



Annex A

Requirements for proposal narrative

Respond to the following in the order requested. The answers should be concise and clear.

- a. Provide the name, email address, and contact person for the CSO.
- b. Provide a description of the organisation.
- c. Demonstrate that the organisation is registered by providing a valid certificate of registration or certificate of registration of a registered charitable organisation.
- d. Describe the organisation's ability to carry out the activities which will pursue the objectives (provide examples of relevant projects that highlight the experience).
- e. Describe the proposed methodology that will be used (methods of implementation -including equipment and personnel to be procured); rationale for such methodology; the organisational structure and the team proposed for the implementation of the action (by function; there is no need to include the names of individuals).
- f. How will the project be monitored - How will delivery and financial management of the project be monitored and controlled? Please note that projects require (at least) quarterly reporting on delivery and financial performance.



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g. What are the key risks? Provide the information in the table below.

Risks <i>What are the key risks of implementing this project and how are you going to manage them</i> <i>Add more lines as required</i>	Risk	Impact <i>(if realised)</i> Low/ Medium/ High	Like-lihood <i>(of occurrence)</i> L/M/H	Management <i>How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner</i>

h. Using the budget template (Annex B), provide a budget in EURO, with justification for each proposed expenditure, that shall not exceed the financial support available. Include the specific activities and funding required for each activity to meet the objectives.

i. Complete the simplified logframe table (Annex C)