watch groups* ☐ *Community action groups* ☐ *Communities of practice* ☐ *Iddirs and consortiums of Iddirs* ☐ *Peace committees* ☐ *Older people's associations* ☐ *Volunteer groups* ☐ *Social institutions or similar movements* ☐ *Any Other*_____
Background of the CBO or any informal institution with the main focus of work *Year of establishment and experience, number of staff, supporters, or volunteers, mission, and thematic experience, governance, available institutional documents, constituencies, members or target beneficiaries etc. in 1/2 page.*	
Experience in implementing Community initiatives, ideas or projects Please list up to two relevant achievements or community activities your organization has carried out in the past years that relate to the thematic area you are applying for, if applicable. If your organization is new or has limited project experience, please briefly describe your organization's mandate, community role, or motivation to work in the thematic area(s) covered by this call.	
Insert here	

Section 2: Project

[1] Program Title
[2] Application Template title
[3] The total budget cannot exceed 10,000 EUR not over 6 months.

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Proposed Project Title	*Insert here*
Aligned thematic area/project ideas *Select one or more focus areas:* • *Gender equality and women's empowerment* • *Community Awareness on Rights and Social Justice* • *Social Cohesion, Peacebuilding and Conflict Prevention* • *Community-Based Protection and Support Mechanisms* • *Inclusive Community Governance and Citizen Participation* • *Economic Empowerment and Livelihood Innovation* • *Joint Natural Resource Management and Conflict Prevention*	***Insert your selection here with activities. Refer the sectoral and technical priorities under, eligible thematic areas of the call.***
Project duration in months	*Insert here*
Project location *(Kebele, woreda, city, zone, and region)*	*Insert here*

2.1. Describe the local context and the relevance of the project.

Please briefly describe the issue you want to address in your community and any local social or cultural factors linked to it. Explain how your proposed initiative fits the priorities of this micro-grant call, why action is needed now, and how you will consider gender equality, disability, and the inclusion of vulnerable or marginalized groups. Please respond in clear paragraphs (maximum 500 words).

Insert here.

2.2. Describe the relevance of the project to particular needs of the target beneficiaries/groups and how clearly the target groups are engaged and will be involved. Please use brief paragraphs with a maximum of 500 words.

Guiding questions: How relevant is the proposal to the particular needs and constraints of the target community? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined?

Insert here

Section 3: Objectives, Activities and Timeline

In this section, we are seeking more detailed information about the expected overall objective, Outcome/Objectives, Outputs and Activities that you included in your EoI. (Refer to Call Guidelines, Annex II-B). Please add the additional information requested including human right based approach (HRBA,) inclusion and innovation etc. in activity design. Add and delete rows as needed, depending on your number of objectives and activities.

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3.1. Expected Overall Objective: What is the overall aim of the proposed project? Explain how the project responds to the analysis of the problem in 2 paragraphs. The expected results of the project (outputs, outcomes, and impact) are concrete and realistic.
Insert here
3.2 Project's Specific Objectives
Specific Objective 1:
Specific Objective 2:
Insert here
1.1. Outputs and activities How will you know you achieved your results/ objective(s)? ***Insert here***
1.2. Activities What needs to be done to achieve the output stated above? Please be SMART; in terms of selecting activities, content, methodology, activity description and frequency, be brief and identify 5 to 7 lists of activities.
Example: •Provide 2 training sessions for 20 female and 16 males, on advocacy skills, gender, and economic inclusion in "x" woreda in May 2024. •Organizing 4 football tournaments among young people from different ethnic groups, twice a year to promote peaceful co-existence. •Prepare, print, and distribute 40 information, education and communication materials (IEC) to raise awareness of the targets on peace building, during the first quarter of the project. Remove the example while you work yours Activity 1.2.2: Activity 1.2.3:
1.3. Target stakeholders and beneficiaries
1.3.1. Target Audience/ Key stakeholders *Insert list of stakeholders here*
1.3.2 Direct and Indirect target groups/beneficiaries (sex, age, social status, disability-disaggregated direct and indirect beneficiaries)

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4. Project Risk, added value, M&E sustainability of a project.
4.1. Do the proposed actions consider external factors (risks and assumptions)? Mention mitigation measures for the identified risks, as well. Maximum of 2 paragraphs.
Insert here
4.2 How will you monitor the success / outcome of the project? How do you ensure sustainability of the results?
Insert here
5. Visibility and Communication activities What are the planned visibility and communication strategies?
Insert here visibility and communication activities that will be monitored during the project implementation period.

Section 4. Budget

Instructions: The table below is a broad guidance of how this funding proposal will need to elaborate its financial plans and cash projections.

All amounts must be presented in ETB by calculating the grant amount requested calculated by 1EUR=180 ETB (for example 10,000.00EUR * 175.00 ETB= 1,750,000.00 (One Million Seven Hundred Fifty birr only). Use the table below to provide a summary of your breakdown of outputs, activities, costs, duration, etc.

Summary of Indicative Budget[4]						
Name of the organization:						
Project title:						
Project implementation period in month:						
Total Budget:						
Operational (≥80%)						
Administrative (≤20%)						
ITEM	**Unit**	**Qty**	**Freq.**	**Unit Cost**	**Total Amount**	What will this cover? Please provide as much details as possible under each of the items by adding more rows.
1. Human Resources[5], travel, accommodation and per-diem						
1.1 Salaries						
1.2 Travel						
1.3 Accommodation and Per-diem						
2. Office Runing and Supplies						
2.1 Office Rent						
2.2 Office Supplies. Stationery, etc.						
2.3 communication (Phone, internet, etc.)						
2.4 Others						

[4] Please include/ add budget items that best align your requirements under each budget headings
[5] Only fulltime staff cost assign to the project

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3. Project-related costs, incl. equipment, furniture and other services (workshops, trainings, seminars, studies, expenditure verifications, etc.						
3.1 Computer and printer						
3.2 Furniture						
3.3 Workshops						
3.4 Trainings						
3.5						
3.6						
TOTAL PROJECT COSTS						

Section 5 - Application declaration

In submitting this application, we, the undersigned, confirm and agreed on that:

- The information provided in the application is true and accurate.
- I agree that the presented data can be shared with the participant selection committee within the " Capacity Development Program for Local and grassroots Civil Society Organizations " project.
- I am ready to provide additional information for the purpose of evaluating the application.

We understand that any attempt to deliberately mislead will result in withdrawal of the grant.

Name and Signature:	**In my capacity as:**	**Date:**

If you would like an easier Word ersion of the application form please email us at application-FSTP-ETH1229@welthungerhilfe.de

Annex 1 – Please refer to Annex 1-B. Guidelines for the call for EoI and the terms used.

Any questions concerning this solicitation should be submitted by email application-FSTP-ETH1229@welthungerhilfe.de **by 18:00 hour on 13 April 2026. No question regarding the call for project idea or proposal will be entertained after this deadline.**

Thank you for your interest in applying for this initiative. We are looking forward to receiving your applications.