

UNDEFThe United Nations
Democracy Fund**FNUD**Fonds des Nations Unies
pour la démocratie

ONLINE PROJECT PROPOSAL SYSTEM

[Cancel](#)

When editing your project proposal, required fields are indicated with **red bars**. Click **Save** to commit your changes. Click **Cancel** to discard changes.

After saving your project proposal, Click **Edit** to work on your project proposal or click **Continue** to navigate to the next section.

▼ 1. APPLICANT INFORMATION

Organization Name

Organization Acronym

Street Address

Type of Applicant

City

First Time or Prior Applicant

State/Province

Annual Expenditure

Zip/Postal Code

Number of Staff

Country

If your organization is not legally constituted please enter 0000 in year below

Website/Social Media Page(s)

Year of Legal Constitution

What is the goal of your organisation and its strategic priorities? Where do you see your organisation in 5 years from now? Max. 650 characters.

Organization's Vision

650 characters remaining

Please indicate prior experience of your organization working in the same sector, country, or region. Provide as well information on the year of establishment, the past and on-going key activities of your organization and their focus areas. Max. 650 characters.

Prior Experience of Your Organization

650 characters remaining

Please indicate prior experience of your organization working with the United Nations. Max. 500 characters.

Prior experience of your organization with the UN

500 characters remaining

Please indicate any affiliation with regional or international associations or organizations. Max. 500 characters.

Affiliation

500 characters remaining

Please indicate if your organization has ever received a project grant before, from any entity, whether UN or other, and if so the name of the grant-giving entity. Please provide name of focal point in grant-giving entity. Max. 255 characters.

Other Grants

255 characters remaining

Please copy/paste links from lessons interacted with when developing your project proposal application www.undeflessonslearned.org/

UNDEF Lessons Learned

32768 characters remaining

▼ **Organization Contacts**

Head of Organization Prefix

Key Contact Prefix

Name of Head of Organization

Name of Key Contact

Title of Head

Title of Key Contact

Phone of Head

Phone of Key Contact

Email of Head

Email of Key Contact

▼ **2. PROJECT PROPOSAL INFORMATION**

Project Title

Project Scale

Please select country (if local)

Global/Regional Projects: please specify regions and/or countries covered

255 characters remaining

If your project is Regional: Select a value from Geographical Area

Select Specific Countries (Regional)

Please provide a brief and concise summary of the project. Max. 500 characters.

Project Summary

1000 characters remaining

Project Focus Area

Explain in what way the proposed project is different from previous initiatives undertaken by your organization to address the same problem. Max. 500 characters.

Previous Initiatives

500 characters remaining

Describe in what way the proposed project is innovative. Max 500 characters

Innovation

500 characters remaining

Indicate here the same amount as Total Requested Grant Amount for Budget by output and Budget by input located below.

Requested Grant Amount

▼ 3. PROJECT PROPOSAL DESCRIPTION

Describe the overall democratic context, development issues and challenges pertaining to the topic addressed by this project. Max. 500 characters.

Democratic Context

500 characters remaining

(1) Indicate the problem addressed by the project. (2) Describe the underlying causes of this problem and (3) Provide a justification for the necessity of the project. Max. 1500 characters.

Problem Analysis

1500 characters remaining

Project Beneficiary

Clearly explain the objective that will be achieved through implementation of the project activities. Max. 255 characters.

Project Objective

255 characters remaining

OUTCOMES: Describe the intended outcomes expected (max 3). The outcomes should look beyond the project outputs and indicate the expected positive changes in condition/capacity that will be brought about within the timeframe of the project. Several outcomes will contribute towards the project objective. Max 255 characters.

PERFORMANCE INDICATORS: For each outcome, please frame at least two indicators. An indicator is a statement, either qualitative or quantitative, related to some aspect of the outcome, and allows us to directly measure progress towards achieving the outcome. It must be Specific, Measurable, Achievable, Relevant and Time-Bound (SMART). Do not restate an output of the project as an indicator. The indicator must go BEYOND the level of the output/s to actually measure the positive results/impact of the output/s towards achieving the outcome. e.g. % of indigenous populations aware of their rights under the new electoral administration laws. Max 400 characters.

OUTPUTS: Describe the immediate realizations generated by the key activities. These are measurable products (100 women leaders trained, 80 public debates held, 1000 copies of report published, etc.). Several outputs will contribute to the achievement of one outcome. Max 600 Characters.

KEY ACTIVITIES: Describe the key activities that will be undertaken for each output mentioned above. More than one activity can contribute to the achievement of one output.

Outcome 1

260 characters remaining

Performance Indicators for Outcome 1

400 characters remaining

Outputs for Outcome 1

1000 characters remaining

Key Activities for Outcome 1

600 characters remaining

Outcome 2

260 characters remaining

Performance Indicators for Outcome 2

400 characters remaining

Outputs for Outcome 2

1000 characters remaining

Key Activities for Outcome 2

600 characters remaining

Outcome 3

260 characters remaining

Performance Indicators for Outcome 3

400 characters remaining

Outputs for Outcome 3

1000 characters remaining

Key Activities for Outcome 3

600 characters remaining

Describe how project outcomes will be measured, what measurements will be used (outcome indicators, baseline, targets and monitoring tools) and who will be responsible for measuring them. Max 500 characters.

Monitoring and Evaluation

500 characters remaining

Explain concretely how achievements of the project will be maintained beyond the UNDEF funding period. Max. 500 characters.

Sustainability

500 characters remaining

Gender Considerations**Explain**

500 characters remaining

Marginalized or Vulnerable Groups**Explain**

500 characters remaining

Describe why UNDEF funding is particularly strategic for the proposed project. Max. 300 characters.

Why UNDEF?

300 characters remaining

▼ **4. PARTNERS INFORMATION**

Who is/are the Implementing Partner(s) of this project? Please provide the full names of the implementing partner organizations. Take good note that Implementing Partner(s) should be consulted before putting their name down. Max. 255 characters.

Proposed Implementing Partner(s)

256 characters remaining

UNDEF does not accept co-financing from other donors.

EXECUTING AGENCY: In exceptional circumstances and where there is clear value added, the applicant might feel the need to partner with a United Nations Executing Agency. In this case, the UN agency will oversee and monitor the project and act as UNDEF's agent for project oversight.

▼ **5. BUDGET**

In this section, you need to present your project budget by detailing how the requested grant amount to UNDEF (section 2) will be used. Please note that you need to present the budget in two different ways: by Output and by Input. Use rounded amounts to the nearest thousand dollar. Total Project Costs for both type of budgets will be displayed after saving your application. They must also add up to the same figure. NOTE: It is expected that staff and other personnel costs remain a small component in comparison to other budget items.

▼ **Project Budget by Output**

Examples of outputs:

- Output 1: e.g. 500 local women councilors trained
- Output 2: e.g. A voters education campaign targeted at youth conducted
- Output 3: e.g. 10 radio/TV programmes broadcasted
- Output 4: e.g. 20 joint initiatives undertaken by youth and media outlets
- Output 5: e.g. Public debates in 10 communities held
- Output 6: e.g. Implementation of 10 small scale projects

Important: salaries and other support costs such as office rent, equipment, bank fees or audit are not considered as outputs. Please include a pro-rated amount of such costs in each output listed below.

Output 1

Output 2

1 - Amount in US\$

2 - Amount in US\$

Output 3

Output 4

3 - Amount in US\$

4 - Amount in US\$

Output 5

Output 6

5 - Amount in US\$

6 - Amount in US\$

Output 7

Output 8

7 - Amount in US\$

8 - Amount in US\$

Output 9

Output 10

9 - Amount in US\$

10 - Amount in US\$

Total Project Costs (TPC)

▼ Project Budget by Input

Professional project personnel, administrative personnel and all other staff costs for general project management.

Staff/Personnel Costs - Amount in US \$

Printed materials, commodities, supplies and stationary for project and office activities such as training and other events.

Supplies - Amount in US \$

IT equipment, project support equipment (e.g. TV, radio equipment, printer).

Equipment/Furniture - Amount in US\$

Transportation and per diem (meals and accommodation) for project management team and participants traveling to activities (e.g. workshops or training sessions).

Travel - Amount in US \$

Commercial services, translation, providers, etc.

Contractual services/consultants - Amount in US\$

Venue Hire, Meals during event, Refreshment and other activity-based related costs.

Direct Activity Costs - Amount in US \$

Small sub-grants to beneficiaries and local partner organizations.

Transfers/Grants - Amount in US \$

Office rent, utilities, bank fees, miscellaneous and other office related costs.

Office/Admin Costs - Amount in US \$

Certification of three financial reports on the use of funds by an independent auditor/accountant.

Audit - Amount in US \$

Total Project Costs (TPC)

Should your project proposal be selected for funding, UNDEF may revise and moderate the total project cost you requested, based on what it considers reasonable value for money. In addition to this grant amount to be disbursed to you, UNDEF will add an amount equivalent to 10% of the Total Project Cost (capped at 25,000\$) to cover its monitoring and evaluation costs. This amount will not be disbursed to you, but retained by UNDEF from the outset.

▼ 6.COMMITMENTS

All type of applicants must read and confirm all five commitments. CSO/NGO must check all commitments.

To develop a project by the established deadline following the UNDEF Project Document Guidelines'

Not to provide any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).

To have statutes/by-laws providing for a transparent process of decision making, elections of officers and members of the Board; the Applicant Organisation has authority to speak for its members through its authorized representatives identified above.

As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the Applicant CSO/NGO's aims and purposes are in conformity with the spirit, purposes and principles of the Charter of the United Nations.

Submit annual activity reports and audited financial statements of previous two years upon request by UNDEF

UNDEF reserves the right to terminate the development of a project document should, in UNDEF's view, the applying organisation does not have the necessary project design capacity or commitment.

[Cancel](#)

Need help with your proposal? Please contact info@undefapplication.org for further assistance.

Useful Links

www.un.org/democracyfund

www.undeflessonslearned.org