BUILDING A FAITH BASED RESPONSE TO HIV/AIDS IN THE CARIBBEAN

FORM, FORMAT WITH GUIDELINES FOR AN APPLICATION FOR THE HIV/AIDS SEED FUND

N.B.: Project proposals may be prepared and submitted electronically, in hand-written form or typed. Use extra sheets of paper where necessary.

1. GENERAL PROJECT INFORMATION
   (a) Title: _____________________________________________________________

   (b) Location (Parish, City, Country): _______________________________________

   (c) Date Submitted: ______________________________________________________

   (d) Total Project Budget (in U.S. currency): _________________________________

   (e) Amount Requested (in U.S. currency): _________________________________

   (g) Project Duration: _________________________

   (f) Beneficiaries: M __________ F __________

   (g) Project Manager: ______________________________________________________

       Tel.: __________________________ Fax: ___________________________

       Email: ____________________________________________________________

2. REQUESTING ORGANIZATION:
   (a) Name: _____________________________________________________________

   (b) Address: ___________________________________________________________

       ___________________________________________________________

       ___________________________________________________________

       ___________________________________________________________

       Tel.: __________________________ Fax: ___________________________

       Email: ____________________________________________________________
(c) **Background Information** *(Organizational information, mission statement, aims, objectives, number of members, projects or activities carried out)*

________________________________________________________________________________

_______________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

_______________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

4. **Project Justification** *(Brief indication of the reason(s) for the project and the need(s) which are to be addressed. Indicate the age range, gender and social status of the beneficiaries)*

5. **Project Description** – *(a detailed depiction the proposed project)*

   (a) **Outputs**
   
   *(Measurable and verifiable changes expected to result from the project. Indicate or describe i) the immediate outputs i.e. the consequences of the implementation of the project activities and ii) the long-term outputs i.e after the project is completed and additional resources are applied and/or the project becomes sustainable)*

   (b) **Activities to be carried out**
   
   *(Describe the actions considered necessary to directly achieve the Outputs and outcomes. Indicate the nature of the participation of any of the beneficiaries in the planning and implementation of the activities)*

   (c) **Indicators**
   
   *(Provide figures, percentages or qualitative changes, disaggregated by gender, which would demonstrate the achievement of the expected results)*
(d) Budget
(Using US Currency, provide a detailed breakdown of the total amount to be spent on the activities needed to achieve the various outputs and to administer or coordinate the project. Indicate how these costs are going to be met and include the inputs of the requesting organisation either in the form of cash or the value of any in kind contributions (See attached Format for the Presentation of the Budget – Appendix 1a). Please note that the Fund will not be covering administrative expense, building expenses or recurrent operational costs.

(e) Project Management
(Provide a clear description of how the project will be implemented. Indicate who will manage or supervise its implementation and the number and qualifications or the expertise of the persons who will be involved. Also indicate whether these persons are employees, volunteers or collaborators).

(f) Monitoring, Evaluation and Reporting
(Indicate plans for monitoring and evaluating the project and the preparation of progress and/or final evaluation reports (narrative and financial) at the end of the project – See Sample showing the use of the Monitoring and Evaluation Matrix – Appendix 1d)

(g) Appendices

1a: Format for the Presentation of the Project Budget
1b: Guide for the Development of Project Goals, Objectives and Activities
1c: Criteria for Project Appraisal
1d: Preparation and use of Project Monitoring and Evaluation Matrix