



GUIDE FOR FULL PROPOSAL

First Part

1. Title and acronym: This is the full title of the project and the short name (acronym)
2. Lead applicant: This is the organisation which takes the lead in the proposal and will take full responsibility for the implementation of the project.
3. Joint applicants: These are the other organisations (NGOs, CBOs, Companies etc.) which will collaborate with the lead applicant and implement part of the project.
4. Cost of project:
 - 4.1: the total cost of the project as proposed for the requested duration, but not longer than 12 months.
 - 4.2: the amount that is requested from CETHCam (for maximal 12 months).
 - 4.3: the proportion of the requested amount of the total costs (as in 4.1).
5. Co-financing: List here who else is funding (part of) the project during the requested period. List in the last column how much each sponsor co-finances in € or in \$ (cross-out the currency which is not used).
6. Duration:
 - 6.1: list here the requested duration of the project, but not longer than 12 months.
 - 6.2: list here the total lifetime of the project as it is designed (thus here you do not have to limit to 12 months; it can be 2 or 3 years, or indefinite if no end of project is designed).
7. Location(s): List here the places where you intend to implement your proposed activities. Indicate the province(s) / municipality(s) if you not work in the whole country and indicate districts / khans if you not work in the whole province/municipality.

Second Part (Summary)

1. Title: This is the full title of the project.
2. Target Group: Primary beneficiaries of your proposed project must be the same as the beneficiaries listed in the CETHCam proposal. See also the reply letter to your Concept Note for remarks about the target group.

Other beneficiaries can be the people, groups, organisations or agencies that also benefit from the activities aimed at the primary beneficiaries.
3. Overall Objective: This is the main aim or goal of the project as it relates to the primary target group.
4. Specific Objective:
 - This is what the project intends to achieve for the primary beneficiaries.
 - The expected results are the changes and improvements in the lives of the primary beneficiaries caused by the project activities.
 - The strategy is the way or methodology used to achieve the results.
 - The main activities are what the project will do to achieve the specific objectives, but as sets of work (for example: providing shelter).
 - Key indicators are the signs that demonstrate and measure the results.



Third Part (Budget)

The model is rather standard and completion should not cause a problem for an experienced financial officer. List under Personnel all the staff that will be paid under this project. For the other categories keep the budget rather broad and do not list all the small items (For example, Services: shelter --- this includes all the costs made to provide boarding, food and care.). However, if you have a full detailed budget available you can attach this to the application (The details will be helpful, but also complete the budget in this word file).

- Code: is the code number of the category you uses
- Item: describes for what the costs are made
- Unit: because the project is about providing services this are in most cases the clients, but can also be legal advice, etc.
- Unit rate: this is the cost of the activity for each unit
- CETHCam: this is the requested contribution for this particular budget item in US\$
- Others: this is the co-financing of other sponsors combined (if any) in US\$
- Total: this is the total cost of this budget item in US\$

Grand-total in € convert the total amount of the budget into € by using the rate listed in the form, but ONLY if the proposal will be submitted during June 2008. If you submit later check the monthly conversion rate at the website listed in the form.

Co-financing proportion: calculate the % requested from CETHCam and co-financed by others.

Fourth Part (Narrative)

This part is meant to describe the project in such a way that we can get a good impression of what you will do for the beneficiaries and how you will do it. Do not repeat objectives or target numbers if it is not needed (we will find that in the summary).

Fifth Part (Work Plan)

- Main activities: These should be the same as listed in the Summary.
- Expected results: These should be the same as listed in the Summary.
- Time frame: Put an X or shade the quarter during which you will implement the main activity; '1Q' is the first quarter (3 months) that you plan to implement the project using CETHCam funds.
- Responsible Persons and Organisations: These are your staff (not list his/her name but position) or the collaborating partner organisations or others who will implement the activity.

Sixth Part (LogFrame)

This is the standard logistical framework used by the European Commission; we have included the target in the 'Objectively verifiable indicator' column so that the indicator can remain qualitative. For example, if the indicator is: vocational training graduation rate, the target can be: 80%.