National Coordinating Mechanism for NCDs (NCM)

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Abstract

Any government or chartered community organization may submit a proposal to the National Coordinating Mechanism for NCDs (NCM) for review, approval and funding. Projects must be aligned with Palau NCD Plan , focusing on NCD prevention and health promotion, and other requirements outlined on the Healthy Communities, Health Palau Initiative

APPLICATION FORM

HEALTHY COMMUNITIES, HEALTHY PALAU INITIATIVE: LOCALLY FUNDED NCD PREVENTION AND CONTROL PROGRAMS/PROJECTS

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# PROJECT PROPOSAL COVER SHEET

Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*For Official Use. Do not write anything here)*

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant**

Official Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name and Position)*

Project Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name and Position)*

**Project Information**

|  |  |
| --- | --- |
| Specify your ***Evidence-based Program/Strategy/Intervention*:** | |
| Outcome: |  |
| Target Group/ Population: |  |
| Target Age Range: |  |

Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Finances**

|  |  |
| --- | --- |
| **Total Request from NCD Fund (RPPL 9-57):** |  |
| **Organization’s Contribution:** |  |
| **Other Contributions:** |  |
| **Total:** |  |

# Section 1: PROJECT PROPOSAL OUTLINE AND CONTENT

## 1.1 Project Summary (1/2 page)

The Project Summary should be a brief write up of the key points contained in the Proposal. This should include a **brief description of the proposing organization**, project **goals and objectives**, **strategies/activities,** **indicators** of achievement and the context (or **rationale/justification**) upon which the project is based.

This shall also include a statement of the **total cost** of the project, the amount of funding **requested from the NCD Fund (RPPL 9-57)**, how those funds will be used, the amount, nature, and status of community contributions, and the status and sources of additional funding (co-finance) required*.*

## 1.2 Organizational Background and Capacity to implement the project (1 page)

This section is critical and holds an **equal weighting of scoring** as does the technical merit of the project.

This section should clearly demonstrate that the proposing organization **has the experience,** **capacity, and commitment** to successfully **implement** and **manage** the proposed project.

Among the issues to be covered in this section include:

* **Type of proposing organization** – Is it a government entity, community-based organization, national or sub-national NGO, research or training institution
* **Purpose** and core activities of the organization (health, community, cultural, education, social, advocacy and capacity development, etc.)
* **Length of existence** and project management experience ( a minimum of 3 years is desirable)
* **Organizational structure**, governance and administrative framework: number of paid staff members (indicate organizational diagram; also providing names, telephone and email contacts where available, as well as **physical and mailing address** of each member)
* **Membership and affiliation** to associations or umbrella groupings ( *assessment will involve contacting umbrella associations to get their feedback and comments on merit of proposal and status of applicant organization)*
* **Legal status** - registration with approved authority (i.e., charter)
* **Target population group** (women, men, youth, general community, nation-wide, etc.)
* **Previous experience** relevant to the proposed project including: projects addressing problems related **to health and risk factors.** OR experience with projects that focus on education, physical activity, advocacy, etc.

Organizations ***not eligible*** to apply as Primary Applicant include **corporate organizations**, **businesses**, and **individuals or family-managed groups**.

## 1.3 Project Objectives and Expected Results (1 page)

This section should contain a clear and **specific statement** of what the proposed project will **accomplish.** Information to include;

* The **problem statement** or challenge the project is intended to address
* The **rationale** (justification) for the project. The rationale should indicate the importance of the proposed project to NCD prevention and control in terms of contributing to its overall and or specific focal area objective (s).
* The **primary objective** and **specific objectives** of the proposed project
* The **specific results** that the project will produce. The expected results are the **measurable changes** which will have occurred by the end of the project as a result of the planned intervention e.g. number of new students participating in physical activity programs; etc.
* The Project’s links with Government (national or state), Community, NGO (national or international) activity or effort. This ensures that the intervention is not a standalone activity.

## 1.4 Description of Project Strategies or Activities (1 page)

This is the actual component to be implemented – and funded. Activities need to clearly show that they are linked in one way or another to the **objectives and outcomes** stated in 1.3 above. Activities must contain the following; *What, Who, Where, When*

This section is usually the critical area which determines whether or not a project is approved.

*In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.*

***E.g. Activity 1:* See table below for examples**

## The Activities are best listed and/or in table form, under the OBJECTIVES proposed in 1.3

|  |  |  |
| --- | --- | --- |
| Objective 1: Increase the number of elementary school students who participate in physical activities in the school setting from 0-2 to 3-5 days a week by December 2017. | | |
| Activities | Outputs/products | Outcomes |
| Develop and implement after school physical activity programs in KES, GB Harris, and Meyuns Elementary School | Proposed after school program  Reviewed and approved program  Program implemented (training included) | Increased number of students participating in physical activities in the schools  Increased opportunities for physical activity in the schools |
| Construct obstacle courses in the schools to provide more opportunities for physical activities during PE classes, recess, and after school | Developed concept designs approved by MOE and partners  Constructed obstacle courses | Increased number of students participating in physical activities using the obstacle courses |

# SECTION 2: Project Work plan and Monitoring Schedule

## 2.1 Implementation Plan and Time Frame (1 page)

The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of project situation.

This section may be presented in graphical (table) form and can be **attached as an annex (sample below).** It should indicate the **sequence of all major activities and implementation milestones/indicators**, including targeted beginning and ending dates for each step. Provide as much detail as possible. Furthermore, include in the Implementation Plan use of data, monitoring and evaluation activities, and collaboration with partners.

This section allows the Review Board to assess the timeframe and realistic flow of activities, thus allowing them to comment on the sequence of activities, the timing and whether the project can be delivered effectively within the time give. This template should be duplicated to outline all your activities/strategies.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Associated Objective: | | | | | | | | | | | | | | |
| Activity/Strategy: | | | | | | | | | | | | | | |
| List the tasks necessary to complete activities or strategies. Incorporate monitoring or evaluation tasks. | | | Duration of Activity in Months (or Quarters)  Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| Tasks | Responsible Party | Indicator | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## 2.2 Partnerships and Sustainability (1 /2 page)

Partnerships are critical to NCD prevention. The Proposal will need to show **and verify** that partners and community members were consulted from the start in the identification of project need, and that they fully understand, accept and endorse the activities proposed and the budget estimated.

## Describe how the partners, particularly, partner communities were (and are being) involved in

* Project planning and design
* Project implementation
* Project monitoring and evaluation to ensure efficiency and effectiveness in delivery. This is the basis for generating and understanding project impact.

Sustainability is a critical aspect in NCD funded (RPPL 9-57) projects. Describe steps to be taken before, during and at the completion of project implementation to ensure that once all the NCD funds have been disbursed, the activities of the project and the organization will continue for many years thereafter.

## 2.3 Risks to Successful Implementation (1/2 page)

Identify and list the major risk factors that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant price fluctuations resulting into changes in the financial projections of the project).

Include in this section also the key **assumptions** on which the project plan is based. In this case, the assumptions are mostly related to external factors (for example, government policy remaining stable) which are anticipated in project planning, and on which the feasibility of the project depends.

## 2.4 Monitoring and Evaluation Plan and Indicators

*Evaluation plan template and evaluation workshop to be provided*

This section should contain an explanation of the plan for monitoring and evaluating the project, both during its implementation (formative) and at completion (summative).

Among the key issues to be addressed are:

* How the performance of the project will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan;
* How the impact of the project will be assessed in terms of achieving the project's objective(s);
* How the mid-course correction and adjustment of the project design and plans will be facilitated on the basis of feedback received;
* How the participation of community members in the project monitoring and evaluation processes will be achieved.

Propose specific and measurable **indicators** relating to project performance and impact which can form the basis for monitoring and evaluation. These indicators must also speak to the NCD indicators in the NCD Strategic Plan.

# Section 3: PROJECT BUDGET INFORMATION SHEET

The Project Budget Information Sheet is very important. Once a project has been approved for funding, the budget information becomes part of the binding contract between the NCM and the proposing organization.

The development and management of a realistic budget is an important part of developing and implementing a successful project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project.

The following important principles should be kept in mind in preparing a project budget:

* Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
* The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
* The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
* "Indirect costs" or administrative overhead costs such as staff salaries and office rent are not funded by the NCD Funds. These therefore should not be part of the funding request.

## 3.1 Project Budget Table

- Administrative fee requested from NCD Fund must not exceed 10% of Amount Requested.

- For each budget item, describe how the funding will be spent and how each relates (justification) to the activities itemized in Section 1.4 (Description of Project Activities) above. You may provide additional information to justify budget (i.e. quotations or detailed costs).

*Sample table*:

|  |  |  |
| --- | --- | --- |
| **Budget Item**  (should be related toSection 2.2 above) | **Description of items and Justification** | **Amount Requested from NCD Fund**  (see section 2.1 above) |
| **Personnel / Labor (Compensation or Stipend)** | After school program workers –to compensate individuals trained to monitor students in after school program, $50/week x 10 workers x 20 weeks = | $10,000 |
| **Equipment / Supplies** | 50 exercise balls x $10 = $500  50 exercise bands x $10 = $500  20 soccer balls X $50 = $1000  20 softballs x $20 = $400  4 Obstacle course for kids x $250 = $1000 | $3,400 |
|
| **Travel** | Off island training on physical activity (train the trainer), per diem $300 x 3 days = $900; airfare $1,100, Total $2000 | $2,000 |
| **Contracts** |  | $0 |
| **OTHERS** (Training, communication, transportation, fuel, and all others not indicated above) | Trainings 2 x 25 pax x $20 each = $1000  Meetings 5 x 10 pax x $15 each = $750 | $750 |
| **TOTAL DIRECT BUDGET** |  | $16, 150 |
| **Admin Costs (10%)** |  | $1,615 |
| **GRAND TOTAL** |  | $17, 766 |

## 3.2 Bank Details

If NGO or CBO, please provide information on any of the Organization’s bank account.

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch/Service Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_