**APPLICATION**

**FOR A 2022 PEACEBUILDING GRANT**

to the Peacebuilding Unit of the Belgian FPS Foreign Affairs (FPS FA)

Organisation: **[insert name organisation]**

Project name: **“[insert project name]”**

Country: **[insert country name]**.

Duration: **[insert number of months]** **months**[[1]](#footnote-2)

Estimated start: [insert estimated starting month] 2022

Total project budget: [insert total project budget in numbers] EUR.

Requested amount: **[insert requested contribution in numbers] EUR**[[2]](#footnote-3).

**Summary of the project:** (+/- 150 words)**:**

[insert summary of the project, please be consise to fit this page]

**Contact person:**

Name: [insert contact's name]

Function: [insert contact's function title]

E-mail: [insert contact's e-mail address]

*By the mere submission of this project proposal, our organisation confirms having read, understood and accepted the* [*2022 Peacebuilding Guidelines*](https://diplomatie.belgium.be/en/policy/policy_areas/peace_and_security/conflict_prevention_and_peacebuilding)*.*

Table of content

[Table of content 2](#_Toc96077187)

[**1.** **ORGANISATION DETAILS** 3](#_Toc96077188)

[**2.** **FINANCIAL DETAILS** 3](#_Toc96077189)

[**3.** **PRESENTATION OF THE PROJECT** 4](#_Toc96077190)

[**3.1.** **PROJECT DEVELOPMENT** 4](#_Toc96077191)

[**3.2.** **PROJECT MANAGEMENT ASPECTS** 5](#_Toc96077192)

[**3.3.** **PARTNER ORGANISATIONS (LOCAL/NATIONAL/INTERNATIONAL)** 6](#_Toc96077193)

[**3.4.** **SUSTAINABILITY ASPECTS** 7](#_Toc96077194)

[**3.5.** **GENDER EQUALITY ASPECTS** 7](#_Toc96077195)

[**3.6.** **MONITORING AND EVALUATION** 8](#_Toc96077196)

[**4.** **BELGIUM AS A DONOR** 9](#_Toc96077197)

[**5.** **PROJECT BUDGET** 10](#_Toc96077198)

[**6.** **SIGNATURES** 11](#_Toc96077199)

# **ORGANISATION DETAILS**

Full name and abbreviation (*if applicable*): [insert full name of the organisation]

Legal status: [insert legal status of the organisation]

Official address and correspondence address (*if different*):

[insert address]

Website: [insert link to website]

General introduction of the organisation (concise):

[insert introduction of the organisation - please be concise]

1. **FINANCIAL DETAILS**

Bank name: [insert full name of the financial institution]

Bank address: [insert full address of the financial institution]

Account number: [insert account number]

Account holder: [insert name of account holder]

BIC/SWIFT: [insert BIC/SWIFT code]

IBAN (*EU*): [insert IBAN number]

Reference for payments (*if applicable*): [insert payment references, if applicable]

# **PRESENTATION OF THE PROJECT**

## **3.1. PROJECT DEVELOPMENT**

**Please describe the relevant political context in the country where the project is to be implemented. Please be concise.**

[insert political context]

**Please describe the presence of your organisation in the country/region. Did your organisation already execute projects in this country? If yes, what were the lessons learned of these previous projects?**

[insert prensence, previous projects and lessons learned]

**Please describe the origin and development of this new project.**

[insert origin and development of the new project]

**Please elaborate on the relevance of this project in the light of the 2022 Belgian thematic priorities listed below.**

* Conflict prevention through the promotion of timely actions, particularly those that focus on mediation and the role of women in peace and security.
* The protection of civilians, especially children, who must be central to any effort in terms of peace building and sustaining peace.
* Promotion of Human Rights, with particular regard to women and children, respect for democratic principles and support for the establishment of the principles of the Rule of Law.
* The elimination of anti-personnel landmines and of illegal flows of light weapons and small arms, along with, more generally, campaigns against the disproportionate use of weapons contrary to humanitarian law and campaigns in favour of disarmament.
* Combating impunity, especially in cases of mass atrocities, with particular attention to the plight of the victims.
* Support for efforts aiming to mitigate the effects of climate change on the safety of people, particularly the most vulnerable populations.

[insert relevance to the 2022 thematic priorities]

**3.2. PROJECT MANAGEMENT ASPECTS**

**Please state the full project name.**

[insert full project title]

**What is the project’s general objective?**

[insert general objective]

**What are the project’s specific objectives?**

[insert specific objectives]

**For each specific objective, please elaborate on the various activities, target groups, output/results, success factors/indicators, risk factors, indicative costs, … (project breakdown).**

[insert project breakdown]

**Please elaborate on the implementation sequence (schedule) of the project activities.**

[insert implementation sequence]

**3.3. PARTNER ORGANISATIONS (LOCAL/NATIONAL/INTERNATIONAL)**

**Please list which partner organisations will assist with the implementation of the project.**

**For each one, please provide a brief introduction, who’s in charge, website, any former collaborations etc.**

[insert partner organisations + information]

**Please elaborate on the synergy and complementarity with other peacebuilding parties in the region of implementation of the project (*if applicable*).**

[insert synergy/complementarity with other parties]

**Please elaborate on your organisation’s methodology for identifying and consulting partner organisations.**

[insert partner organisation methodology]

**3.4. SUSTAINABILITY ASPECTS**

**Please elaborate on the financial sustainability of the project.**

[insert financial sustainability of the project]

**Please elaborate on the socio-economic sustainability of the project, in terms of capacity building and local ownership.**

[insert socio-economic sustainability of the project]

**Please elaborate on the institutional sustainability of the project, in terms of the integration of local administration.**

[insert institutional sustainability of the project]

**Please elaborate on the environmental sustainability of the project.**

[insert environmental sustainability of the project]

**3.5. GENDER EQUALITY ASPECTS**

**Please describe your organisation’s gender policy. How does your organisation implement gender equality in its project development (cross-cutting approach)?**

[insert gender policy of your organisation]

**Please elaborate on the gender equality aspects for this project in particular.**

[insert gender equality aspects for this project]

**3.6. MONITORING AND EVALUATION**

**Please elaborate on your organisation’s general internal monitoring and evaluation procedures.**

[insert general monitoring and evaluation policy]

**Please elaborate on the monitoring and evaluation procedures for this project in particular[[3]](#footnote-4).**

[insert monitoring and evaluation policy for this project]

# **BELGIUM AS A DONOR**

The Peacebuilding Unit of the Belgian FPS Foreign Affairs (FPS FA) only has a limited budget to support projects, hence the yearly geographical and thematic priorities. Even within these priorities, it is impossible to accept all eligible project proposals.

Therefore, alongside the substantive quality of any proposal, the ‘return on investment’ for the image of Belgium as a peacebuilding partner is an element we take into consideration.

All organisations must understand that, as a donor, the Belgian FPS FA expects a return in visibility. Examples might be: use of our logo in communications, on the terrain (banners, flags, …), visits of Belgian diplomatic staff to the project etc.

**Please elaborate on the ‘added value’ of your organisation and/or project. Why should the Belgian FPS FA accept this proposal instead of a similar proposal in the same region submitted by another organisation?**

[insert added value of the organisation/project]

**Please describe what this project has to offer in terms of visibility and the image of the Belgian FPS FA as a peacebuilding partner.**

[insert visibility possibilities for Belgium as a donor]

**Please describe how the Belgian diplomatic staff in the region can be involved in the project, in terms of communication, assistance, possible project visits etc.**

[insert possible involvement of regional belgian diplomatic staff]

# **PROJECT BUDGET**

As an attachment to this project proposal, please annex a budget breakdown (in EUR) that is as accurate as possible. Even though there is no fixed template the budget plan must include

* A column listing the subdivisions of the total project budget;
* A column listing the subdivisions of the requested Belgian contribution;
* A column listing the subdivisions of the requested contributions of other donors.

The budget breakdown must be detailed, precise and contain at least the following subdivisions:

* Personnel costs[[4]](#footnote-5), divided into
  + Personnel costs for local staff
  + Personnel costs for international/expat staff[[5]](#footnote-6)
* Vehicles and other durable goods
* Project costs per activity
  + description of specific costs
  + prices per unit
  + specific services
  + planned travel
  + etc.
* Overhead costs[[6]](#footnote-7)

**The Belgian FPS FA can support a project up to a maximum of 50% of the total project budget. Please indicate other donor sources in the table below, incl. their share of the total project budget and current status.**

|  |  |  |
| --- | --- | --- |
| **Name donor** | **Share of the budget**  (in EUR and in %) | **Status**  (Confirmed/Pending/…) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **SIGNATURES**

Please have this document dated and signed by the person competent to sign the Grant Agreement[[7]](#footnote-8), in case of approval of this proposal.

This project proposal was signed in **[insert city/location]**, on **[insert date]**.

[insert name competent person]

[insert function title competent person]

1. Max. 36 months [↑](#footnote-ref-2)
2. Between €250.000 and €500.000 (ideally +/- €350.000) and max. 50% of the total project budget. [↑](#footnote-ref-3)
3. Please be aware that, in case of approval of this project proposal, your organisation will have to submit intermediate and final evaluation reports to the Peacebuilding Unit of the Belgian FPS FA (see guidelines 2022) [↑](#footnote-ref-4)
4. Max. 35% of the requested amount [↑](#footnote-ref-5)
5. Max. 1/3 of the personnel costs [↑](#footnote-ref-6)
6. Max. 10% of the requested amount [↑](#footnote-ref-7)
7. Person competent to commit the organisation contractually [↑](#footnote-ref-8)