|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **项目建议书表格Project Proposal Form****Project Title:****项目名称：****Project start and end date (not exceeding 1.5 years):** **项目起止日期（不超过1.5年） ：** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Budget: 1. Requested from UNDP GEF SGP （local currency, not exceeding 450,000CNY）:**  **预算： 从UNDP GEF 小额赠款申请的经费（不超过等值45万人民币）：** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **2. Co-financing (local currency) and partnership:**  **配套资金（人民币）和伙伴关系（不一定要给予现金，给予政策、专家、场地等的支持都是伙伴关系）**

|  |  |  |
| --- | --- | --- |
| **Donor/local partner****出资方/当地合作伙伴** | **In cash现金**  | **In kind非现金** |
|  |  |  |
|  |  |  |
|  |  |  |

**3．Total project cost（local currency）: 项目总经费（人民币）:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Project Characters 项目特征**

|  |  |
| --- | --- |
| **Project theory (Tick one)****项目主题（右键点击“属性”可电子打勾）** | **Project category (Tick one or more)****项目的社会包容性（打勾）** |
| [ ] NGO capacity building and Networking to support zero waste community project  支持零废弃社区示范项目的社会组织能力建设和网络建设 | [ ]  | Project enhancing community governance capacity and improving multi-stakeholders’ participation增强社区治理能力和提高多利益相关方参与的项目 |
| [ ]  | Innovative project including governance mechanism innovation, working procedure innovation, technical innovation etc. 创新型项目，包括治理机制、工作方法、技术创新等 |

**About the Applicant:申请机构简介****Name of Organization机构名称:****Organization Registration No. 机构统一社会信用代码:****Date of Founding成立日期:** **Number of members 机构人数：全职人员**\_\_\_\_\_\_名，兼职人员\_\_\_\_\_\_名。**Person in Charge负责人:** **Bank information:银行信息：**开户行\_\_\_\_\_\_\_\_\_\_\_\_ 银行开户许可证核准号\_\_\_\_\_\_\_\_\_\_ 帐号\_\_\_\_\_\_\_\_\_\_\_\_账户名称\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Coordinator 联系人:****Address地址:****Phone电话:** **Fax 传真:****E-Mail 电子信箱:** **Organization Website机构网站:** **References （two people from other organization who know your organization well）****推荐人 (来自其他机构、对你机构有充分了解的2位推荐人)**1. **Name姓名**\_\_\_\_\_\_ **Title 职务**\_\_\_\_\_\_ **organization 机构** \_\_\_\_\_\_ **telephone 电话**\_\_\_\_\_\_ **email 邮箱** \_\_\_\_\_\_
2. **Name姓名\_\_\_\_\_\_ Title 职务\_\_\_\_\_\_ organization 机构 \_\_\_\_\_\_ telephone 电话\_\_\_\_\_\_ email 邮箱 \_\_\_\_\_\_**

**Brief history of organization（including Number of projects implemented）机构的简要历史（包括实施项目的数量）:****Relevant experience of organization机构在所申请项目领域的相关经验:** **Project staff (please indicate names and roles in this project including project team members and financial staff)** **项目成员（请说明参与本项目的人员姓名、性别及在本项目中的职责包括项目组成员和财务人员）****1. Targeted Location and Population :(Briefly Describe location, coordinates (longitude and latitude) ,geographical details and living conditions of target population, with relevant maps attached)** **目标位置和人口: （简要描述项目点的位置, 经纬度，地理信息和目标人群生活状况,请另加一页附上项目点在中国的位置地图。）****No. of households: \_\_\_\_\_\_ No. of population: \_\_\_\_\_\_\_\_\_\_\_\_Ethnic/Religious representation\_\_\_\_\_\_\_\_\_\_\_\_****项目点有多少户： 项目点人数： 项目点民族或宗教组成：****Annual average income/person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **项目点人均年收入：** **No. of participating Male \_\_\_\_\_\_\_\_\_No. of participating Female \_\_\_\_\_\_\_\_No. of participating children \_\_\_\_\_\_\_\_\_** **参与项目的男性人数: 参与项目的女性人数: 参与项目的儿童人数;****No. of participating households: \_\_\_\_\_\_\_\_\_\_** **参加项目的家庭数量：**1. **Introduction: 背景介绍**
* **Baseline assessment** of relevant environmental and socio-economic conditions (The baseline assessment is essential so that changes and impact brought about by the project intervention can be evaluated. It is also important to include an overview of other interventions in the area, both ongoing and planned, by local, national, and international organizations.)

**相关环境和社会经济状况的基线信息** （基线信息的评估是必不可少的，目的是为了评估通过实施项目所带来的改变和影响。描 述当地，国家和国际组织在当地正在进行的项目或计划实施的项目的总体情况也很重要。）* **Main problems and needs主要问题和需求**
* **Rationale /Solutions基本原理/解决方案**
* **Anticipated results/outcomes 预期成果**
1. **Project contribution to the following portfolio outputs and indicators项目对下列产出和指标的贡献**

Please check one or more boxes as appropriate请在方框内选出一个或多个适合的选项（右键点击“属性”可电子勾选）。 NGOs capacities on zero waste community issues improved through capacity building and networking**通过社会组织的能力建设和网络建设，机构在 “零废弃” 社区议题上的能力得到提升**[ ]  Number of NGOs received training and technical support 得到培训、技术支持的社会组织数量 [ ]  Number of indirect NGOs beneficiaries间接受益的社会组织数量[ ]  Number of knowledge products of project 项目产出的知识产品（如出版物、网络公开课、视频等）的数量[ ]  Direct project beneficiaries disaggregated by gender (individual people)/ 分性别统计的直接项目受益人数[ ]  Indirect project beneficiaries disaggregated by gender (individual people)/分性别统计的间接项目受益人数  |
| **4. Specific objectives in this project (You may consider: What does the project want to change? How will things be different after this project has ended? What will people do differently after participating in the project from what they do now?)**  **项目的特定目标 （你可以考虑：这个项目想改变什么？项目结束后会有什么不同？参与项目后人们会有什么跟现在不同的改变？）**  **1） \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****2）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****3）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Note: When planning proposed activities, please consider time availability of target population and major stakeholders. Seasons and climatic conditions are also important factors. Some activities may readily be carried out using pre-existing community resources, without having to wait for cash transfer from UNDP/GEF SGP.****注：在设计项目活动时，请考虑目标人群和利益相关方的时间有效性以及季节、气候条件等因素。一些活动利用社区已有的资源更易开展，不必等UNDP/GEF SGP的汇款到达就可以进行。** |
| **Proposed activities to achieve the objectives****为达成目标而建议的活动** | **Anticipated results** **预期的成果** | **Indicators****衡量指标（**必须从表3中的指标选项中选取1个或多个，说明具体的数量） | **Data source****数据来源** | **Baseline****基线数据** |
| **Activity 1.****项目活动** |  |  |  |  |
| **Activity 2.****项目活动** |  |  |  |  |
| **Activity 3.****项目活动** |  |  |  |  |
| **Activity 4.****项目活动** |  |  |  |  |
| **Activity 5.****项目活动** |  |  |  |  |
| **Activity 6. ……****项目活动 ……** |  |  |  |  |

**5. Project Workplan and Monitoring Schedule项目工作计划及监督时间表**

|  |  |
| --- | --- |
| Project Number: | Project Name项目名称: |
| Name of Grant Recipient受款单位名称: |
| Brief Description of General Objective of Project:简要描述项目的总体目标: |
| Project theory (e.g., zero waste community demonstration, NGOs capacity building and networking) 项目主题（社会组织零废弃社区议题的能力建设和网络建设） | Project Start and End Dates:项目起止日期(请精确到日): |
| Brief Description of Specific Objective #1: 简要说明特定目标1（请参考表3的产出，设定相关目标）： |
| List the activities necessary to fulfill this objective. Indicate who is responsible for each activity and an indicator for each outcome.列出实现上述目标的必要活动，每项活动的负责方及活动成果的指标 | Milestones 进度表（按月或季度） |
| Activity活动 | Responsible Party负责方 | Indicator指标 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 最终目标 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brief Description of Specific Objective #2: 简要说明特定目标2（请参考表3的产出，设定相关目标）： |
| Activity | Responsible Party负责方 | Indicator指标 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 最终目标 |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Indicate persons responsible for monitoring and progress reports: 说明负责项目监督和进展报告的人 | Monitoring and evaluation / Reporting Frequency 监督/报告的频率 |
| Monitoring andRecord-Keeping 监督和存档 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Progress Reports进展报告 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**此表可以根据每个项目的具体情况进行修改。也可另加页以包含所有的项目目标及活动。此表的活动是上面第10页表中活动的细分，应与之保持一致。**This form can be modified based on the specific circumstances of each project. Additional pages may added to include all the activities and objectives. The activities indicated in this table are subdivision of and should be in line with the ones in the above table on page 10.

|  |
| --- |
| **6．Plan to improve community governance提高社区治理的计划** |

|  |
| --- |
| **7．Plan to ensure community participation (describe how the relevant communities will be involved in: i) Project planning and design; ii) Project implementation and iii) Project monitoring and evaluation)****确保社区参与的计划（描述相关的社区是如何参与:①项目的规划和设计, ②项目的实施③项目的监督和评估）** |

|  |
| --- |
| **8．Knowledge Management (describe how you plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project)** **知识管理（描述如何计划获取，分享和传播通过项目实施所得到的知识，经验教训，最佳实践）****9．****Participation of Women, youth and disable people（describe how the project takes into consideration the roles and needs of women, youth and disable, and how this project will enhance their capacities and empower them to bring benefits to this project）女性、青年、残障人士的参与（描述项目如何考虑女性、青年、残障人士的作用和需求，以及项目将如何提升他们的能力，给他们赋权，以给项目带来益处）** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **10. Major risk factors and approaches for solution/avoidance: 主要的风险因素及解决/避免的方法**Problems and issues are common in any project implementation. These risk factors should include both internal factors and external factors. Would there be any which are discernible to emerge during project duration? If so, please give a brief solution/prevention to minimize the risk.任何项目实施过程中通常都会存在困难和问题。这些风险因素包括内部因素和外部因素。在项目期间会出现任何可以识别的风险因素吗？如果有的话，请简要说明解决或避免风险的方法。

|  |  |  |
| --- | --- | --- |
| **Risk factors/ problems** **风险因素/问题** | **Risk rating (High/Medium/ Low)****风险等级（高/中/低）** | **Approaches for solution/prevention****解决/避免的方法** |
| 1) 2) 3)  |  | 1)2)3) |

**11.**  **Sustainability of Project Results: 项目成果的可持续性**Please outline the steps to be taken before, during, and at project completion to ensure that once all the SGP funds have been disbursed, the project impact will continue for many years thereafter. Project applicants should plan ahead when all the funding is used up after 3 years or even 5 years and consider the factors that could contribute to the success and continued impact of their project, and address them accordingly.请概述在项目实施前，实施中和项目结束后采取的各个步奏以确保小额赠款项目的资金支付完毕后，项目的影响还能持续很多年。项目申请者应该提前设想项目资金用完后3年甚至5年后的情况，考虑确保项目成功和维持项目影响的因素，并相应的加以说明。（**请从资金、人员、机制的保障几方面说明**） |

**12. Project Budget: 项目预算**

Fill in the figures according to actual needs. If there is no expected expense in some categories, leave the columns blank. If there are other expenses beyond these categories, please adjust this table accordingly and specify. 根据实际需要填写数据。如果某些类别没有预期的花费，请空着不填。如果有超出以下类别的花费，请调整表格并特别说明。

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Expense****预算类别** | **Expected expenditure** **预计支出** | **Grant request from UNDP****从UNDP申请的资金** | **Co-financing sources****配套资金来源** |
| **Community****社区** | **Proponent****申请机构** | **Government** **政府部门** | **Others****其他** |
| Cash现金 | In-kind非现金 | Cash现金 | In-kind非现金 | Cash现金 | In-kind非现金 | Cash现金 | In-kind非现金 |
| **1、Budget for activities项目活动预算（≥ 90%）** |
| Manpower/labor人工/劳力 |  |  |  |  |  |  |  |  |  |  |
| Training/Seminar/ Workshops, etc.培训/讨论会 /研讨会等 |  |  |  |  |  |  |  |  |  |  |
| Contracts分包合同 |  |  |  |  |  |  |  |  |  |  |
| Equipment/Furniture设备 |  |  |  |  |  |  |  |  |  |  |
| Others其他 | Travel/lodging/meal交通食宿 |  |  |  |  |  |  |  |  |  |  |
| Outreach and knowledge management宣传和知识管理 |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous杂费 |  |  |  |  |  |  |  |  |  |  |
| **Subtotal小计（1）** |  |  |  |  |  |  |  |  |  |  |
| **2、Admin budget行政管理预算（≤ 10%）** |
| (Please specify)请具体说明 |  |  |  |  |  |  |  |  |  |  |
| (Please specify)请具体说明 |  |  |  |  |  |  |  |  |  |  |
| **Subtotal小计（2）** |  |  |  |  |  |  |  |  |  |  |
| **Total（1）+（2）合计** |  |  |  |  |  |  |  |  |  |  |

**Note: This table should be adjusted and expanded as needed. Please attach the detail of estimate in separate sheets. 注：此表可根据需要调整和扩充。请单独附上详细的财务表。**

**Projected expenditures under UNDP fund per tranche during project cycle项目周期内每笔支付赠款的预期支出（不含配套资金）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure Category 支出类别** | **tranche 1, [local currency]****第1笔****（申请UNDP资金总额的50%，人民币）** | **tranche 2, [local currency]** **第2笔****（申请UNDP资金总额的40%,人民币）** | **tranche 3, [local currency]****第3笔****（申请UNDP资金总额的10%,人民币）** | **Total, [local currency]** **合计****（人民币）** | **% Total of UNDP fund****占UNDP资金总预算的％** |
| Manpower/labor人工/劳力 |  |  |  |  |  |
| Training/Seminar/ Workshops, etc.培训/讨论会 /研讨会等 |  |  |  |  |  |
| Contracts分包合同 |  |  |  |  |  |
| Equipment/Furniture设备 |  |  |  |  |  |
| Others其他 | Travel/lodging/meal交通食宿 |  |  |  |  |  |
| Outreach and knowledge management 宣传和知识管理 |  |  |  |  |  |
| Miscellaneous 杂费 |  |  |  |  |  |
| Administrative cost 行政管理开支 |  |  |  |  |  |
| Total 合计 |  |  |  |  |  |

**附件2：项目预算表格（不填，请在网站下载excel模板）**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **详细预算内容** | **预算类别[1]** | **预计的支出** | **从UNDP申请的资金** | **配套资金** |
| **单价** | **数量** | **合计** | **现金** | **非现金** | **捐献机构名称** | **捐赠机构类别[2]** |
| **1. 活动预算 (≥90%)** |
| **活动1[3]：** |
|   | 请选择 |  |  |  |  |  |  |  | 请选择 |
|   | 请选择 |  |  |   |  |  |  |  | 请选择 |
| **小计** |  |  |  |  |  |  |  |  |   |
| **活动2：** |   |
|   | 请选择 |  |  |  |  |  |  |  | 请选择 |
|   | 请选择 |  |  |  |  |  |  |  | 请选择 |
| **小计** |  |  |  |  |  |  |  |  |  |
| **……** |  |  |  |  |  |  |  |  | 请选择 |
| **项目评估** |
|  |
| 1人参加2天总结会 | 请选择 |  |  |  |  |  |  |  | 请选择 |
| **小计** |  |  |  |  |  |  |  |  |   |
| **(1) 项目活动总预算** |  |  |  |  |  |  |
| **2. 行政管理预算[4] (< 10%)** |
|  | 行政经费 |  |  |  |  |  |  |  | 请选择 |
|  | 行政经费 |  |  |  |  |  |  |  | 请选择 |
| **(2) 行政管理总预算** |  |  |  |  |  |  |
| **预算合计(1) + (2)** |  |  |  |  |  |  |
| [1]预算类别包括：a.人力/劳力，b.培训/研讨会/讨论会等，c.分包合同，d.设备，e.其他：宣传和知识管理，f.其他：交通食/宿，g.杂费，h.行政经费 |
| [2]捐赠机构类别包括：a.社区，b.申请机构，c.政府机构，d.科研机构，e.私营企业，f.其他 |
| [3] 请填写每项项目活动名称，此处与项目建议书表格5：项目工作计划所列活动相一致。 |
| [4] 请具体填写行政管理预算的详细内容，如：申请机构人员补贴，申请机构行政办公、行政费用等。 |