FORM Y – (CLIMATE CHANGE MITIGATION AND RESILIENCE)

COVER PAGE

Fax No. Email	Sub-Recipient:	A - Contact Details For your Organization 1. Name of Sub-Recipient: 2. Postal Address:	low.	
2. Postal Address: Tel. No. Fax No. Email 3. Year formed (dd/mm/yy) Registration No.— 4. Project Title Source of Application: Registration Registration Responding to Call for Proposals No.—Dated: Signature NRC No.— 8. Activity of NGO/CBO 8. State what program activities the organization is engaged in State what program activities the organization is engaged in Section 10. Account Name: Section 11. Account No. Section 12. Bank Name: Section 13. Branch Name: Section 14. Bank Address Fax No. Section 15. Name of Signatories Panel A Signatures Panel B Title Panel C Title Panel C Title Panel D Title Signatures Panel A Panel B Title Panel B Panel B Title Panel B Pan	Tel. No. Fax No. Email Tel. No. Fax No. Email Tel. No. Email Tel. No. Fax No. Email Tel. No. Fax No. Email Tel. No. Fax No.	2. Postal Address:	ion.	
Fax No. ———————————————————————————————————	Fax No.			
Fax No. ———————————————————————————————————	Fax No. Email		Tel. No	
3. Year formed (dd/mm/yy) ———————————————————————————————————	med (dd/mm/yy) ———————————————————————————————————		Fax No	
4. Project Title —	itle			
5. Date of Application: 6. Responding to Call for Proposals No————————————————————————————————————	Application:			
7. Name of Officer submitting Application ————————————————————————————————————	Officer submitting Application ————————————————————————————————————	5. Date of Application:		
NRC No.————————————————————————————————————	of NGO/CBO at program activities the organization is engaged in			
8. State what program activities the organization is engaged in ———————————————————————————————————	### Action of the image of the			
2. Annual Organizational Budget/Work plan (K)	Drganizational Budget/Work plan (K) Drganizational Budget/Work pla	B: Activity of NGO/CBO		
9. Annual Organizational Budget/Work plan (K)————————————————————————————————————	formation tt Name:			
C: Bank Information 10. Account Name: ————————————————————————————————————	formation tt Name:			
10. Account Name:	tt Name:	9. Affilial Organizational budget/ Work	pian (K)	
10. Account Name:	tt Name:			
10. Account Name:	tt Name:			
11. Account No. ———————————————————————————————————	t No		·	
13. Branch Name:	Name:	11. Account No		
14. Bank Address ———————————————————————————————————	Tel. No			
D: Bank Authorization Details Panel A	Email————————————————————————————————————			
15. Name of Signatories - Panel A	Panel A			
Panel B	Panel B	•		
Panel C	Panel C	O		
Panel D	Panel D			
16. Signatures Panel A Panel B Panel B Panel B E: Disbursement Request 17. Amount being applied for(K) 18. How long will the project take? 19. Proposed Project starting date:	Panel A Panel B			
Panel A Panel B	Panel A Panel B	i allei D	Title	
Panel A Panel B	Panel A Panel B	16. Signatures Panel A		
Panel B E: Disbursement Request 17. Amount being applied for(K) 18. How long will the project take?Completion date: 20. Category of Request:	Panel B	ě		
E: Disbursement Request 17. Amount being applied for(K) 18. How long will the project take?	ement Request It being applied for(K) ong will the project take?Completion date:y of Request:y	Panel A		
17. Amount being applied for(K) 18. How long will the project take?	th being applied for(K) ong will the project take?			
17. Amount being applied for(K) 18. How long will the project take?	th being applied for(K) ong will the project take?	Panel B		
18. How long will the project take?	ong will the project take?Completion date:	Panel B Panel B		
19. Proposed Project starting date:Completion date: 20. Category of Request:	ed Project starting date:y of Request:	Panel B Panel B E: Disbursement Request		
20. Category of Request:	y of Request:	Panel B Panel B Panel B E: Disbursement Request 17. Amount being applied for(K)		
		Panel B Panel B Panel B E: Disbursement Request 17. Amount being applied for(K) 18. How long will the project take?		
		Panel B	Completion date:	
		Panel B	Completion date:	

FORM Y

SECTION II: Brief Details of the Project (not more than 5 pages in total)

1. Title of Project

.....

2. Background to the Project

- Describe the socio-economic situation of the area (district, village/community) and context in the area where this
 project will be implemented.
- Define or explain the problem or needs to be addressed by the project in clear and specific terms or manner based on consultations with key stakeholders in your area or what has been written about the area.
- Briefly state if enough data/information is available and indicate the findings of any research that has been conducted in the recent past. The information should not be too old (not more than 5 years ago)
- Identify different development policies of Government institutions, national organizations, NGOs, CBOs, civil society etc. and indicate their views on the problem that has been identified

3. Importance and Justification of Project in Community

- Highlight or bring out the main problem being faced by the beneficiary groups to be addressed by your project and how they are affected.
- Define or explain the problem and the factors that are making the beneficiaries vulnerable.
- How big is the problem (numbers or percentages)? who is affected most?

Ensure that the analysis of the problem should lead to identifying the strategies to address the issue.

4. Main Beneficiary Group(s) and estimated numbers

- How many beneficiaries will this project reach?
- State or tell us who the beneficiaries are. Are they women, men, youths or children (girls and boys)? How many are they? How many women, Men and children?
- Are they elderly women and men, people with disabilities or people living with HIV and AIDS
- How will the beneficiaries benefit from this project?

5. Main objective and specific objectives

State the main objective and specific objectives. They should be very clear.

The objectives should be S-M-A-R-T (Specific, Measurable, Achievable, Realistic and Time-Bound)

6. logical Framework (List of Project outcomes, Outputs and activities)

OUTCOME: WHAT DO YOU EXPECT TO ACHIEVE AT THE END OF THE PROJECT?

NOTE:

In order to ensure the sequences and that there are linkages between the specific objectives, outputs and activities, it is recommended that these are presented in the following way:

PROJECT LOGICAL FRAMEWORK

PILLAR 4: CLIMATE CHANGE, MITIGATION AND RESILIENCE							
Short Term Outcomes	Indicators	Targets	Means of verification	Assumption			
Outcome 4.1. Increased use of alternative and modern sources of energy by women and girls in NGOCC operational areas	% of targeted households that are using alternative sources of energy (10%)	10%					
	% of targeted households that are using modern sources of energy (10%)	10%					

Output 4.1.1. Study circle groups on energy saving technologies established by MOs and functional in the	Number of study circle groups formed (60)	60		
target areas	Number of women attending study circles (200)	200		
	Number of MOs supported (8)	8		
	Number of women trained in modern energy saving technologies (200)	200		
	Number of Savings Groups established (40)	40		
	Number of members in the savings groups (200)	200		
	Total savings (ZMW20,000)	(ZMW20,000		
Activities				
4.1.1.1.				
4.1.1.2.				
4.1.1.3.				
4.1.1.4.				
4.1.1.5.				
4.1.1.6.				
4.1.1.7.			+	
Output 4.1.2. Linkages with institutions that supply	Number of institutions	2		
energy and energy saving technologies established at national and local levels	with whom linkages have been established (2)	2		
	Number of women	200		
	referred to identified institutions (200)	200		
	Number of households sensitised (15,200)	15,200		
	Number of media programs (8)	8		
Activities				
4.1.2.1				
4.1.2.2				
4.1.2.3				
4.1.2.4				
4.1.2.5				

^{7.} What methods (strategies) will you use to implement the suggested activities e.g. Trainings, meetings, campaigns etc.

^{8.} What Evidence will be there to show that interventions have been done or results that we hope to see after implementation are attained (Indicators).

9. What things that may	affect your	project from	meeting the	objectives	both from	within the	organization	and
outside the organization.	(Risks)							

Describe the factors that are beyond the control of the project that may affect the implementation, performance and impact of the project.

S/No	What is it that can make you not achieve your objectives? (Details of the risks)	How serious will this affect your project implementation? (Grade Low, medium/high)	How will you overcome this/what will you do to overcome this? (Mitigation of the risk)
		_	

- **10.** Explain how this project will continue to run without NGOCC funding (**Sustainability**) which stakeholders will you work with on this project? E.g. Government ministries/departments, civil society, schools, local traditional leaders etc.
- 11. What help will you need outside your group (e.g. Facilitators, technical experts (builders, accountants, health workers, Agricultural offices, legal officers etc.)

SECTION III: ECONOMIC EMPOWERMENT PROJECTS. This part is for all NGOs/CBOs that have applied under the thematic area of Economic Empowerment

12. Explain what the business is about, what you need to run the business, how will you make profits without putting in more money from the donor from your initial capital, what do you expect to raise, how will you monitor the business.

Complete a Business Plan below for your Income Generating Activity proposal.

(Insert a business plan format)

13. Budget - List the main Inputs, items or/and services to be procured

ACTIVITIES E.g. Trainings	REQUIREMENTS	QUANTITY	UNIT PRICE (ZMW)	TOTAL (ZMW)	GMU SUPPORT (ZMW)	NGO/CBO CONTRIBUTION (OWN CONTRIBUTION)

The state of the s			• ,	
Total in ZMW - (Max.	GMU Contrib	ution accord	ing to	
category ceiling)				

N	O	T	E:

Administrative support when listed down should be calculated as follows:

Category 1 - 10% of the total budget
Category 2 - 20% of the total budget
Category 3 - 25% of the total budget

COMMUNITY BASED ACTIVITY PLAN

OBJECTIVE 1:
Output 1:

WHAT (ACTIVITIES TO BE DONE)	METHOD (What Strategy or what are you going to use to carry out this activity e.g. Drama, training, door to door campaign, Meeting. etc.	WHEN (date or month you will do this activity)	WHO (responsible person)	WHY (reason for doing this activity)	HOW (evidence To show that activity was done)	TOTAL BUDGET