

Guidelines for Proposal Development



1. Checklist of required documents

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 <input checked="" type="checkbox"/>
1. Cover letter signed by Co-Chairs of the National Preparedness Partnership	<input type="checkbox"/>
2. Proposal Narrative template (FORM A)	<input type="checkbox"/>
3. Budget template (FORM B)	<input type="checkbox"/>
4. Results Matrix (FORM C)	<input type="checkbox"/>
5. Work Plan 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 National Preparedness Partnership co-chairs 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 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, and proposed activities, along with a strong justification for the budget request. Additionally, detail 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 budgetary needs of the program, 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 **work sheets (Excel) 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 clearly 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.