

APPEAL



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| Appeal Target: | US$ Click here to enter text. |
| Balance requested: | US$ Click here to enter text. |

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**Table of contents**

1. **Project Summary Sheet**
2. **BACKGROUND**
   1. *Context*
   2. *Needs*
   3. *Capacity to Respond*
   4. *Core Faith Values (+/-)*
3. **PROJECT RATIONALE**
   1. *Intervention Strategy and Theory of Change*
   2. *Impact*
   3. *Outcomes*
   4. *Outputs*
   5. *Preconditions / Assumptions*
   6. *Risk Analysis*
   7. *Sustainability / Exit Strategy*
   8. *Building Capacity of National Members (+/-)*
4. **PROJECT IMPLEMENTATION** 
   1. *ACT Code of Conduct*
   2. *Implementation Approach*
   3. *Project Stakeholders*
   4. *Field Coordination*
   5. *Project Management*
   6. *Implementing Partners*
   7. *Project Advocacy*
   8. *Private/Public sector co-operation (+/-)*
   9. *Engaging Faith Leaders (+/-)*
5. **PROJECT MONITORING** 
   1. *Project Monitoring*
   2. *Safety and Security Plans*
   3. *Knowledge Management*
6. **PROJECT ACCOUNTABILITY**
   1. *Mainstreaming Cross-Cutting Issues*
      1. *Gender Marker / GBV (+/-)*
      2. *Resilience Maker (+/-)*
      3. *Environmental Marker (+/-)*
      4. *Participation Marker (+/-)*
      5. *Social inclusion / Target groups (+/-)*
      6. *Anti-terrorism / Corruption (+/-)*
   2. *Conflict Sensitivity / Do No Harm*
   3. *Complaint Mechanism and Feedback*
   4. *Communication and Visibility*
7. **PROJECT FINANCE**
   1. *Consolidated budget*
8. **ANNEXES**
   1. *ANNEX 1 – Context Analysis (open template) +/-*
   2. *ANNEX 2 – Summary of Needs Assessment (open template) +/-*
   3. *ANNEX 3 – Logical Framework (compulsory template) Mandatory*
   4. *ANNEX 4 – Risk Analysis Matrix (compulsory template) +/-*
   5. *ANNEX 5 – Stakeholder Analysis (compulsory template) +/-*
   6. *ANNEX 6 – Performance Measurement Framework (compulsory template) +/-*
   7. *ANNEX 7 – Summary table (compulsory template) Mandatory*
   8. *ANNEX 8 – Budget (compulsory template) Mandatory*
   9. *ANNEX 9 – Security Risk Assessment (compulsory template) Mandatory for level 3 countries*
   10. *ANNEX 10 – Humanitarian Advocacy Tool (compulsory template) +/-*

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| **Project Summary Sheet** | |
| Project Title | Click here to enter text.  *Name of the proposed response* |
| Project ID | Click here to enter text.  *Identification code/corresponding number (e.g. SYR171)* |
| Location | Click here to enter text. / Click here to enter text. / Click here to enter text.  *Country / Region(s) / Impact Areas* |
| Project Period | From Click here to enter a date. to Click here to enter a date.  Total duration: Click here to enter text. (months)  *Write the expected starting date and end date of the overall programming, as well as the duration of the action* |
| Modality of project delivery  (*If applicable*) | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | self-implemented |  | CBOs |  | Public sector | |  | local partners |  | Private sector |  | Other | |  |  |  |  | Click here to enter text. | |   *Tick the relevant modalities of project delivery* |
| Forum | Click here to enter text.  *Name of the forum* |
| Requesting members | Click here to enter text.  *List the requesting members who will be involved in carrying out the actions within the appeal* |
| Local partners | Click here to enter text.  *List all local implementing partners that will be carrying out the actions in collaborations with the forum members* |
| Thematic Area(s) | |  |  |  |  | | --- | --- | --- | --- | |  | Shelter / NFIs |  | Protection / Psychosocial | |  | Food Security |  | Early recovery / livelihoods | |  | WASH |  | Education | |  | Health / Nutrition |  | Unconditional cash |   *Tick the relevant sectors of intervention*   |  |  |  | | --- | --- | --- | |  | Other sector | Click here to enter text. *(e.g. camp management, community resilience)* |   *Tick the relevant sectors of intervention*  *Please indicate whether the following three topics will be addressed as a specific Appeal component (sector)*   |  |  | | --- | --- | |  | Advocacy | |  | DRR/Climate change | |  | Resilience |   *Tick the relevant* |
| Project Impact | Click here to enter text.  *Explain what the forum and its implementing partners are hoping to achieve as an overarching longer term objective. Ideally this should be a copy/past from your logical framework/results framework.* |
| Project Outcome(s) | Click here to enter text.  *List the short term/midterm outcomes that are expected to be generated through the Appeal. Ideally this should be a copy/past from your logical framework/results framework* |
| Target beneficiaries | *(If applicable)*   |  | | --- | | **Beneficiary profile** | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Refugees |  | IDPs |  | host population |  | Returnees | |  | Non-displaced affected population | | | | | | | |   *Tick relevant in table below*  *(If applicable)*   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Age / Gender** | | | | | | | | | | | 0 - 5 yrs | | 6 - 18 yrs | | 19 - 65 yrs | | above 65 yrs | | Total | | | M | F | M | F | M | F | M | F | M | F | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |   *Fill out table below*  Click here to enter text.  *List and quantify when applicable who will be specifically targeted by the actions undertaken by the forum and its implementing partners. Please note, it is good practice and encouraged to disaggregate the data by gender and any other relevant category (age, persons with special needs (pregnant/lactating women, widows, unaccompanied children, etc.) and potential vulnerable groups (ethnic minorities, people of lower class, landless/bonded workers, etc.) if the data is available.* |
| Project Cost (USD) | Click here to enter text. (USD)  *Provide an estimated global budget (including all costs related to that particular Appeal) for the actions which will be carried out within this Appeal* |

**Reporting Schedule**

*This section is filled out by ACT Alliance Regional Secretariat*

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| **Type of Report** | **Due date** |
| Situation report | Click here to enter a date.  *First SitRep due*  Choose an item.  *Select reporting interval* |
| Final narrative and financial report (60 days after the ending date) | Click here to enter a date. |
| Audit report  (90 days after the ending date) | Click here to enter a date. |

**Please kindly send your contributions to either of the following ACT bank accounts:**

**US dollar Euro**

Account Number - 240-432629.60A Euro Bank Account Number - 240-432629.50Z

IBAN No: CH46 0024 0240 4326 2960A IBAN No: CH84 0024 0240 4326 2950Z

**Account Name: ACT Alliance**

UBS AG

8, rue du Rhône

P.O. Box 2600

1211 Geneva 4, SWITZERLAND

Swift address: UBSWCHZH80A

Please note that as part of the revised ACT Humanitarian Mechanism, pledges/contributions are **encouraged** to be made through the consolidated budget of the country forum, and allocations will be made based on agreed criteria of the forum. For any possible earmarking, budget targets per member can be found in the “Summary Table” Annex, and detailed budgets per member are available upon request from the ACT Secretariat. For pledges/contributions, please refer to the spreadsheet accessible through this link<http://reports.actalliance.org/>. The ACT spreadsheet provides an overview of existing pledges/contributions and associated earmarking for the appeal.

**Please inform the Head of Finance and Administration,** **Line Hempel (**[Line.Hempel@actalliance.org](mailto:Line.Hempel@actalliance.org)**) and Senior Finance Officer, Lorenzo Correa (**[Lorenzo.Correa@actalliance.org](mailto:Lorenzo.Correa@actalliance.org)**) with a copy to the Regional Representative/Regional Programme Officer, …, of all pledges/contributions and transfers, including funds sent direct to the requesting members.**

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information please contact:**

ACT Regional Representative, Carlos Rauda (cra@actalliance.org)

ACT Regional Representative, Gorden Simango ([gsi@actalliance.org](mailto:gsi@actalliance.org))

ACT Regional Representative, Gezahegn K. Gebrehana (gkg@actalliance.org)

ACT Regional Representative, Anoop Sukumaran ([ask@actalliance.org](mailto:ask@actalliance.org))

ACT Web Site address: <http://www.actalliance.org>

**Alwynn Javier**

Global Humanitarian Coordinator

ACT Alliance Secretariat

1. **BACKGROUND**
   1. ***Context (maximum ¼ page)***

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| Click here to enter text.  *Describe the humanitarian crisis; i.e. the nature of the disaster, people affected and response of other actors to date.*  *Key information:*   1. *Date/time;* 2. *Type of disaster;* 3. *Geographical areas affected;* 4. *Statistics on impact on human lives and damage.*   *This is basically the information from the Alert & Concept Note with any additional information that has been collected since that may be relevant to the actions proposed in the Appeal.*  *Use the Context Analysis (Annex 1) as support when providing a description of the context (social, political, economic, environmental, etc. in which the project will operate.* |

* 1. ***Needs (maximum ½ page)***

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| Click here to enter text.  *From a rights-based perspective, describe the dire humanitarian situation resulting from the disaster and highlight the most urgent priorities based on unmet needs. The prioritization of needs is basically the summary of the key findings from a credible evidence-based Summary of Needs Assessment (Annex 2) in the proposed area(s) of operation. The members should specify the dates of the assessments, the methodology used, the conclusions as well as any previous evaluations or lessons learned which may be relevant for this action. Members should also highlight information shared during sectoral cluster meetings or stated in UN Flash Appeals, etc.*  *Key information:*   1. *Summarize the key findings from the needs assessment tor (health, WASH, shelter, etc.) then very briefly explain the potential consequences if the needs are not met.* 2. *Outline any key gaps and statistics presented in sectoral (WASH, health, protection, shelter, etc.) meetings.* 3. *Explain then how these needs create the problem or critical issue which the project seeks to resolve.* |

* 1. ***Capacity to respond (maximum ¼ page)***

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| Click here to enter text.  *Provide specific information on in-country operational capacity plus any relevant information on local implementing partner capacity to effectively deliver humanitarian assistance in the affected/targeted area(s). External Alliance wide support can also be mentioned if relevant.*  *Please note the coordination mechanism that will be in place to ensure to refer unmet needs when the requesting members do not have the capacity to respond.*  *Key information:*   * *Pre-existing capacity to implement/on ground capacity* * *Experience working in country/targeted area(s) + humanitarian access* * *Synergies with other actions, other projects and local development plans* * *Lessons learned and replicability from previous interventions* * *Membership and affiliation to associations or umbrella groupings* |

* 1. ***(If applicable) - Core Faith values (maximum ¼ page)***

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| Click here to enter text.  *Provide a description of how the proposed response is based on core faith values* |

1. **PROJECT RATIONALE** (*Logical Framework [Annex 3]*)
   1. ***Intervention strategy and theory of change (maximum ¼ page)***

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| Click here to enter text.  *Explain the intervention strategy/logic using project results chain and the theory of change.*  *Key information:*   * *What the project intends to achieve and how; i.e. how the outputs will achieve the outcomes and the theory behind how the outcomes will contribute towards the identified impact.* * *What desired changes will the project lead to and how? Under what assumptions will the changes occur?* |

* 1. ***Impact (maximum 1 paragraph)***

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| Click here to enter text.  *Describe overall objective of the project – what long term impact will the project contribute to; what is the vision of the project.* |

* 1. ***Outcomes (maximum ¼ page)***

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| Click here to enter text.  *Present the expected outcomes that the project will deliver within the project period; what are the expected key outputs (results) and key preliminary indicators (baseline/target and date)?* |

* 1. ***Outputs*** ***(maximum ½ page)***

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| Click here to enter text.  *Describe the expected outputs (results) and list the activities that will be carried out to achieve the each result.*  *Key information:*   * *Indicator (baseline/target/source of verification and date)* * *List of activities* * *Sector/subsector* * *Estimated budget per result* * *Estimated type and number of direct beneficiaries per result* |

* 1. ***Preconditions / Assumptions (maximum ¼ page)***

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| Click here to enter text.  *Highlight the critical assumptions on which the project plan is based. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in project planning, and on which the feasibility of the project depends.* |

* 1. ***Risk Analysis (maximum ¼ page)***

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| Click here to enter text.  *Narratively summarize the Risk Analysis Matrix (Annex 4); i.e. list the major risk factors that could result in the project not producing the expected results, along with the risk management strategies. These should include both internal and external factors.* |

* 1. ***Sustainability / Exit strategy (maximum ¼ page)***

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| Click here to enter text.  *Explain how the project ensures that the benefits derived from the actions are sustained after the project is complete (please provide concept with regards to LRRD and resilience). Present a clear plan for a context relevant exit/handover strategy at the end of the project.* |

* 1. ***(If applicable) - Building capacity of national members (maximum ¼ page)***

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| Click here to enter text.  *Capacity building of national members & local partners* |

1. **PROJECT IMPLEMENTATION**

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| *Does the proposed response honour ACT’s commitment to Child Safeguarding?* Please see the Appeal Guidance Note for concrete examples; for additional guidance please refer to <http://actalliance.org/documents/act-alliance-child-safeguarding-guidance-document/> | Yes | No |

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| Click here to enter text.  *Briefly explain how the Child Safeguarding (CS) commitments will be operationalized within the project.*  *Key information:*   * *What specific measures are in place to ensure that the CS commitments are integrated within the project (if possible provide examples)* * *What protocols and plans are in place if a CS related incident occurs* |

* 1. ***ACT Code of Conduct (maximum ¼ page)***

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| Click here to enter text.  *Briefly explain how the ACT Code of Conduct (CoC) and prevention of (sexual) exploitation and abuse will be operationalized within the project.*  *Key information:*   * *What specific measures are in place to ensure that the CoC and prevention of exploitation and abuse are integrated within the project (if possible provide examples)* * *What protocols and plans are in place if a CS related incident occurs* * *How will the ACT CoC be communicated to the affected communities and persons* |

* 1. ***Implementation Approach (maximum ¼ page)***

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| Click here to enter text.  *Briefly describe the approach/model for implementing the proposed project.*  *Key information:*   * *Why the proposed modalities are the most relevant and effective for the context* * *How project fits within broader humanitarian program* * *Highlight innovations and/or evidence if the approach has been tried in a similar context* * *Explain cash transfer programs (conditional vs. unconditional/multipurpose cash grants)* |

* 1. ***Project Stakeholders (maximum ¼ page)***

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| Click here to enter text.  *Using the Stakeholder Analysis (Annex 5), briefly summarize the key stakeholders (duty bearers, rights holders, and other stakeholders), their levels of engagement and strategy for engaging them in the project where relevant.* |

* 1. ***Field Coordination (maximum ¼ page)***

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| Click here to enter text.  *Describe how and with whom the response will be coordinated (humanitarian actors, with national and local authorities, development actors, relevant clusters, etc.)*  *Further information:*   * *Participation in joint needs assessments and harmonize/share findings and information with other humanitarian actors* * *Sub-cluster/cluster working groups* * *Contribution to humanitarian planning initiatives (CAP, CHAP)* * *How project fits within broader humanitarian program* |

* 1. ***Project Management (maximum ¼ page)***

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| Click here to enter text.  *Briefly describe the implementation arrangements between members to manage the project; i.e. the roles and responsibilities amongst members.* |

* 1. ***Implementing Partners (maximum ¼ page)***

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| Click here to enter text.  *Briefly explain how members will work with local partners and what type of partnership agreements have been made.* |

* 1. ***Project Advocacy (maximum ¼ page)***

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| Click here to enter text.  *Briefly explain how humanitarian advocacy will be an integral part of the project.*  *Describe what kind of mechanisms will be put into place (what level of support needed, roles and responsibilities, how will the follow-up and impact be gauged & communicated) and key messages selected for advocacy purposes; use the Humanitarian Advocacy Tool (annex 10) to summarize.* |

* 1. ***(If applicable) Private/Public sector co-operation (maximum ¼ page)***

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| Click here to enter text.  *Describe how the project cooperates with the private and public sector stakeholders.* |

* 1. ***(If applicable) Engaging faith leaders (maximum ¼ page)***

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| Click here to enter text.  *Explain value added*   * *faith leaders have respect and trust from their community members* * *Ability to convey influential key messages – longer more significant impact* * *Place of worship also place for psychosocial support / community network* * *Interfaith dialogue* * *Faith literacy* * *Etc.* |

***Insert Simplified Work Plan***



1. **PROJECT MONITORING**
   1. ***Project Monitoring (maximum ½ page)***

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| Click here to enter text.  *Provide a narrative description of the Performance Measurement Framework (Annex 6) for the project for both the duration of its implementation (formative) and at completion (summative) outlining key indicators and milestones.*  *Key information:*   * *Who will monitor the project implementation and when* * *How performance will be tracked in terms of achievement of targets and results* * *How beneficiaries are involved (participatory monitoring and evaluation)* * *How adjustments and corrections to programming will be made* * *How local implementing partners will monitor field activities in situations of remote management* |

* 1. ***Safety and Security plans (maximum ¼ page)***

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| Click here to enter text.  *Provide a brief overview of your security risk assessment (annex 9) related to the implementation of this appeal. What safety and security challenges could implementing staff face (Duty of Care) and how could the program(s) possibly place partner organizations or beneficiaries at risk (Do no Harm)? Also include a brief summary of how implementers will address these challenges and what support you may require to do so; including training, staffing, communications or site enhancements. (For more information or support on conducting security risk assessments and other services please contact the ACT Safety and Security Community of Practice: www.act-security.org)* |

* 1. ***Knowledge Management (maximum ¼ page)***

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| Click here to enter text.  *Describe how the Forum/requesting member(s) plan to capture, share and disseminate the knowledge, lessons learned and good practices gained through the implementation of the project.*  *Key information:*   * *Applied learning / work review workshop* * *Lessons learned* * *Information management systems and protocols* |

1. **PROJECT ACCOUNTABILITY**
   1. ***Mainstreaming Cross-Cutting Issues (maximum ½ page)***

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| Click here to enter text.  *Explain how the project plans to mainstream the following (provide detailed explanation for the issues relevant to the project) cross-cutting issues:*   * *Gender (gender sensitivity/gender equality) and Gender Based Violence*   *Please describe how the project takes into consideration the roles and needs of men and women (with a focus on the needs of women), and how this would be reflected in the results and benefits of the project.*   * *Resilience*   *Describe how the project will strengthen the capacities and coping mechanisms of the affected populations*   * *Environmental sensitive and climate change*   *Describe how the project takes into consideration and limits environmental impact (ethical sourcing, deforestation, waste management & pollution, ecological footprint, etc.)*   * *Participation*   *Provide evidence of beneficiaries’ support for the project and their involvement in project design*   * *Social inclusion (disabilities, vulnerable groups, child protection, poverty alleviation, ensuring human rights)*   *Demonstrate how the project ensures respect for human rights and social inclusion*   * *Anti-terrorism / corruption* |

* + 1. ***(If applicable) - Gender Marker / GBV (maximum ¼ page)***

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| Click here to enter text.  <https://www.humanitarianresponse.info/en/topics/gender/page/iasc-gender-marker>  <http://dgecho-partners-helpdesk.eu/action_proposal/fill_in_the_sf/section5>  *This section should provide an assessment of the specific gender equality issues in the context of the emergency (e.g. sexual and gender-based violence, participation of women and men in setting humanitarian priorities, access to humanitarian goods and services) with supporting quantitative and qualitative evidence. This section should also concretely describe how the project will seek to address issues raised in the analysis and, where applicable, contribute to gender equality results. Please note that this gender analysis should focus on the specific gender issues in the context of the humanitarian situation and the specific obstacles/opportunities that women, men, girls and boys face. Also specify organizational capacity to implement gender equality aspects of the proposed initiative (e.g. is there dedicated gender equality staff to support the project? Are there systems in place to collect sex disaggregated data and monitor gender equality results?).* |

* + 1. ***(If applicable) - Resilience Marker (maximum ¼ page)***

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| Click here to enter text.  <http://dgecho-partners-helpdesk.eu/action_proposal/fill_in_the_sf/section5>  *Assess the disaster affected persons or communities ability to resist, adapt, and quickly recover from a disaster or crisis such as drought, violence, conflict or natural disaster, using the ECHO assessment format.* |

* + 1. ***(If applicable) - Environmental Marker (maximum ¼ page)***

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| Click here to enter text.  <http://www.acdi-cida.gc.ca/INET/IMAGES.NSF/vLUImages/Policy2/$file/ENV-nophotos-E.pdf>  *Assess the environmental impact of a proposed project using CIDA’s assessment tools.* |

* + 1. ***(If applicable) - Participation (maximum ¼ page)***

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| Click here to enter text.  *Explain how beneficiaries and local delivery partners have been involved in the decision-making related to the design of the project and how they will be involved in the delivery and monitoring of the project.*  *Please note that participation implies that project planning is designed as a process to allow all actors, in particular target groups, to sufficiently articulate their interests and identify with the project; decisions and activities are co-ordinated in such a manner that the goals of all involved parties are taken into account as much as possible; control over the benefits of the project and necessary adjustments in programmes and strategies take place through a process of dialogue between target groups, project holders and the forum/requesting member(s).* |

* + 1. ***(If applicable) Social inclusion / Target groups (maximum ¼ page)***

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| Click here to enter text.  *The project takes into account the fact that the target group of rural poor is by no means homogeneous. They rather consist of sub-groups differing in terms of their resources, activities, potentials, constraints, problems, interests and needs. These differences may be of a social nature (for example, along the lines of social strata, age groups, vocational groups, etc.), gender-specific or also based on ethno-cultural differences (for example, manifested along the lines of language groups, caste, religious groups, etc.).*  *The project must be designed in such a manner that it particularly benefits disadvantaged and precisely described groups; address their specific needs and are based on a sufficient estimation of their specific know-how and capabilities; are not unreasonably at the expense of other groups, so that conflicts might be caused or exacerbated which the intended target group are unable to cope with.*  *Example questions: Does the initiative reach disabled people? Does the initiative help to include or exclude this group? Can the initiative, with minor adaptations, be changed to contribute to a positive effect for this group?* |

* + 1. ***(If applicable) Anti-terrorism / Corruption (maximum ¼ page)***

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| Click here to enter text.  *The Forum/requesting member(s) are requested provide an analysis of the specific risks related to terrorism and corruption for the proposed project and the operational measures the member(s) have in place to manage these risks. The analysis should answer questions such as, but not limited to:*   * *Are there terrorist or other armed groups operating in the area for which the project is being proposed?* * *Are the proposed project activities of a type that could be diverted or stolen by terrorist or armed groups?* * *Do security concerns (or remote sites) make project management and monitoring particularly challenging?*   *The Forum/requesting member(s) should outline specific measures it is taking to ensure there is no corruption related to the proposed funding request.* |

* 1. ***Conflict sensitivity / do no harm (maximum ¼ page)***

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| Click here to enter text.  *Any project can have unintended consequences: “Although aid can become part of the dynamics of the conflict and may even prolong it, humanitarian organizations must strive to “do no harm” or to minimize the harm they may be inadvertently doing simply by being present and providing assistance. Humanitarian actors need to be aware of this and take steps to minimize the harm when, for example, aid is used as an instrument of war by denying access or attacking convoys; aid is an indirect part of the dynamics of the conflict because it creates jobs, gives incomes in form of taxes, leaves no or little responsibility on the state for social welfare, etc.; or aid exacerbates the root causes of the conflict by securing rebel activities. To minimize possible longer term harm, humanitarian organizations should provide assistance in ways that are supportive of recovery and long-term development”*  *Explain how the proposed project ensures that the principle of “do no harm” has been analyzed and will be enforced throughout the project cycle, and what actions will be taken to minimize any possibility of conflict or cause harm.* |

* 1. ***Complaints mechanism + feedback (maximum ¼ page)***

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| Click here to enter text.  *Describe what kind of mechanisms will be put into place within the proposed project to ensure that target groups and stakeholders are able to address their concerns and voice their opinions with regards to the project and the staff behavior in all stages of the project cycle. Furthermore, explain how the above mentioned target groups and stakeholders will participate in the mechanism and how the Forum/requesting members will ensure the delivery of appropriate and timely feedback.* |

* 1. ***Communication and visibility (maximum ¼ page)***

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| Click here to enter text.  *Describe how the Forum/requesting member(s) plan on branding ACT Alliance in terms of communication and visibility; and how the Forum/requesting member(s) plan to make visible and communicate back donor funding. Describe the total ACT response.* |

1. **PROJECT FINANCE**
   1. ***Consolidated Budget***

*Attach the budget using the appropriate ACT budget template*

1. **Annexes**

*Attach the following mandatory annexes:*

7.3. ANNEX 3 – Logical Framework (compulsory template)

7.7. ANNEX 7 – Summary table (compulsory template)

7.8. ANNEX 8 – Budget (compulsory template)

7.9. ANNEX 9 – Security Risk Assessment (compulsory template) for level 3 countries