



## Call for Proposal - Small Project Funds

The Small Project Funds (SPF) was created in order to enable the Swedish Committee for Afghanistan (SCA) to respond to initiatives from civil society organisations (CSOs), increase its interaction with civil society and try out new partnership activities with CSOs.

### OBJECTIVES

- Increased capacity and experience of results based project management among SPF partners
- CSOs enabled to carry out poverty reducing, capacity developing and awareness raising project activities

### FUNDING SCOPE

All SPF are limited to a maximum budget of Afs 360.000 which should be fully utilised within defined projects before the end of 2010. Funds should not be used to subsidise ongoing programme activities or overall administrative costs. Indirect costs for administration, management and support staff, related to the project, may not exceed 10% of the total budget.

### SELECTION PROCESS AND CRITERIA

Only registered Afghan CSOs/NGOs that work in provinces within SCA's coverage area<sup>1</sup> are eligible for applying for SPF. The projects should be expected to contribute to SCA's development goals within the fields of education, health, disability, rural development, human rights and gender, civil society strengthening and advocacy. The application is to be presented in English in the below 'Project Application Format' and have a results and rights oriented approach, clearly specifying the anticipated outcomes/results. The following will be considered when evaluating the SPF proposals/partners:

- Expected impact on strengthening the applying CSO as well as on strengthening civil society at large
- Application of a results and rights based approach
- Innovativeness of project
- Feasibility, sustainability and budget appropriateness
- Organisational structure, availability of relevant expertise, capabilities, and experience of the applying CSO

Projects that are implemented in rural areas, target vulnerable groups and focus on rights promotion and youth issues will be prioritised.

### APPLICATION

The deadline for submitting applications is Sunday January 24, 2010. Applications can be submitted electronically to [spf@sca.org.af](mailto:spf@sca.org.af) or to SCA's office in Kabul or the Office Administrator at any of SCA's offices in Jalalabad, Mazar-e-Sharif, Maidan Wardak, Taloqan, Ghazni and Kunduz. The envelope should be sealed and addressed to the CS Coordinator, SCA KMO (Jalalabad Main Road, Paktia Kot, Kabul). The applicants are to submit the application in English in the below 'Project Application Template' (p 2) with the required appendices (detailed budget, detailed schedule/workplan, registration letter and organogram/organisational structure). The selected project is expected to start at earliest April 1, 2010, and be completed at latest December 31, 2010. For further guidance/clarification regarding the project application format please see the guidelines in (page 3-5).

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<sup>1</sup> Nooristan, Kunar, Laghman, Nangarhar, Ghazni, Wardak, Saripul, Balkh, Samangan, Kunduz, Takhar, Logar, Bamiyan, Paktika, Baghlan, Jowzjan, Badakshan. Kabul based CSOs are also eligible to apply.

# Project Application Template

The following headings, subheadings and appendices must be included in the application:

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## 1. Organisational Information (max 1 page for 1.1 - 1.5 as outlined below)

- 1.1. *Name of organisation*
- 1.2. *Contact Person*
- 1.3. *Contact details (address, e-mail, phone numbers)*
- 1.4. *Registration with authorities (the ministry/authority with which the organisation is registered)*
- 1.5. *Brief overview of the organisation (history, vision, mission, objectives, scope of activities and organisational structure including management, board, members etc)*

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## 2. Project Summary (max 1 page for 2.1 - 2.5 as outlined below)

- 2.1. *Project title*
- 2.2. *Core project activities*
- 2.3. *Target group*
- 2.4. *Time frame (to be complemented with a detailed schedule/workplan in appendix 5.2)*
- 2.5. *Total budget (total sum in Afs that is applied for; to be complemented with a detailed budget in appendix 5.1)*

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## 3. Project Description (max 5 pages for 3.1-3.11 as outlined below)

- 3.1. *Background and problem analysis (for the specific project)*
- 3.2. *Development objective of the project (not to be reached within the project period)*
- 3.3. *Specific objectives of the project (to be reached within the project period)*
- 3.4. *Expected results of the project (to be reached within the project period)*
- 3.5. *Project activities*
- 3.6. *Monitoring and evaluation*
- 3.7. *Beneficiaries (primary, secondary and gender disaggregate) and method of selection*
- 3.8. *Geographical area of intervention*
- 3.9. *Resources of the organisation (human and capital) and previous experiences of similar projects*
- 3.10. *Management and supervision*
- 3.11. *Risks and mitigating strategies*

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## 4. Signature and date

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## 5. Appendices

- 5.1. *Detailed budget (in Afs, not exceeding Afs 360.000)*
  - 5.2. *Detailed schedule/workplan (tentative dates, times and venues)*
  - 5.3. *Copy of the organisation's Letter of Registration (with relevant ministry/authority)*
  - 5.4. *Organogram/Organisational structure (management structure, board and members)*
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# Guidelines for Application Template

## 1. Organisational Information (max 1 page for 1.1 - 1.5 as outlined below):

**1.1. Name of organisation:** The name of the applying and implementing organisation.

**1.2. Contact Person:** The person at the organisation that is responsible for the application.

**1.3. Contact details (address, e-mail, phone numbers):** The organisation's address and the contact person's phone number/s/ and e-mail/s/.

**1.4. Registration with authorities:** The ministry/authority that the applying organisation is registered with. This should be complemented with a copy of the organisation's Letter of Registration in appendix 5.3.

**1.5. Brief overview of the organisation (history, vision, mission, objectives, scope of activities, and organisational structure including: management, board, members etc):** When, how and why was the organisation established; what are the objectives/goal, vision and mission of the organisation; scope of activities; organisational structure: how is the organisation structured? Does it have a management, board, general assembly, members? If so describe the relationship between the board, management and members; who has the decision making authority within the organisation, how are decisions made within the organisation? This should be complemented with a list of names and positions of the management staff and, if applicable, board members in appendix 5.4.

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## 2. Project Summary (max 1 page for 2.1 - 2.5 as outlined below)

**2.1. Project title:** The title/name of the project. *Example:* Advocacy workshops for NGO managers *or* establishment of and capacity development support to youth branch in Taloqan.

**2.2. Core project activities:** The main activity/activities of the project. *Example:* 8 three days human rights workshops for 80 community elders *or* 6 months vocational training for 10 persons with disabilities.

**2.3. Target group:** Group/s/ in the society that is/are targeted by the project. *Example:* persons with disabilities, women, youth, street children, community elders, politicians, persons with HIV/AIDS, illiterate and/or unemployed persons etc.

**2.4. Time frame:** Starting and completion dates. When will the project start and when will it be completed? Please note that the project can start at earliest April 1, 2010 and needs to be completed at latest December 31, 2010. This should be complemented by a detailed tentative schedule/workplan (with tentative dates, times and venues) in appendix 5.2.

**2.5. Total budget:** The total sum that is applied for (not exceeding Afs 360.000). To be complemented with a detailed budget in appendix 5.1.

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### **3. Project Description (max 5 pages for 3.1-3.11 as outlined below)**

**3.1. Background and problem analysis:** Why do you need to implement the project? Why is the project needed?

**3.2. Development objective of the project:** What is the long term objective of the project? What do you want to achieve with projects like this in the long run? What will the project hopefully contribute to achieve in the long run (after many years)? *Example:* persons with disabilities are not discriminated in the Afghan society *or* a vibrant and pluralistic civil society that is scrutinizing and demanding accountability of the state's commitments and actions, and is an engine for development and poverty reduction. Please note that the development objective does not need to be achieved within the project period, it is something that you aim for in the long run.

**3.3. Specific objectives of the project:** What do you want to achieve by implementing your project? The specific objective should be something that you are able to achieve within the project period. *Example:* increased capacity within your organisation in terms of financial management *or* increased knowledge about human rights among the beneficiaries of your project.

**3.4. Expected results of the project:** What will be the direct results of your project? *Example:* five staff members of your organisation have increased their knowledge/skills in financial management which in turn increases the transparency, accountability, sustainability and capacity of your organisation *or* 120 teachers have increased their knowledge about human rights resulting in an improved learning environment for and increased awareness among 2500 students about human rights.

**3.5. Project activities:** Describe and specify all activities that will be carried out during the implementation of the project.

**3.6. Monitoring and evaluation:** How will you monitor and evaluate your project? How will you measure the results of your project? For example: questionnaires, pre and post tests, interviews etc).

**3.7. Beneficiaries (gender disaggregated) and method of selection:**

*Primary beneficiaries and method of selection:* Who will directly benefit from the project? For example: the 20 persons that participate in a training. How many of these will be male and how many will be female? How will the beneficiaries be selected and what are the criteria for selection?

*Secondary beneficiaries:* if a teacher receives training her students will hopefully receive better education. They will thus be the secondary beneficiaries even if they themselves have not received any training.

**3.8. Geographical area of intervention:** In which province and city/village will the project be implemented?

**3.9. Resources of the organisation (human and capital) and previous experiences of similar projects:** Does the organisation have capital resources (*example:* fully equipped training centres) and/or staff members with required expertise that would gain the project? Have your organisation implemented similar projects before or is this a new activity?

**3.10. Management and supervision:** Who will manage and implement the project? Describe the management structure within the project, who will take the day to day responsibility and make decisions, and how will she/he/they be monitored and supervised by the management and/or the board? *Example:* the project manager or the trainer might be responsible for the implementation of the project but reports to and get supervision by the director of your organisation.

**3.11. Risks and mitigating strategies:** Possible risks that could influence, hamper or stop the implementation of the project. How will these risks be mitigated? *Example:* female participants are prevented to participate in the training by their families. A mitigating strategy would be to budget for mahrams or have the training in the home village of the participants. Another mitigating strategy would be to visit the families of the participants for encouraging pre-discussions.

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**4. Signature and date:** The signature of the person that is authorized to sign contracts on behalf of the organisation, and the date when the application is signed.

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## **5. Appendices**

**5.1. Detailed budget:** The detailed and complete budget for the whole project. Budget lines for all anticipated costs directly related to the project. Indirect costs for administration, management and support staff, related to the project, may not exceed 10% of the total budget. Apart from this no other administrative or management costs in the budget will be accepted.

**5.2. Detailed schedule:** The tentative detailed schedule/workplan for the project. Kindly indicate the planned start and completion dates for your activities. Not only when the whole project will start and end but also when different parts of the project will start and end. How many days/weeks/months will you use for preparation/planning/ recruitment, training/workshop/seminar, evaluation/report writing etc.

**5.3. Copy of the organisation's Letter of Registration (with relevant ministry/authority):** A copy of the Letter of Registration with the relevant ministry/authority (NGO- or CSO-registration).

**5.4. Organisational structure (management, employees, board and members):** Names and positions of the organisations management staff and, if applicable, board members.