

SUBGRANT APPLICATION TEMPLATE

Applicants are invited to submit a proposal of maximum **five (5)** pages *plus annexes*, following the guidelines below.

1.0 Summary Data

1.1 Applicant Contact Information:

Name/Title:

Address/Phone Number:

Email Address:

1.2 Proposal Name (Title/Subtitle):

1.3 Proposed Project Start/End Dates:

ddMMMyyyy – ddMMMyyyy (not exceeding 12 months)

1.5 How did you hear about this RFA?

1.6 Program category your project falls under (You can select more than one category):

- Category 1** Funding innovative media, media literacy outreach, specialized trainings and/or small media priority projects to communities through local service providers (i.e. local NGOs and private sector)
- Category 2** Strengthening media advocacy that results in a freer and more independent media environment in conjunction with other media actors and/or government
- Category 3** Building local media organizations capacity, including, but not limited, to the areas of human resources, sustainable management, financial accountability, program reporting, institutional capacity and technical management skills
- Category 4** Responding to critical information needs due to the conflict and famine.

2.0 Overview (This section should be maximum **1** page total):

2.1 Executive Summary:

How the project and the activities proposed will address problems identified in the proposal

2.2 Background and Context:

Socio-economic and political context for the proposed project, such as internal & external challenges facing the country and area, forces at play, etc.

2.3 Problem Identification:

What is the problem your project will address?

3.0 Project Description (This section should be maximum **4** pages total):

3.1 Objectives & Activities (**2 ½** pages):

What are the objectives of your project? Please list each activity per objective, and provide details on how each activity will be implemented, as well as their expected outcomes.

3.2 Challenges (**1/2** page):

What challenges will you face and how will you overcome them?

3.3 Risk Analysis (**1/2** page):

Demonstration that volatility in the areas of work has been taken into consideration in project planning.

3.4 Sustainability (1/2 page):

How will the project continue after Internews support ends?

4.0 Supporting Information/Annexes

4.1 Work Plan (maximum 1 page):

In chart form, provide a clear articulation of deliverables and the timeframe within which they will be met.

4.2 Monitoring & Evaluation Plan (maximum 1 page):

List output and outcome indicators that you will measure, and how you will measure them.

4.3 Organizational Capacity (maximum 1 page):

Why YOU? Your uniqueness in terms of capacity, past activities, technology use and uniqueness of approach, previous relevant experience if any (attach organization registration certification hereto).

4.4 Profiles of Key Staff Members and Board (maximum 1 page):

End of Application