Please find below a list of all the information applicants will be required to provide in order to submit a project proposal to UNDEF. The below can be used to prepare your project proposal application only. UNDEF will not accept submission of this document via email, fax, mail etc. Only project proposal application forms submitted via our Online Project Proposal System will be accepted and assessed by UNDEF.

PORTAL REGISTRATION

To access UNDEFs project proposal form, each applicant is required to register their organization. The following details are required at registry.

1. Organization name
2. Name, title and contact information of key contact
3. Username (same as **the email** of the key contact)
4. Password

UNDEF only accepts project proposal application forms submitted via the Online Project Proposal System
http://en.undefapplication.org

PROJECT PROPOSAL APPLICATION FORM

1. APPLICANT INFORMATION

Organization Profile

Organization Name	*Auto-Fill by Portal*	Type of Applicant	
Organization Acronym	*Auto-Fill by Portal*	First Time of Prior Applicant	
Street Address		Annual Expenditure	
City		Number of Staff	
State/Province		*If your organization is not legally constituted, please enter 0000 in year below*	
Zip/Postal code		Year of Legal Constitution	
Country		*Does your organization have both financial audits and annual reports that cover two years of activities? Select yes or no above.*	
Website		Financial Audits	
Social Media Page(s)		Organization Annual Reports	

Organization Contact Information

Head of Organization Prefix		Key Contact Prefix	
Name of Head		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	

Organization Experience and Affiliations

What is your organizations goal and strategic priorities? Where do you see your organization in five years from now? Max. 650 characters.

Organization's vision	

Please indicate any prior experience your organization has in the same sector, country, or region. Provide detail on the year of past and on-going key activities implemented by your organization and their focus areas. Max. 650 characters.

Prior experience of your organization	

Please provide detail of any prior experience, past or present, your organization has working with the United Nations. Max. 500 characters.

Prior experience of your organization with the UN	

Please indicate any affiliations your organization has with either regional or international associations or organizations. Max. 500 characters.

Affiliation	

Please detail any project grants your organization has received to date, from any entity, whether UN or other, and the name of the grant-giving entity. Please provide the name and email of the focal point in the grant-giving entity. Max. 255 characters.

Other grants	

2. PROJECT PROPOSAL INFORMATION

Project title	

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

Requested grant amount	

Please provide below a brief and concise summary of the project. Max. 1000 characters.

Project summary	

Project Location

All applicants must choose one scale from the drop down. For local project scale, choose one country. For regional project scale, choose one region and multiple countries. For global project scale, choose multiple countries. Indicate 'not applicable' when necessary.

Project Scale	

If your project scale is local, please select only one country from the drop-down box below.

Please select country (Local Scale)	

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

Select Specific Countries (Regional Scale)	

If your project scale is global, please select multiple countries below.

Select Specific Countries (Global Scale)	

Project Theme and Initiative

Project theme	

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

Previous initiatives	

What lessons learned have you identified from previous initiatives and in what way do they make to the proposed project innovative. Max. 500 characters.

Lessons Learned and Innovation	

3. PROJECT PROPOSAL DESCRIPTION

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

Democractic context	

(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	

Project beneficiary	

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

Project objective	

Outcomes, Indicators, Outputs and Key Activities

OUTCOMES: *Describe the intended outcomes (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 qualitive of quantative, related to some aspect of the outcome, and allows us to directly measure 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 outputs/s to measure the positive results/impact of the output/s achieving the outcome. For example, 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 training, 80 public debates held, 1000 copies of reports 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 under each output mentioned above. Several activities will contribute to the achievement of one output. Max. 500 characters.*

Outcome 1	
Performance indicators for outcome 1	
Output for outcome 1	
Key activities for outcome 1	

Outcome 2	
Performance indicators for outcome 2	
Output for outcome 2	
Key activities for outcome 2	

Outcome 3	
Performance indicators for outcome 3	
Output for outcome 3	
Key activities for outcome 3	

Monitoring, Evaluation, Gender and Marginalized Groups

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	

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

Sustainability	

Gender considerations	*Addressing gender inequality is a key objective of project / Gender considerations are taken into account in the project design*
Explain	

Marginalized and vulnerable groups	*The needs of marginalized or vulnerable groups are taken into account in the project design / Addressing the needs of marginalized or vulnerable groups is a key objective of the project*
Explain	

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

Why UNDEF?	

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)	

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 dollars. Total project costs for both types of budgets will be auto-filled after saving your proposal application form. 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

Output 1: 1.1 Awareness raised among youth on media role during elections
Output 2: 1.2 Capacities of targeted media outlets on fair electoral reporting and voter education increased
Output 3: 2.1 Effective dialogue opened between youth and media outlets

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

Project budget by output

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.	
Supplied – 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, refreshments 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) US $	

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.

If you require technical guidance in using the Online Project Proposal Portal, please email info@undefapplication.org for assistance.

Please find below useful links to assist you in submitting your project proposal application form to UNDEF.

English and French Online Project Proposal Portal links
http://en.undefapplication.org / http://fr.undefapplication.org

Information on how to apply for funding
https://www.un.org/democracyfund/apply-funding

Application FAQs
https://www.un.org/democracyfund/apply-for-funding-faqs

Lessons learned from UNDEF-funded projects
https://www.undeflessonslearned.org/

UNDEF Proposal Portal: how to register
https://www.youtube.com/watch?v=PSWYjBeRBag&t=0s&index=2&list=PLDEIEexrhd9FNTM0VCVXNt6qRfvTzgAVe

UNDEF Proposal Portal: how to login and create a new project proposal application form
https://www.youtube.com/watch?v=a9o-0IgLxqg&t=0s&index=3&list=PLDEIEexrhd9FNTM0VCVXNt6qRfvTzgAVe

UNDEF Proposal Portal: How to edit a project proposal
https://www.youtube.com/watch?v=3fvZM3_T-cc&t=0s&index=4&list=PLDEIEexrhd9FNTM0VCVXNt6qRfvTzgAVe

UNDEF Proposal Portal: How to print and submit a project proposal
https://www.youtube.com/watch?v=UnhLzNkRTq8&t=0s&index=5&list=PLDEIEexrhd9FNTM0VCVXNt6qRfvTzgAVe