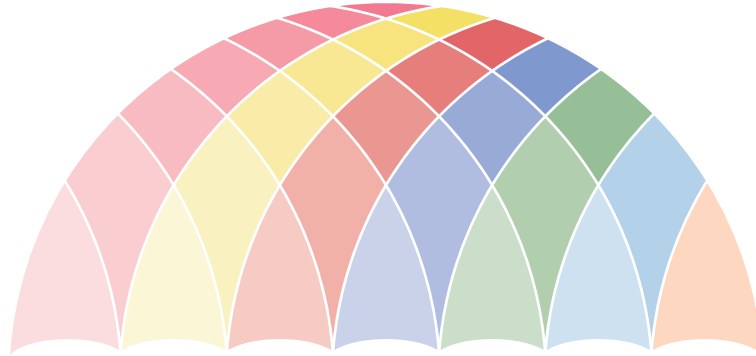
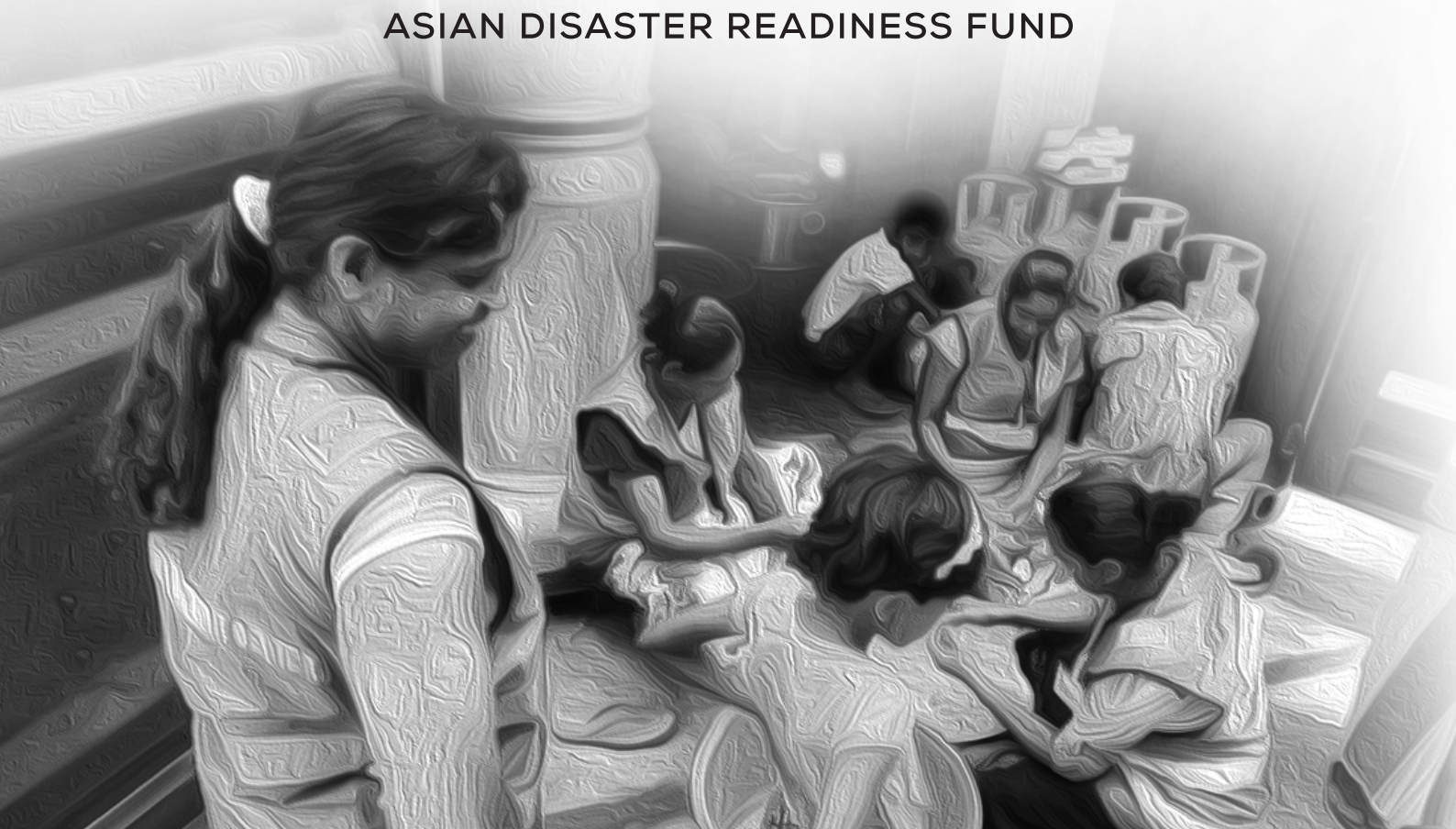


# Asian Disaster Readiness Fund (ADRF) Funding Cycle for 2024



# ADRF

ASIAN DISASTER READINESS FUND



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## Abbreviations

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ADPC	Asian Disaster Preparedness Center
ADRF	Asian Disaster Readiness Fund
APP	Asian Preparedness Partnership
APPRSC	Asian Preparedness Partnership Regional Steering Committee
BMGF	Bill and Melinda Gates Foundation
CBDRM	Community-Based Disaster Risk Management
CBOs	Community-based Organizations
CSOs	Civil Society Organizations
DRM	Disaster Risk Management
DRR	Disaster risk reduction
GEDSI	Gender Equality, Disability, and Social Inclusion
NGOs	Non-Governmental Organizations
NPP	National Preparedness Partnership
UNDRR	United Nations Office for Disaster Risk Reduction
USAID-BH	United States Agency for International Development –Bureau of Humanitarian Response

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## Snapshot

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### Generous funding

**USD100,000** per country to support initiatives to be implemented over 12 months.

### Exclusive opportunity

**First round of grants** is available exclusively to the National Preparedness Partnerships of the APP countries and its partner organizations.

### Priority themes

- Strengthening forecast based, locally led early warning and early action systems to reach at risk last mile communities.
- Enhancing multi hazard contingency planning and emergency response plans, policies, and strategies at the local level.
- Integrating climate risks by strengthening locally led climate change initiatives and community-based adaptation.
- Enhancing community resilience through Community-Based Disaster Risk Management (CBDRM) approaches.

**For inquiries**, contact:  
app@adpc.net

**Download** the application package at <https://app.adpc.net/adrf-proposals/> and **submit on or before 27th August 2024 by 24:00 hrs. (Bangkok time)** to app@adpc.net

# Section 1

- 🔑 Asian Disaster Readiness Fund (ADRF)
- 🔑 Priority themes for 2024 Funding Cycle

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## 1. Background

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### 1.1 Asian Preparedness Partnership (APP)

The Asian Preparedness Partnership (APP) is a unique multi-stakeholder regional partnership for strengthening locally led disaster risk management (DRM) actions in Asia. It was established in 2017 by its founding member countries, Cambodia, Myanmar<sup>1</sup>, Pakistan, Philippines, Nepal, and Sri Lanka, with technical and secretariat support from the Asian Disaster Preparedness Center (ADPC) and funding assistance from the Bill & Melinda Gates Foundation (BMGF) and the USAID-Bureau for Humanitarian Assistance (USAID BHA). The APP was expanded to include Lao PDR as its seventh member country in 2023.

Since its inception, APP has strengthened regional cooperation through its regional multi-country and multi-sectoral platform and network (Figure 1). It has also built a coalition of local actors and voices to advocate for localization processes. Though there is a critical gap in humanitarian funding for local actors, international organizations, donors, foundations, and other aid agencies have increasingly recognized the role of local actors. Therefore, to accelerate the localization process, the APP Secretariat housed at ADPC will serve as a conduit for mobilizing and dispensing tailored and flexible funding for locally-led disaster preparedness and response actions.

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<sup>1</sup> The Myanmar Preparedness Partnership (MPP) is a founding member of the APP with an operational multi-stakeholder partnership upon inception but is currently not operational due to the country's current political situation.

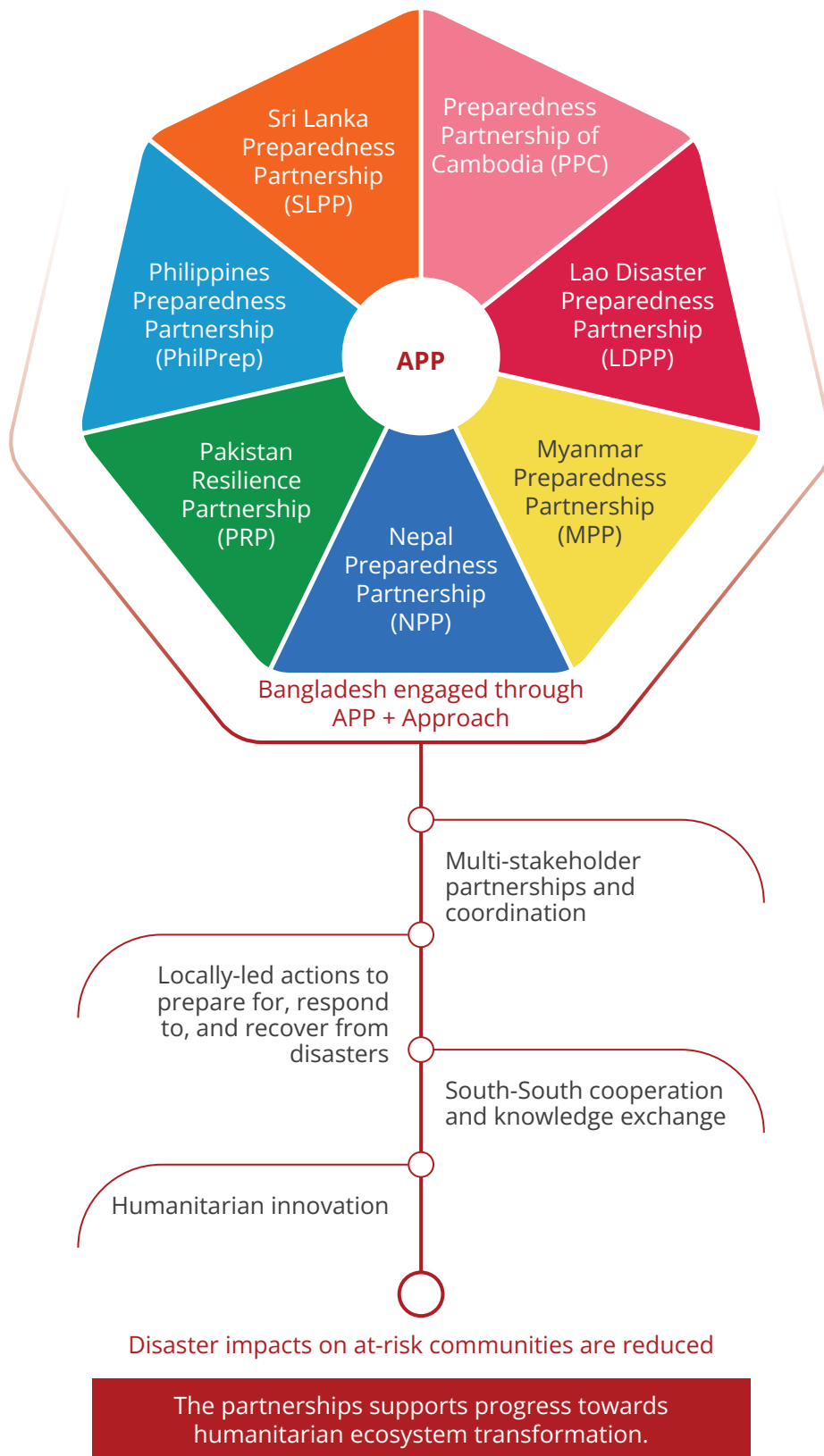


Figure 1. APP and its National Preparedness Partnerships (NPPs)

Building on the achievements of APP's co-creation and mobilization phase (2016-2019), Phase 2 (2019-2023) focused on implementing multi-stakeholder partnerships and expanding to countries such as Lao PDR and Bangladesh through the APP+ approach. The APP Phase 3 has taken this momentum forward. It focuses on consolidating and sustaining the national and the regional partnerships for their sustainability and leveraging support internally and externally for further scaling up and scaling out of its model approach.

## 1.2 Asian Disaster Readiness Fund (ADRF)

Part of the consolidation and sustainability phase is the establishment of the Asian Disaster Readiness Fund (ADRF) to support multi-sectoral partnerships and local actors in disaster preparedness and emergency response actions.

Disaster-related funding often prioritizes emergency response and recovery, with less than 5% directed towards disaster risk reduction (DRR), as reported by UNDRR<sup>2</sup>.

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*"To strengthen the preparedness of local actors to anticipate risks and enhance emergency response and recovery through multi-stakeholder approaches."*

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In 2022, only 1.2% of global humanitarian assistance was directly provided to local and national actors. Therefore, the key objective of the ADRF is to **"Strengthen the preparedness of local actors to anticipate risks and enhance emergency response and recovery through multi-stakeholder approaches"**. The establishment of the fund will contribute to the acceleration of the localization process by mobilizing, managing, and allocating flexible funding for **"safer and well-prepared communities through locally-led disaster risk management in Asia."**

## 1.3 Key Principles, approaches and cross-cutting themes of the ADRF

In October 2023, during the Kick-Off meeting for APP Phase 3 in Manila, Philippines, the APP Regional Steering Committee (APPRSC) collaboratively developed and articulated the operational framework of the fund. This included defining its fundamental principles, approaches, cross-cutting themes, and governance structure, as detailed below.

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<sup>2</sup> <https://www.undrr.org/news/high-level-dialogue-international-cooperation-scale-up-financing-drr-financing-disaster-risk>

# Key Principles, Approaches, and Cross-cutting Themes of the ADRF

## Principles

### By the local, for the local

Promote the bottom-up approach to disaster preparedness and emergency response, emphasizing the importance of local agency, knowledge and locally-driven solutions.

### Programming with impact

Underscores the importance of designing and implementing interventions that have a meaningful and positive effect on the affected and at-risk communities.

### Sustainability

Emphasize the importance of designing, implementing, leveraging resources and managing interventions to ensure long-term effectiveness, resilience and positive impact.

## Approaches

### Inclusive

Integrate the GEDSI (Gender, Equality, Disability, and Social Inclusion) approach to leave no one behind.

### Co-creation and co-governance

Accentuate collaboration, shared decision-making and active involvement of multiple stakeholders in governance and management of the fund for effective and sustainable outcomes.

### Multistakeholder

Support coordinated multi-stakeholder partnership approach to localization involving local communities, governments, non-governmental organizations (NGOs), private sector, academia, media and other local partners.

## Cross cutting themes

### Integrating community resilience

Focus on measures that integrate and enhance the ability of at-risk communities to prepare for, respond and recover from disasters.

### Innovation

Support innovative projects that will demonstrate pathways of change for the humanitarian system and underscore the importance of embracing creative and forward-thinking approaches to address evolving challenges faced by the humanitarian sector.

### Advocacy and influencing

Foster strategic and collaborative efforts to advocate for and influence positive changes in policies related to localization.



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## 2 Priority themes for the 2024 Funding Cycle

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The priority themes for the 2024 funding cycle are designed to advance the APP Phase 3 outcome, which focuses on **“strengthening sub-national and local organizations for disaster preparedness through partnerships, community engagement, and joint locally-led actions.”** To achieve this outcome, the following key elements are emphasized:

1. Mobilizing local actors at the sub-national level for multi-sectoral and participatory actions.
2. Implementing joint and locally led disaster preparedness actions with active community engagement.
3. Establishing community learning mechanisms to foster participation and feedback.
4. Applying inclusive Gender, Equality, Disability, and Social Inclusion (GEDSI) approaches for locally-led preparedness actions.
5. Developing and sharing knowledge products, process documents, case studies, and more.

**Four (4) key thematic areas have been identified for the 2024 funding cycle**, as detailed below.

S. No	Thematic Area	Indicative list of interventions
1	<b>Strengthening forecast-based, locally-led early warning and early action systems to reach at-risk last-mile communities.</b>	<ul style="list-style-type: none"><li>• Enhance the efficiency and reliability of early warning systems.</li><li>• Implement prompt early action measures to safeguard vulnerable populations.</li><li>• Develop customized early warning systems for precise and timely information delivery.</li><li>• Strengthen forecast-based initiatives to mitigate disaster risks.</li><li>• Ensure that early warning systems effectively reach the most vulnerable «last mile» communities.</li></ul>
2	<b>Enhancing multi-hazard contingency planning and emergency response plans, policies, and strategies at the local level.</b>	<ul style="list-style-type: none"><li>• Develop or update comprehensive contingency plans and emergency response strategies or policies at the local level.</li><li>• Organize regular drills and simulations involving all relevant stakeholders.</li><li>• Strengthen coordination mechanisms among multiple stakeholders.</li><li>• Develop clear criteria for the activation of contingency and emergency response plans.</li><li>• Establish continuous monitoring and feedback mechanisms.</li><li>• Ensure that the developed plans and strategies are inclusive, participatory, and responsive to community needs.</li></ul>

S. No	Thematic Area	Indicative list of interventions
3	<b>Integrating climate risks by strengthening locally led climate change initiatives and community-based adaptation</b>	<ul style="list-style-type: none"> <li>• Formulate action plans to enhance community resilience to climate change.</li> <li>• Integrate climate risk assessments into local development plans.</li> <li>• Incorporate traditional and indigenous knowledge systems.</li> <li>• Strengthen capacities for the execution and management of climate adaptation plans.</li> </ul>
4	<b>Enhancing community resilience through Community-Based Disaster Risk Management (CBDRM) approaches.</b>	<ul style="list-style-type: none"> <li>• Foster community resilience through participatory and inclusive disaster risk management (DRM) practices.</li> <li>• Involve community members in identifying risks, formulating action plans and executing risk reduction measures</li> <li>• Continuously monitor the implementation and effectiveness of action plans and risk reduction strategies.</li> <li>• Establish robust feedback mechanisms for community input and engagement</li> </ul>

To further contribute to and strengthen localization models at the sub-national and local levels, the following key elements and approaches should be considered:

- **Selection of target areas:** Based on assessed risks and vulnerabilities, **applicants should select at least two (2) subnational target areas** (province, district, etc.). Ideally, these areas should include those areas where interventions were undertaken during APP Phases 1 and 2 to build on the gains of the previous phases.
- **Stakeholder identification and engagement:** Applicants are encouraged to identify and engage key stakeholders, including local authorities, CSOs/CBOs, the private sector, academia, media, vulnerable groups, and other <sup>3</sup>local actors, during consultations. The aim is to develop local multi-sectoral platforms and coordination mechanisms in the target areas, ensuring the inclusion of women, vulnerable groups, including persons with disabilities, local leaders, and change agents during the implementation phase.
- **Thematic area selection:** Based on the identified risks, vulnerabilities, and needs of the chosen sub-national target areas, **applicants should select at least two (2) thematic areas from those mentioned above.**
- **Multi-stakeholder partnership approach:** Applicants must demonstrate a multi-stakeholder partnership approach for the interventions designed and planned under the selected thematic areas.
- **Community engagement:** Projects should include mechanisms to foster community participation and feedback for localization interventions, demonstrating strong community engagement.

<sup>3</sup> Local actors/partners refer to the diversified local and national government, NGOs, CSOs, CBOs, women led organizations, youth groups and more. (Guidance Note on Partnership Practices for Localization, IFRC)

- **Inclusive approaches (GEDSI):** Applicants should engage and empower all community members, especially those traditionally marginalized or vulnerable, including women, children, the elderly, minorities, persons with disabilities and others. These groups should be involved in the planning, implementation, monitoring and evaluation of locally led actions.
- **Resource mobilization:** Applicants are encouraged to mobilize additional funds from other internal and external resources. Leveraging such support and resources can enhance operational efficiency, build strong partnerships and ensure long-term impact and sustainability.
- **Project proposal outputs:** The project proposal template should specify outputs that integrate the critical elements listed above. The designed interventions should clearly contribute to the proposed outcome and the selected thematic area(s).

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### 3 Funding allocation and duration of implementation

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The initial funding round under the ADRF is designed as a non-competitive and closed process, exclusively accepting submissions from the National Preparedness Partnerships (NPPs) of APP countries and their partner organizations. The experiences and outcomes from this inaugural round will inform future iterations of the funding process. Submissions from APP countries will undergo rigorous evaluation and assessment by the ADRF committee based on pre-established criteria to qualify for funding.

#### 3.5.1 Funding allocation

For the 2024 funding cycle, a total of USD 600,000 is allocated to the pooled fund. **Each participating country will receive approximately USD 100,000 to support proposed actions over a 12-month implementation period.** Future funding allocations per country will be determined in consultation with the ADRF committee and will depend on the successful implementation of interventions, adherence to deadlines, achievement of proposed objectives, demonstrated impacts, and leveraged support during the first funding cycle.

#### 3.5.2 Leveraging support

Applicants are encouraged to secure additional support at the proposal submission stage or during implementation to complement the ADRF funding. This additional support will underscore the commitment to sustainability.

- **Type of support:** Financial and/or in-kind contributions.
- **Source of support:** Various contributors.
- **Value of support:** Estimated monetary value of the support provided by each contributor, as applicable.
- **Documentation:** Letters of commitment, memorandums of understanding or other relevant documents confirming the support.

#### 3.5.3 Duration

The implementation period for the first funding cycle is one year (12 months) from the date the sub-grant agreements are signed.

# Section 2

- 🔼 Application process
- 🔼 Review and Selection
- 🔼 Implementation

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## **Funding cycle 2024**

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### 2.1 Process Overview

Applicants are advised to familiarize themselves with the overall process and key components of the 2024 Funding Cycle (Figure 2), including the following timeline:

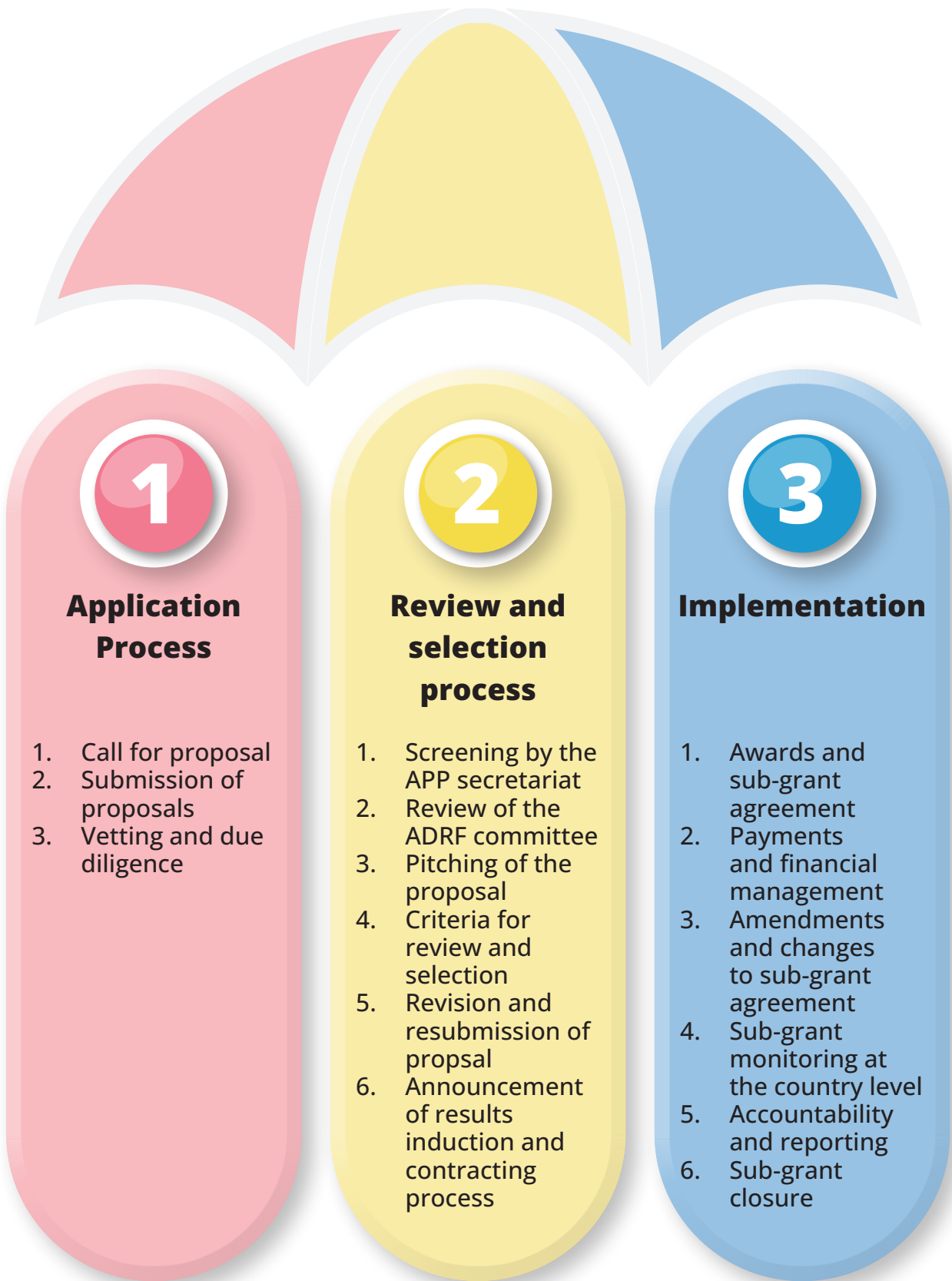


Figure 2. Process overview of the funding cycle 2024 under the ADRF

## 2.2 Timeline

Activity	Tentative dates / period
Call for proposals	30 July 2024
Submission of proposals	27 August 2024
Review and selection process	September 2024
Implementation	October 2024 onwards

\*\* APP Secretariat of the ADPC reserves the right to modify any dates and timelines outlined under the ADRF.

## 2.3 Eligibility requirements to be a Sub-Grantee

Applicants aspiring to become sub-grantees under the ADRF must meet the following eligibility criteria:

- The sub-grantee must be a current member or local partner of one of the APP National Preparedness Partnerships.
- Eligible sub-grantees include public sector organizations, companies, non-profits, non-governmental organizations, people's organizations, community-based organizations, private sector entities, academic or think tank organizations and consortia or networks, operating lawfully in their country of operation.
- The sub-grantee must possess valid and recognized legal status in their country of operation, enabling them to enter into contractual agreements and receive funds from external sources.
- Proposals must be developed in a participatory manner and recommended by the National Preparedness Partnerships of APP.
- Proposals must be endorsed and co-signed by the chairs/co-chairs of the National Preparedness Partnerships in an accompanying cover letter.
- Submissions must be joint proposals by a nominated grantee, who would be the intended sub-grant recipient on behalf of the National Preparedness Partnerships (i.e., one of the constituent members of the respective National Preparedness Partnerships).
- The sub-grantee must demonstrate a proven track record of successfully implementing similar projects in the specified geographical areas or countries, delivering high-quality results and outcomes.
- Proposals must be submitted in English, follow the provided proposal template, and be submitted on or before the deadline.
- The sub-grantee must comply with the donor agency's environmental and social safeguards, which aim to prevent, minimize or mitigate any adverse impacts of the project on the environment and affected communities while enhancing positive impacts.

## 2.4 Application process

### 2.4.1 Call for Proposal

The 2024 funding cycle and call for proposals will be launched online through a virtual event and by posting announcements on ADPC and APP's website <https://www.adpc.net/igo/> and <https://app.adpc.net/> and the social media accounts. During the launch, essential information will be shared, including

the nature of the funding, priority themes, funding size, application process, and timeline. The complete package for the call, including templates, will be available for download from the APP website at <https://app.adpc.net>.

The proposal application package includes the following documents; only complete application packages will be accepted. The guidelines for the development of the proposals are attached as ANNEX1.

Application Package	Check ✓
Cover letter signed by Co-chairs of the National Preparedness Partnership	<input type="checkbox"/>
Proposal Narrative template (FORM A)	<input type="checkbox"/>
Budget template (FORM B)	<input type="checkbox"/>
Results framework (FORM C)	<input type="checkbox"/>
Work plan and timeline (FORM D)	<input type="checkbox"/>

#### 2.4.1 Proposal modifications

Should there be any changes to the call for proposals, information will be published on the APP website. All interested parties are advised to regularly check the APP website and the APP/ADPC reserves the right to amend or cancel the call.

#### 2.4.2 Submission of Proposals

The deadline for submitting proposals is **24.00 hrs. (Thailand time) on 27th August 2024**. Proposals and required documents should be sent to [app@adpc.net](mailto:app@adpc.net). An acknowledgment email will be sent to the designated email address.

Applicants must carefully read the guidelines before applying. It is strongly advised to submit proposals well before the deadline to avoid any last-minute issues. Any technical problems due to last-minute submissions will be the applicant's responsibility.

Proposals should be submitted in English only; proposals submitted in any other language will be rejected. The proposals must follow the provided templates, and all sections in the application package must be completed to avoid rejection.

Note:

Hard-copy submissions will **NOT** be accepted.

Proposals received after the deadline will **NOT** be accepted.

#### 2.4.3 Vetting and due diligence

The APP secretariat will lead the vetting and due diligence process to ensure that sub-grantees are qualified and capable of implementing sub-grant activities and managing sub-grant funds. This process aims to verify the sub-grantees' legal status, organizational structure, financial management, and technical expertise and identify potential risks or challenges that may affect sub-grant performance or compliance.

The due diligence process will be waived if the sub-grantee has completed the process with the APP Secretariat within the preceding three years<sup>4</sup> from the proposal submission date.

<sup>4</sup> Any new sub-grantee not previously contracted by ADPC must undertake the applicable due diligence process.

## 2.5 Review and selection process

### 2.5.1 Screening by the APP Secretariat

The APP Secretariat will initially screen all proposals to ensure they meet the eligibility requirements. Any unmet criteria will be communicated to the applicants. At its discretion, the APP Secretariat may provide technical support and guidance to proponents to help them comply with the eligibility requirements. All eligible proposals will be submitted to the ADRF Committee for review by a specified date.

### 2.5.2 Review by the ADRF Committee

The ADRF Committee members will perform a technical and financial review of all submitted proposals based on the agreed criteria and scoring system. The APP Secretariat will consolidate the committee's recommendations for revisions and communicate them to the relevant applicants.

### 2.5.3 Pitching of the proposals

Applicants will be invited to pitch the relevant proposals to the ADRF Committee, presenting the overall approach to seek approval for funding support.

### 2.5.4 Criteria for review and selection

Based on the principles, approaches, and cross-cutting themes matrix, the following criteria are suggested for reviewing and recommending proposals for funding under the ADRF.

Key criteria	Percentage (%)
Demonstration of community-led actions and support to localization practices and approaches	30
Programming with impact and learning	20
Inclusivity	10
Multi-stakeholder cooperation, partnerships and engagement	10
Sustainability	15
Innovation	5
Financial proposal	10

### 2.5.5 Revision and re-submission of proposals

The ADRF committee may conduct a technical review of submitted proposals and recommend necessary improvements. Applicants may be allowed to revise their proposals based on the feedback and submit their revisions by a specified date.

### 2.5.6 Announcement of results, induction, and contracting process

The outcome of the review process will be communicated and announced on the specified date mentioned in the call for proposals. The APP Secretariat may also make public announcements using online platforms and social media accounts. Pre-award meetings will be conducted to discuss donor policies and restrictions, grant conditions, follow-up areas from the due diligence process, and reporting schedules.



## 2.6 Implementation

### 2.6.1 Awards and Sub-Grant Agreement

After completing the due diligence review, the APP Secretariat will issue a sub-grant agreement under the ADRF to commence project implementation. This legal document outlines the terms of work agreed upon by both parties and includes provisions ensuring compliance with ADPC policies and regulations.

The sub-grant agreement will include standard provisions such as fund usage, title rights, prohibited activities, publicity, record keeping, amendments, termination of the agreement, notices and approvals, legal entity and authority, compliance with relevant laws, required documentation, reliance, insurance, dispute resolution, among others. It will also include the specific terms of reference, the scope of work and deliverables, the funding coverage period, the reporting schedule, the budget, payment procedures, and close-out procedures.

### 2.6.2 Payments and financial management

Sub-grants will be administered through contracts or agreements in US Dollars, typically distributed in installments aligned with milestone achievements as per ADPC sub-grant management policies. Sub-grantees must ensure sound and accountable fund management per the approved budget. They must submit timely financial reports and supporting documentation as specified in the sub-grant agreement to the APP Secretariat, which will also share and report these to the NPP.

### 2.6.3 Amendments and changes to the Sub-Grant Agreement

Sub-grantees must submit any amendment requests in writing to the APP Secretariat. Agreed and approved amendments will be communicated to the sub-grantee, and an addendum to the agreement will be signed by both parties.

### 2.6.4 Sub-Grant monitoring at country level

National Preparedness Partnerships will collaborate with sub-grantees in project implementation and monitoring. This may involve site visits, reviewing and endorsing sub-grantees reports, and facilitating quarterly review meetings.

### 2.6.5 Accountability and reporting mechanism

Sub-grantees must submit regular progress and financial reports to the NPP and APP Secretariat, highlighting key accomplishments, challenges, and lessons learned. The reporting frequency will be specified in the agreement.

The APP Secretariat and NPPs may schedule monitoring visits and learning exchanges as necessary. Learning reviews will be organized to consolidate feedback and recommendations for improving the ADRF as a grant-making facility.

### 2.6.6 Sub-Grant closure

- Sub-grant closure ensures that all terms and conditions reflected in the sub-award contract have been fulfilled by the sub-awardee, including any necessary reimbursements or refunds. The close-out procedure includes the following steps:
- Submit and accept the final narrative and financial report to the APP Secretariat.
- Reimburse any allowable, allocable and reasonable costs under the grant being closed out, for which reimbursement has not yet been previously provided.
- Refund any balance or unobligated or unencumbered cash advanced or paid by the fund that is not authorized in writing by the APP Secretariat.

- The sub-grantee should account for any property received or acquired using funds from the fund.
- If a final audit has not yet been performed before the grant close-out, the fund retains the right to recover an appropriate amount, considering the final audit recommendations.

With the cash advance and any required progress or final reports, the sub-grantee must report the amount of any interest or other income generated under the action.

**Contact information and inquiries**

If you need any clarifications regarding the application process not addressed in this guideline, please email your queries to [app@adpc.net](mailto:app@adpc.net) by 14 August 2024.

# ANNEX 1

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## Guideline for development of proposals

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### 1. Checklist of required forms

The proposal application package must include the following documents/forms and only complete application packages will be accepted.

Required documents/forms for proposal submission	Check ✓
Cover letter signed by Co-Chairs of the National Preparedness Partnership	<input type="checkbox"/>
Proposal Narrative template (FORM A)	<input type="checkbox"/>
Budget template (FORM B)	<input type="checkbox"/>
Results Matrix (FORM C)	<input type="checkbox"/>
Workplan and timeline (FORM D)	<input type="checkbox"/>

### 2. Application Package

#### 2.1 Cover letter signed by Co-Chairs of the National Preparedness Partnership

Applicants must confirm that the proposal has been developed and endorsed by the Co-Chairs of the National Preparedness Partnership by completing the cover letter template included in the application package. The template can be modified as needed.

#### 2.2 FORM A: Proposal Narrative Template

The completed **FORM A** should **not exceed a maximum of 20 pages**.

#### **Section A:** Grant and Recipient Details

This section should contain general details of the sub-grantee (sub-grant management entity) and an executive summary of the proposed program.

#### **Section B:** Background

Provide information on the profile of the National Preparedness Partnership, including details of the constituent organizations and highlights of key impacts since its inception.

#### **Section C:** Project Narrative

This section should describe how the project approach will contribute to achieving the primary outcome. It should explain the alignment of proposed activities with the thematic areas and the funding cycle's key objective of **strengthening sub-national and local organizations for disaster preparedness through partnerships, community engagement, and joint locally led actions**.

Include the selected thematic area(s), intended outcomes, proposed activities, and a strong justification for the budget request. Additionally, provide details of the participatory approach by the National Preparedness Partnerships in implementing the activities and achieving the indicated outputs and outcomes, along with critical elements of sustainability and target areas for implementation.

#### **Section D:** Budget Narrative

Provide a clear explanation of the program's budgetary needs, including descriptive information about key costs and risks not easily communicated in the Excel-based budget template (**FORM B**).

#### **Section E:** Anticipated Risks and Mitigation

Detail potential risks the project may face during implementation and discuss mitigation strategies.

#### **Section F:** Sub-Grant Management

Indicate the nominated Sub-Grant Management entity/organization and describe the internal project management and reporting arrangements between the partners of the National Preparedness Partnerships.

#### **Section G:** Knowledge Production

Present a plan for developing knowledge products under the project and describe the dissemination strategy through various media forms.

#### **Section H:** Monitoring and Evaluation

Detail the Monitoring and Evaluation arrangements, aligning with the minimum requirements specified in the section.

### **2.3 FORM B: Budget Template**

Applicants must provide budgetary details for the proposed project using the template provided. The budget template consists of three (3) Excel sheets.

1. Budget summary
2. Detailed Activity Costs
3. Counterpart support / Funds leveraged

All **sheets must be completed**, and the narrative for the cost categories should be included in the budget template. The "Detailed Activity Costs" sheet should specify the costs associated with activities to achieve the outputs and outcomes. This content should align with the narrative description provided in Section D of FORM A.

### **2.4 FORM C: Results Matrix**

Include the selected thematic area(s) and the proposed outcomes/outputs. Indicators and targets for each proposed output should be explicitly indicated.

## **2.5 FORM D: Workplan**

Include a work plan with proposed outputs and activities under the selected thematic areas, along with the proposed timeline and milestones. This will help track progress and ensure that project milestones are met on schedule.

## **2.6 Contact information and inquiries**

For further information or enquiries, please contact via email at [app@adpc.net](mailto:app@adpc.net).



**Asian Disaster Preparedness Center**

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**Email:** [adpc@adpc.net](mailto:adpc@adpc.net)



[app@adpc.net](mailto:app@adpc.net)



Asian Disaster Preparedness Center -ADPC



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Asian Disaster Preparedness Center (ADPC)



<https://www.adpc.net>