

NON-GOVERNMENTAL ORGANISATIONS (NGO) CALL FOR PROPOSALS

Eligibility Criteria:

To be eligible your NGO must meet all of the following criteria:

- Be a Registered Incorporated Society, Charitable Trust through the Ministry of Commerce Industry and Labour;
- Have a community development focus primarily targeting vulnerable groups;
- Work at national or island-wide level;
- Be a local NGO (the majority of the Board and staff are permanent residents of Samoa);
- Have a Board or another effective mechanism for community participation and accountability;
- Have an active membership and hold regular meetings;
- Be a Not-for-Profit organisation;
- Have a Constitution and/or a recent Strategic and/or Management Plan;
- Have a recent Financial Audit Report / Audit Opinion from a recognized local institution;
- Be able to align proposed project with relevant National planning and development frameworks (i.e. Sector Plans and the Samoa Development Strategy etc).

Preparing the Application Form

1. Types of Grants Funding Modalities

There are two types of CSSP Grants Funding modalities that eligible NGOs can apply for including. 1) Activity Grants and 2) and Project Grants.

Modality 1: Your organisation will need to prepare a total budget with reasonable estimates from suppliers to help you determine the total cost of your proposal. Use these cost estimates to complete Attachment 1 (A B & C) and Attachment 3. You may attach quotes from suppliers to your application form. You may also budget up to 10% of the total value of your proposal for administrative costs. All other expenditures are to be directly related to implementing Activities. This type of proposal does not cover Operational Costs (staff salaries etc) and **payments are made directly to Suppliers.**

Modality 2: If the CSSP Steering Committee agrees that the organisation has robust financial procedures to account for funds, CSSP funds will be provided by acquittal with **payments made directly to the NGO Project Account.** Otherwise funding will be through direct payment to suppliers. With this type of proposal NGOs using CSSP funds to cover Operational Costs (salaries etc) will need to complete Attachment 2 and present the organisation's total itemized annual budget including proposed funding from CSSP (& other donor). .

2.Proposal Submission

All Applications must be typed and include two identical copies: 1. A hard copy delivered to the CSSP Office (Ground Floor NPF Building, Matafele) 2. An E-copy (including all attachments in PDF format) sent via email to cssp.info@cssp.gov.ws. Both hard and soft copies must be received by:

FRIDAY 28TH OCTOBER 2016, 4PM. Late applications will not be considered.

NOTE: Support Workshops will be conducted to assist interested NGOs complete their application forms. If this support is required, please contact the CSSP Office (Telephone 27278, 24617) to register.

If Approved for CSSP funding:

- It is compulsory for your organisation to participate in the **CSSP Orientation Workshop** which will provide all the necessary information for implementation;
- Open a project account (if your organisation does not have an existing account) and provide CSSP with a bank statement that shows your **10% cash contribution**. Organisations will have up to two months AFTER approval to show proof of this cash contribution.

SAMOA CIVIL SOCIETY SUPPORT PROGRAMME (CSSP)

Our Goal: *To provide a harmonized system to strengthen and support civil society organizations to better serve their communities.*

GENERAL APPLICATION FORM for NON GOVERNMENTAL ORGANISATIONS (NGOs)

Proposal Limit
Maximum \$200,000 STA (12 months Timeframe)

Deadline: FRIDAY 28TH OCTOBER 2016, 4PM
CSSP Office, NPF Building Ground Floor, Matafele

Name of Applicant Organisation.			
Type of NGO organization: <i>(Please Tick)</i>	Incorporated Society	<input type="checkbox"/>	Charitable Trust
Title of Proposed Project.			
Location(s) of the Project: <i>Identify Villages, Districts or Region directly targeted by the Project.</i>			
Location of the NGO Office			
Proposed Total Cost of the Project	SAT \$ _____	(includes the applicant's 10% cash)	
Amount Requested from CSSP	SAT \$ _____		
Type of Proposal <i>(Please Tick)</i>	<input type="checkbox"/>	To Implement Activities	
	<input type="checkbox"/>	To Implement a Project	
APPLICANT'S CONTRIBUTION TO THE PROJECT			
Cash contribution to total cost	SAT \$ _____	Contribution as a percentage (%) of the total cost	_____ % (10% or more)
CONTACT DETAILS FOR THIS PROPOSAL <i>(Contact CSSP if there are any changes)</i>			
Organisation Postal address:			
Organisation telephone number:			
Organisation website			
Organisation Social Media			
Skype ID			
Contact person(s) (3) for this proposal	PRESIDENT / CHAIR OF BOARD / EXECUTIVE COUNCIL	CEO/DIRECTOR	FINANCE MANAGER / OFFICER
Name			
Telephone			
Cell phone			
Email Address			
Who will manage the project? <i>Tick one box that best describes the applicant:</i>			
<input type="checkbox"/>	An independent group or organization with full decision-making powers on the Project.		
<input type="checkbox"/>	An umbrella parent organization submitting an application for the benefit of their affiliated chapter organizations and implementing the Project on their behalf		
<input type="checkbox"/>	Other – (Explain)		

Application Number	
<i>(For official use only)</i>	
Date application submitted	
CSSP staff receiving	

APPLICATION CHECKLIST

All Attachments with the exception of Attachment 2 and 3 are required for a complete application. An incomplete application will not be considered.

Attachment 2 (Modality 2) is mandatory ONLY for Proposals which include Operational Costs (Staff Salaries etc) whereby CSSP funds will be provided by acquittal with payments made directly to the NGO Project Account.

Attachment 3 (Modality 1) is mandatory ONLY for Proposals to implement Activities whereby CSSP funds will be provided with payments directly to Suppliers;

		<i>Please Tick</i>	YES	NO
1	GENERAL APPLICATION FORM (Answer Questions 1 – 7)			
2	DECLARATION – Authority Signatories in Application Form Page 7			
3	ATTACHMENT 1: A) Logical Framework , B) Project Activities C) Project Work Plan / Financial Plan			
4	ATTACHMENT 2: NGO Annual Budget Template			
5	ATTACHMENT 3: List of Supplies / Equipments Purchases			
6	ATTACHMENT 4: Governance and Management Checklist			
7	ATTACHMENT 5: Recent Strategic Plan / Management Plan (Applications must be within the timeframe of the Plans. A constitution is acceptable if your organisation does not have a strategic plan.)			
8	ATTACHMENT 6: Recent Financial Audit Report / Audit Opinion from a recognized local institution.			
9	ATTACHMENT 7: Support Letters from your key partners is recommended for: 1. CSO Sector Partner – Partner NGO or CBO you have worked closely with in the past 12 months if any. 2. Public Sector Partner – Government Ministry – Sector Focal Point you have worked closely with in the past 12 months if any. 3. Private Sector Partner – Private Sector partner or supporter you have worked closely with in the past 12 months if any.			
10	ATTACHMENT 8 – MCIL Confirmation of Incorporated Society or Charitable Trust.			
11	ATTACHMENT 9: Visibility - Attach media articles, visual evidence of implementation. Success stories, of how your organisation is making the most impact to further support your application.			

GENERAL APPLICATION FORM NON GOVERNMENTAL ORGANISATIONS (NGOs)

1. PROJECT BACKGROUND

1.1 What development PROBLEMS will be addressed by this Project?

1.2 What are the main CAUSES of these development problems?

1.3 How will your project provide sustainable solutions to these development problems?

1.4 (a) Describe how this activity is aligned with relevant development frameworks (*Sector Plans, Samoa Development Strategy, SAMOA Pathway, Sustainable Development Goals, Youth Employment Programme, Disability Program, Gender Program etc*)

1.4 (b) Explain how your Project will directly contribute to achieving specific goals and objectives of national priorities (*Identify the linkages you will make with potential outcomes/ results and how it promotes genuine partnerships and sustainability of development efforts amongst relevant stakeholders*)

2. WHO WILL BENEFIT FROM THIS PROJECT?

2.1 (a) Describe how many people are likely to benefit from this program, and how many from vulnerable groups, if possible.

2.1 (b) Identify the geographic location(s) where the project/activity will take place

2.2 How many of the estimated number of project/activity beneficiaries live in a rural area

2.4 Could your project negatively affect people or the environment? (*Example: loss of vegetation, increased noise or rubbish*). If so, how will the organization reduce any negative impacts on people or the environment?

2.5 Child Protection

Will your organisation be engaging directly with children? If yes, please provide details of your child protection policies and practices? If no, move to Question 2.6.

2.6 Gender Equality. How will your project benefit both women and men in terms of their social and economic development?

3. PREVIOUS PROJECT EXPERIENCE (within the past 3 years)

3.1 List projects your organization has implemented over the past three years in the Table below.

Type of Project	Date of Completion	Total Cost	Donor or source of Funding	Donor Assistance amount	Public Sector Partner/s involved in the Project	Private Sector Partner/s involved in the Project	List Key Results achieved.

4. CAPACITY OF YOUR ORGANIZATION TO UNDERTAKE THE PROJECT.

4.1 Complete **Attachment 4: Governance and Management Checklist.**

4.2 Identify in the first column of the table below the members of your Project Management Committee responsible for the implementation of this project. Complete the rest of the table with existing skills and capacities of the committee that will strengthen the implementation of the project. *Including project management and technical skills*

Project Management Committee members	Position	Skills & Capacities (Relevant to the project)	Acquired from (Example: SUNGO Training)

4.3 Tick any additional skills your organization may require to implement this Project

- Planning
 Proposal writing
 Managing funds
 Fundraising
 Training
 Building & Trades
 Supervising
 Monitoring
 Report writing
 Computing
 Communications
 Other skill areas; Please specify: _____

NGO ASSESSMENT:

NGOs funded by CSSP must undergo the NGO Assessment conducted by SUNGO either pre or post approval of **their proposal. It is a mandatory requirement to receiving Funds.**

The purpose of this assessment is to use a set of standard criteria to determine what kinds of capacity building support NGO require to carry out their programs effectively and efficiently. CSSP may be able to provide additional assistance in this regards.

4.4 Has your organisation conducted the SUNGO NGO Assessment? If you tick Yes please move to Question 4.5 (a) Yes No

4.5 If your organisation has NOT conducted the NGO Assessment with SUNGO, please tick one of the following boxes and move to Question 5.1.

- We would like more information on the NGO Assessment process.
 We would be interested in being assessed?

5. PROJECT GOALS, OBJECTIVES, ACTIVITIES

- The **Project Goal** is a short statement explaining what the Project will have achieved when completed.
- **Objectives** are the major tasks that will lead to achieving the Project Goal.

Example Project Goal: *Improved learning environment for all students at Talofa Primary School.*

Objective 1: *Repair or purchase new classroom furniture.*

5.1 State the Goal and Objectives of the proposed project or activity.

Project Goal:

Objective 1:

Objective 2:

Objective 3:

6. IN KIND CONTRIBUTIONS

6.1 Please specify what in kind contributions your organization and/or your primary beneficiaries will provide?

6.2 Do you expect this project to generate any income for your organisation? If YES, please explain how profit will be generated and provide an estimate of total expected revenue.

7. MONITORING , EVALUATION AND LEARNING

7.1 Project Sustainability: If the project is intended to continue after CSSP support ends, explain how it will be sustained? Who will be responsible? How will it be financed? How will assets purchased by the Project be secured and maintained?

7.2 After the project is completed, how will you measure its success?

7.3 (a) Based on your Project Goal and Objectives identify the Key Results you expect to achieve on the following table. Also include the indicators and means of verification to demonstrate the Program/Activity Goal and Objectives have been achieved. *(It is important to identify realistic and measurable Indicators.)*

Project Objectives	Key Result Areas	Indicators	Means of Verification

7.3 (b) Describe what risks are associated with this Project and how these risks will be managed?

Possible Risk	Likely Outcome	Risk Rating (Low, Moderate, High)	Risk Mitigation
Examples:			
Project Timelines			
Governance			
Communications			
Appropriate Resource Allocation			
NGO Performance			
Project Financial Management			
Visibility			
Sustainability			
Other Factors			

Complete **Attachment 1A)** Logical Framework **B)** Project Activities **C)** Project Work Plan & Financial Plan

DECLARATIONS

We have read and approved the contents of this application. We confirm that this application form is a true and honest presentation from the applicant. The applicant, represented by the undersigned, are all the authorized signatories of the organization on behalf of this Project.
(Original signatures are required; please do not use e-signatures for this Declaration.)

Name	Contact	Position	Signature	Date

ATTACHMENT 1 – A) LOGICAL FRAMEWORK

Use your answers to Q 5.1 & Q 7.3 to complete a project LOGICAL FRAMEWORK in three steps:

Step 1: Rewrite the goal and objectives (from 5.1) in the template provided. Next to each Objective state the Key Result Areas to achieve the objective.

Step 2: List the Indicators to Measure the Achievement of these Key Result Areas. *(Ensure to list Indicators that are SMART)*

Step 3: Demonstrate how you may Verify meeting these Indicators to achieve the Key Result Areas.

Use the same information to assist you in completing Attachment 1- B) Project Activities & C) Project Work Plan / Financial Plan

PROJECT GOAL:

PROJECT OBJECTIVES	KEY RESULT AREAS	INDICATORS	VERIFICATION

ATTACHMENT 1 – B) PROJECT ACTIVITIES

The Activities carried out to achieve each of the identified Key Result Areas listed in Attachment 1 A.

Use the LOGICAL FRAMEWORK to complete the PROJECT ACTIVITIES in three steps:

Step 1: Rewrite the Project Objectives and Key Result Areas in the template provided. .

Step 2: List the ACTIVITIES that will be implemented to achieve the Project Objectives. *(Ensure to list Activities that are SMART taking into consideration the Project Indicators)*

Step 3: Provide additional Comments if any to the Project Activities.

This is the same information to assist you in completing Attachment 1- B) Project Work Plan / Financial Plan

PROJECT OBJECTIVE	KEY RESULT AREA	No.	ACTIVITIES TO ACHIEVE KEY RESULT AREA	COMMENTS
	1.	1.1	•	•
		1.2	•	•

ATTACHMENT 1 – C) PROJECT WORK PLAN / FINANCIAL PLAN

Use the PROJECT ACTIVITIES in Attachment 1 B to complete the PROJECT WORKPLAN / FINANCIAL PLAN in three steps:

Step 1: Rewrite the Objectives and List Activities per Objective in the template provided.

Step 2: List the ACTIVITIES that will be implemented and estimate costs allocated to each Activity relevant to the column heading of the Financial Plan.

Step 3: Mark on the TIMELINE the implementation period for each Activity to complete the Project Work Plan. (*Adjust the months on the Template to suit your Proposal*)

OBJECTIVES	ACTIVITIES	Materials & Supplies	Equipment (specify type)	Staff or contractors (specify)	All other costs (specify)	Sub-total project costs by objective	Project Start date: Project End date: TIMELINE (<i>Year 1 – within 12 months</i>)											
		SAT	SAT	SAT	SAT	SAT	1 Jul	2 Aug	3 Sep	4 Oct	5 Nov	6 Dec	7 Jan	8 Feb	9 Mar	10 Apr	11 May	12 Jun
		SOURCE OF FUNDS (SAT)																
OBJECTIVE 1	ACTIVITY 1																	
	ACTIVITY 2																	
OBJECTIVE 2	ACTIVITY 2.1																	
	ACTIVITY 2.2																	
TOTALS (TALA)							CSSP SAT				Applicant SAT			Other donors SAT			Other sources SAT	
						SAT												

ATTACHMENT 2- NGO BUDGET

<u>Project Objective</u>	<u>Project Activity No.</u>	<u>Description of Activity</u>	<u>Unit</u>	<u>No. Of Units</u>	<u>Cost of Unit</u>	<u>Other Donor</u>	<u>CSSP Grant</u>	<u>TOTAL</u>	<u>Comments</u>
	INCOME	Money brought forward from past year							
		CSSP (NGO capacity building funding)							
		Donor 2							
		Donor 3							
		Fundraising							
		Membership Donations							
		General donations							
		Other							
	TOTAL								
	EXPENDITURE								
OBJECTIVE 1	ACTIVITY 1.1								
	ACTIVITY 1.2								
OBJECTIVE 2	ACTIVITY 2.1								
	ACTIVITY 2.2								
OPERATIONAL COSTS	Operations	Professional Services							
		AGM							
		Bank fees							
		Electricity							
		Equip R&M							
		Gen Off Expenses							
		Insurance - office furniture							
		Fees and Subs							
		Rent and Utility							
		Board Activities							
		Reimbursable(s)							
	Staffing	Salaries & wages							
		NPF							
		ACB							
		Staff Fringe Benefits							
	Communication	Communication							
		Publicity material							
	Fundraising	Event 1							
	Delivery of Work plan,	Community Awareness Training							
	Vehicle	Insurance and registration							
		Petrol and oil							
		Repairs and Maintenance							
		Driver Allowance							
		Capital Purchases							
		TOTALS							
	DEFICIT / SURPLUS								

ATTACHMENT 3 – LIST OF SUPPLIES/EQUIPMENT PURCHASES

(Called a **BILL OF QUANTITIES** for Supplies example for Building & Construction Activities)

No.	Description of item	Unit Price	Quantity	Total
1				
2				
3				
4				
5				

ATTACHMENT 4- NGO GOVERNANCE & MANAGEMENT CHECKLIST

CHECKLIST Please Tick Yes or No.	Yes	No	
1. Does your organization register members ?			
2. Do your members hold Annual General Meetings every year?			
3. Do your members elect a Board to achieve the vision and mission of the organization?			
4. Are there elected officers of the Board (President, Vice-President; Treasurer; Secretary)?			
5. Does your Board meet regularly (monthly, quarterly) and have recorded meeting minutes			
6. Does your organization employ staff ?			
7. If your organization employs staff, do you have proper processes for staff management (eg Code of Conduct, employment policies, staff records, written contracts for staff, job descriptions etc)			
8. Does your organization have written financial policies and procedures manual?			
9. Does your NGO serve the wider Samoa community island wide (Savaii, Upolu) or nationally (all of Samoa) in its vision and mission and/or services and activities? Please explain:			
10. Have you or any of your executive committee or staff taken SUNGO courses In the last 5 years. Example - NGO Management and Governance. (If Yes please fill in Table below)			
Please list the workshop and the year the training workshop was held and the members of your committee attending:			
SUNGO TRAINING COURSE	YEAR	MEMBERS ATTENDED	ARE THESE MEMBERS STILL ACTIVE IN YOUR NGO?
		Name	Gender
			Male / Female / Other
			YES NO