

APPLICATION GUIDELINES

# IMPROVING WORK OPPORTUNITIES FOR YOUNG PEOPLE IN MANO RIVER UNION (MRU)

COMPETITIVE GRANT SCHEME  
FOR YOUTH LED INITIATIVES



The Youth Employment Network



## WHAT IS THE PURPOSE OF THESE GUIDELINES?

These guidelines should assist applicants in filling out the application form and should be read in conjunction with the Competitive Grant Scheme Information Note, which provides additional information on the background and objective of the Grant Scheme, eligibility, application procedures, selection criteria and process, as well as monitoring and evaluation.

YEN Secretariat reserves the right to ask for additional information at any stage of the selection process.

Proposals must be submitted either in English or French to [YENetwork@ilo.org](mailto:YENetwork@ilo.org) by Feb 14, 2009.

If you have problems filling out the application form electronically please contact the National youth focal point in your country for assistance.

### National Youth Focal Points:

<b>Liberia</b> Youth Crime Watch of Liberia James Barr's Compound, Opposite Parker Paint Factory Post Office Box 2635, Paynesville 1000 Monrovia 10, Liberia West Africa Main contact: Zuo Taylor Email: zuotaylor@yahoo.com	<b>Côte d'Ivoire</b> UNIDO Office Immeuble CCIA, 17 ème Etage B.P. 1747 Abidjan 01 Telephone: (00225) 20 22 28 02 / 20 22 28 06 FAX: +(00225) 20 22 28 07 E-mail: office.cotedivoire@unido.org Main contact: Patrice Bogna Email: pateny3@yahoo.fr
<b>Guinea</b> L'ONG Les Amis du Futur «LAF» sise à l'immeuble du Cyber de Ratoma. CONAKRY- République de GUINEE BP:5651 Téléphone fixe:(00224) 30 47 85 02 Téléphone mobile: (00224) 64 38 44 98 / 67 38 44 98 /64 23 97 15/ 63 27 39 72. Main contact : Mohammed Camara E-mail : medcragh@yahoo.fr	<b>Sierra Leone</b> Siège du Secrétariat de l'Union du Fleuve Man DELCO HOUSE Boite Postale 133 12 rue Lightfoot Boston, Freetown, Sierra Leone Tel: (00232) 76 50 99 11 Main contact: Juliana Fornah Email: madajee@yahoo.com

# INSTRUCTIONS ON HOW TO USE THE APPLICATION FORM

## PART A: Information on the Applicant(s)

### 1. Lead Organization

Give name and contact information of the organization that is submitting the proposal, receives the funding, and is responsible for project execution and reporting. Also include the name and contact information of the project manager or co-ordinator that can be contacted for further questions.

The lead organization's role includes:

- Overall responsibility for the proper use of the grant.
- Enter into a grant agreement with the ILO, on behalf of the YEN Secretariat, which will stipulate the terms and conditions for receiving the funds. The funds are disbursed in 2 instalments, one after signing agreement and one once the project report is submitted.
- Comply with all provisions in the grant agreement and inform the YEN Secretariat if they become aware of any factor that might significantly impede or improve project implementation.
- Be responsible for using the funds only for the activities specified in the grant agreement.
- Monitor and provide timely reporting to the YEN Secretariat on progress in implementing the project, and financial reporting on the uses of the grant.
- If other partners are involved in helping implement project activities, the lead organisation will monitor implementation of these project activities, and consolidate the reporting from these partners and submit a single report to the YEN Secretariat.
- Participate in knowledge sharing activities so that other youth organizations can benefit from the project experiences.

### 2. Collaborating partner organization(s)

Provide the requested details for each partner organization that is supporting the proposal. The YEN Secretariat may contact the partner upon receipt of an application to confirm their support.

By agreeing to be a partner of the proposed project the partner commits to the following:

- The partner will support implementing and monitoring activities of the project and participate in evaluations.
- The partner has reviewed and approved the application that has been submitted.
- The partner will inform the YEN Secretariat if they become aware of any factor that might significantly impede or improve project implementation.
- The partner will ensure the timely payment of its co-financing contribution, if any.

### **3. Please describe the mission/objective of lead organization (max 200 words)**

Please give an overview on the objective of your organization including the mission statement.

### **4. How did you learn about the YEN Grant Scheme?**

Please indicate where or how you learnt about the competitive grant scheme.

## **PART B: Project Summary**

### **5. Title of proposal**

Provide a short and descriptive title for your proposed project

### **6. Brief project description (max. 350 words)**

a. What is your project all about?

Please provide an executive summary of your proposal. This summary should summarize the objective, key results, your capabilities as well as any other feature of the project you would highlight here. We strongly recommend writing this summary at the end, once you have finalized your proposal.

b. Why does your proposal warrant support from the Grant Scheme?

Convince the selection committee by highlighting the main reasons why your project should get support.

### **7. Requested Grant**

Eligible cost (**can be covered under the project**): Only eligible cost as detailed below can be budgeted. Note that eligible costs must be based on real cost. The YEN Secretariat will check the budget and may request clarifications or impose modifications and reductions of the budget. It is therefore in the interest of the applicant to provide a realistic and cost-effective budget. Eligible costs must be incurred during the implementation of the project. They must be identifiable and verifiable being recorded in the accounting records of the lead applicant.

#### **The following direct costs of the lead organization and partners are eligible:**

- Personnel fees only includes consultant hired specifically for the project
- Purchase of equipment or material if it is needed to achieve the project objective
- Travel and subsistence cost for staff and other persons taking part in the project
- Training cost covering trainers' fees and venue if it is clearly linked to the project
- Costs of information dissemination (brochures, publicity, press conferences, other events) if they are needed to implement the project

### **Ineligible cost (can not be covered under the project):**

- Regular staff cost
- Regular office cost (rent, consumables, telecommunication etc.) as they are covered by the 10% overhead
- Purchases of land, buildings or cars;
- Debts
- Items already financed in another framework
- Currency exchange losses
- Interest owed

**Questions 8-11 are self-explanatory.** See application form

## **PART C: Project Details**

### **12. Background**

What is the youth employment problem to be addressed by your project and why is it important?

Provide a brief situation analysis (Where are we now?) explaining what is the underlying problem of your proposal. Wherever possible, provide figures and statistics showing the relevance of the problem you want to address.

### **13. Objective**

What is your project objective addressing the problem described above?

We recommend filling out the log frame first. It will help you in organizing your ideas. Then, you can give a more detailed version here.

Having defined the problem you are trying to tackle you now need to formulate the objective of your project. The objective describes the change we want to achieve at the end of the project. Note that the project objective is the direct result of the project and does not cover the long term change we want to contribute to (also defined as development objective or overall goal, e.g. reduction of youth unemployment). You should only have one project objective.

### **14. Implementation**

What are expected results and key activities?

Expected results are the key deliverables or outputs of the project that have to be realized in order to achieve the objective. You will be responsible for these results. You should not list more than 3 to 4.

Activities are the main actions to be undertaken in order to accomplish the outputs. You should not list more than 6 key activities.

## **15. Innovation**

How is your project truly innovative and unique using a novel concept, approach or technology?

Explain briefly what is different with the proposed project in comparison to existing conventional youth employment projects.

## **16. Monitoring**

How will you monitor whether your activities are implemented as planned?

Explain briefly your approach to make sure that your project will be implemented as planned.

## **17. Evaluation**

What are the expected measurable outcomes of your project at the end?

In this section you basically should tell us how we will recognise your success in achieving your project objective. Outcomes are the desired and measurable effect that the project seeks to achieve. You should come up with specific, measurable, and time bound indicators for your outcomes and outputs.

## **18. Sustainability**

How will your project continue beyond the phase funded by the grant?

We would like to know what are your and/or your partner's organizational and financial capacities to continue activities beyond initial funding.

## **19. Roles of partners**

What are the roles and responsibilities of participating organizations?

We encourage you to go for a clear division of tasks among partners.

## **20. Relevant Experience**

What are your capabilities and experiences to make the project a success?

Provide information whether the lead organization has already worked on similar projects, have received funding from other donors, and have collaborated with the partner on previous occasions.

## **21. Risks**

What are the main risks associated with the proposed project and how can they be mitigated?

This section should briefly analyze the question “What may stop you from achieving your objective”. You should list any unwanted developments that jeopardize your achievements. Only list important risks that can/might happen and explain how you will prevent them or reduce the risk.

## 22. Replicability and Scaling-up

What is the possibility of implementing your project elsewhere and what is the potential for this project to be expanded on a larger scale?

Please explain what the possibility is of replicating your project in a different area, country, or region in case it proves to be successful. Furthermore, you are required to explain whether your project could be run on a bigger scale after having implemented the pilot. If yes, please indicate the scale you can achieve in the first two years after the project end.

## PART D: Log Frame

The log frame is a widely used tool to plan, implement and evaluate projects. It is used by private companies, governments, NGOs as well as most development agencies. It helps to organize thinking, to relate activities and results in a logical way to the project objective, to establish clear criteria for monitoring and evaluation, and to assess risks.

The main benefit of the simple log frame matrix is that it summarizes a complex planning process into key elements. The log frame can be used as an executive summary to inform donors, partners, and staff members and should speak for itself. Therefore, we highly recommend putting much effort into the log frame.

Useful references providing more information on how to use log frames are:

### English:

- [Swedish International Development Agency \(Sida\) - The Logical Framework Approach \(http://www.sida.se/shared/jsp/download.jsp?f=SIDA1489en\\_web.pdf&a=2379\)](http://www.sida.se/shared/jsp/download.jsp?f=SIDA1489en_web.pdf&a=2379)
- [UK Department for International Development - Tools for Development \(http://www.dfid.gov.uk/pubs/files/toolsfordevelopment.pdf\)](http://www.dfid.gov.uk/pubs/files/toolsfordevelopment.pdf)

### French:

- [Sida - La Méthode du Cadre Logique Guide \(http://www.sida.se/shared/jsp/download.jsp?f=LFA\\_franska-03.pdf&a=2379\)](http://www.sida.se/shared/jsp/download.jsp?f=LFA_franska-03.pdf&a=2379)
- [Agence canadienne de développement international - Le Cadre logique : L'Orientier vers le succès \(http://www.acdi-cida.gc.ca/CIDAWEB/acdicida.nsf/Fr/REN-218132726-PPN\)](http://www.acdi-cida.gc.ca/CIDAWEB/acdicida.nsf/Fr/REN-218132726-PPN)

# Log frame

Intervention logic	Objectively verifiable indicators of achievement	Means of verification
<p><u>Project Objective:</u></p> <p>What specific objective is the project intended to achieve to contribute to improved employment opportunities for youth?</p>	<p><u>Expected Outcomes:</u></p> <p>Give 1 to 3 indicators showing that the project objective has been achieved</p> <p>1</p> <p>2</p> <p>3</p>	<p>What are the sources of information for these indicators?</p> <p>1</p> <p>2</p> <p>3</p>
<p><u>Project results:</u></p> <p>What are the deliverables needed to achieve the project objective? Provide them (max. 3 results)</p> <p>1</p> <p>2</p> <p>3</p>	<p><u>Expected Outputs:</u></p> <p>What are the indicators to measure whether expected results have been achieved?</p> <p>1</p> <p>2</p> <p>3</p>	<p>What are the sources of information for these indicators?</p> <p>1</p> <p>2</p> <p>3</p>
<p><u>Key Activities:</u></p> <p>What are the key activities to be carried out in order to produce the expected results? Provide a max. of 3 key activities per result</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>ect</p>	<p><u>Time Frame and Responsibility:</u></p> <p>Indicate the date that each activity will be implemented and who is responsible for each activity</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>ect</p>	<p>What are sources of information on action progress?</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>ect</p>

## PART E: Budget Proposal

### **Key activities**

Please fill out the amounts and details for each key activity under the project.

### **Unexpected costs**

10% of the eligible direct cost must be reserved for unexpected costs.

### **General Administration**

Indirect or administrative costs incurred in carrying out the project may be eligible for a flat rate at not more than 10% of the total direct costs.

### **Your contribution**

No grant awarded may exceed 75% of the total direct cost of the project. We request an obligatory co funding of 25% from you, your partner or any other source. Your contributions can be funds or in-kind contributions such as staff time. Please provide details on your contributions, if in-kind, make a detailed estimation of your contribution.

### **Grant request**

Any grant awarded under the scheme must fall between the following minimum and maximum amounts:

- Minimum amount: 2.000 USD
- Maximum amount: 50.000 USD

### **Other funding sources**

Please state any other funding sources that will contribute to the implementation of the project.

## **ANNEX I**

### **List of additional documents needed to complement application**

1. A cover letter signed by the organizations chairperson of the board or another executive,
2. Proof of legal registration,
3. A copy of organizational statutes,
4. A list of board members, trustees and staff,
5. Your most recent annual report or, if not available, a list of activities,
6. Your budget for the current fiscal year and your budget for the previous fiscal year including, if available, an audited financial statement,
7. A one page CV of the project manager or co-ordinator.