**Building Resilience and Adaptation to Climate Extremes and Disasters (BRACED) Programme**

**FULL PROPOSAL APPLICATION FORM**

This application form is **only for use** for consortia who have been invited to submit a full proposal for a grant under the BRACED programme. The call is **not open** to any other organisations or consortia and any applications will **not be accepted**.

The form is designed to allow you to provide the information that DFID needs to assess how well your proposed full project meets the BRACED programme criteria. Your application should build upon the information already submitted as part of your Concept Note application. Your application should set out the policy and practical actions that you intend to scale up to have long term impacts on resilience and adaptation to climate extremes. It should demonstrate innovation, collaboration with new partners, and a strong evidence-based Theory of Change, that is well aligned with the BRACED programme Theory of Change. It should also clearly demonstrate how you have used the project development period and any grant to strengthen and finalise your project.

It is very important you read the full BRACED guidance notes before completing your full application to ensure you understand and take into account the BRACED programme’s objectives and funding criteria for full proposals.

Applicants must complete a logframe for the full proposal that includes impact, outcomes, outputs and detailed activities. Logframes should use [DFID’s logframe template](http://www.dfid.gov.uk/Documents/funding/gpaf/GPAF-logical-framework-template.xls).

The application form is structured as follows:

* Checklist of documents that must be submitted with the application form.
* Section 1: Information about the lead organisation applying for funds.
* Section 2: Information about all members, including the lead organisation, of the consortium, alliance or partnership.
* Section 3: Summary information about the project;
* Section 4: Further Information about the project;
* Section 5: Details of the outputs and lessons learnt from the project initiation phase;
* Section 6: The final section asks for signed confirmation that all details included on the application form are correct, all additional documentation is attached, and that you have read and understood the accompanying guidance;
* Annex A: Requests some information for statistical purposes.
* Annex B: Request details of all acronyms used.
* Annex C: List of references
* Annex D: Format of CVs

Explanatory notes - in italics - have been included in each section to help you complete the application form. If you have specific queries when filling out the form, please check the Frequently Asked Questions on DFID’s BRACED website. If you do not find an answer to your question(s), please email BRACED@dfid.go.uk.

**IMPORTANT INFORMATION ON COMPLETING THE APPLICATION FORM**

* The application form must be completed using Arial font size 12pt.
* Each application form must be saved as a separate file in Word format (\*.doc).
* Please do not alter the formatting of the form. Application forms that exceed the word limits or that have amended formatting will not be considered.

**SUBMITTING YOUR APPLICATION**

Before submitting your application documentation please complete the documentation checklist. You must email your completed application form and additional documents as specified to BRACED@dfid.gov.uk by **23:59 (BST) on 31st July 2014**. Applications received after the deadline will not be considered. If you are submitting documents for the same application across more than one email, the emails should be clearly marked e.g. as '1 of 3', '2 of 3' and so on. Individual emails must not exceed 7.5MB in size. We do not accept hard copies.

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| **APPLICATION DOCUMENTATION CHECKLIST** |
| Please check boxes for each of the documents you are submitting with this form.All documents must be submitted **by e-mail to:** BRACED@dfid.gov.uk**.** If you are submitting documents for the same application across more than one email, the emails should be clearly marked e.g. as '1 of 3', '2 of 3' and so on. |
| **Mandatory Items** | **Check****Y/N** |
| **Application form**  |  |
| **Detailed budget**  |  |
| **Full logframe**  |  |
| **Evaluation plan** |  |
| **Summary of overall work plan and detailed annual work plan** |  |
| **Summary of climate and environment appraisal** |  |
| **Lead organisation constitution OR Governance document of consortium**  |  |
| **Letters from all proposed partners that they have agreed to be part of the consortia/alliance/partnership that will implement this project** |  |
| **CV of person who will lead the consortium/alliance/ partnership, and CVs of all team members from each partner organisation.** |  |
| **Please provide comments on the documentation provided (if relevant) in the space below:** |
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| **SECTION 1: INFORMATION ABOUT THE LEAD ORGANISATION APPLYING FOR FUNDS** *This should be the same as on your concept proposal form. If not please state below why any changes have been made.* |
|  |
| **1.1** | **Organisation name** |  |
| **1.1** | **Is your organisation a non-governmental organisation (NGO)?** | Yes/No |
| **1.3** | **Organisation country of headquarters location**  |  |
| **1.4** | **Registration or charity number** (*If applicable)* |  |
| **1.5**  | **Parent organisation (if applicable)** |  |
| **1.6** | **Office address** |  |
| **1.6** | **Website address** |  |
| **1.7** | **Contacts of the person who will lead the consortium/alliance/ partnership.** *A copy of their two page CV using the format in Annex D should be attached*  | Name |  |
| Position |  |
| Email |  |
| Tel |  |
| **1.8** | **Which year was the organisation established?** |  |
| **1.9** | Briefly describe what your organisation does. *Refer to your organisation’s central mission or main focus in no more than 75 words.* |
|  |  |
| **1.10** | **What was your organisation's income in each of the last 3 years** *(In GB pounds. This figure should be taken from your most recent audited or approved accounts).* |
| **From** *(dd/mm/yyyy)* | **To** *(dd/mm/yyyy*) | **Annual Income** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| **Average Income for the 3 year period** | £ |
| **1.11** **What are your main funding sources?***Please also state what % of your annual income you currently receive from DFID* |  |
| **1.12 Please state if this application is from a consortium, alliance or partnership?** |  |
| **1.13 If it is consortium is this a legal entity with a constitution or governing instrument?** *Please attach any constitution or instrument.* |  |

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| **SECTION 2: INFORMATION ABOUT MEMBERS OF THE CONSORTIUM, ALLIANCE OR PARTNERSHIP** |
| **Please provide details of all organisations in the consortium/alliance/partnership that will implement in this section.** *Please provide details of any changes to the consortium during the project development period by providing the names of new members and/or whether any members are no longer part of the consortium in the space below.* |
|  |
| **2.1 Lead Organisation - Name:** |  |
| **Main role of the organisation in the project:** |  |
| **Type of organisation:** |  |
| **Physical address:** |  |
| **Name of main contact and their position.** *Their 2 page CV in the format in Annex D should be attached.* |  |
| **Tel no:** |  |
| **Email:** |  |
| **Website address:** |  |
| **2.2 Organisation #2 - Name:** |  |
| **Main role of the organisation in the project:** |  |
| **Type of organisation:** |  |
| **Physical address:** |  |
| **Name of main contact and their position.** *Their 2 page CV in the format in Annex D should be attached.* |  |
| **Tel no:** |  |
| **Email:** |  |
| **Website address:** |  |
| **2.3 Organisation #3 - Name:** |  |
| **Main role of the organisation in the project:** |  |
| **Type of organisation:** |  |
| **Physical address:** |  |
| **Name of main contact and their position.** *Their 2 page CV in the format in Annex D should be attached..* |  |
| **Tel no:** |  |
| **Email:** |  |
| **Website address:** |  |
| **2.4 Organisation #4 - Name:** |  |
| **Main role of the organisation in the project:** |  |
| **Type of organisation:** |  |
| **Physical address:** |  |
| **Name of main contact and their position.** *Their 2 page CV in the format in Annex D should be attached.* |  |
| **Tel no:** |  |
| **Email:** |  |
| **Website address:** |  |
| **2.5 Organisation #5 - Name:** |  |
| **Main role of the organisation in the project:** |  |
| **Type of organisation:** |  |
| **Physical address:** |  |
| **Name of main contact and their position.** *Their 2 page CV in the format in Annex D should be attached.* |  |
| **Tel no:** |  |
| **Email:** |  |
| **Website address:** |  |

*If you have more than five organisations in your consortium/alliance partnership please copy the formatting and insert them here.*

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| **SECTION 3: SUMMARY INFORMATION ABOUT THE PROJECT***We expect this will be the same as that provided in the concept note application. Where this has changed please indicate this.* |
| **3.1** | **Project title -** *must be 1 concise sentence (****maximum 200 characters including spaces****)* |
| **Has the title changed?** | **Yes/No** |
|  |
| **3.2** | **Project summary-** *provide a clear summary of the proposed full project in no more the* ***100 words*** *in plain English* |
|  |
| **3.3** | **Which component A or B (or both) are you applying under?** *This* ***must not*** *change from the concept note application* |  |
| **3.4** | **Where will the project be implemented?** *List the country(ies). Please check that* ***all*** *named countries are eligible for BRACED funding. Again these should not change from the concept note application.* | 1. |
| 2. |
| 3. |
| 4. |
| 5.  |
| **3.5** | **Locality(ies)/ Region(s) within country(ies)**  | Country |  | Location/ region: |  |
| Country |  | Location/ region: |  |
| Country |  | Location/ region: |  |
| Country |  | Location/ region: |  |
| Country |  | Location/ region: |  |
|  | **State if any Locality(ies) or Region(s) have been changed** |  |
| **3.6** | **Estimated project duration of the full project** *(Maximum 36 months)* |  months |
| **3.7** | **What is the estimated total cost of the full project?** *(In GBP sterling)* | £ |
| **3.8** | **Will others support the project?** | Yes/No |
| **3.9** | **If yes please give details on source and amount of the funding in GBP.** *These should also be shown in the overall project budget.* | Source |  | Amount |  |
| Source |  | Amount |  |
| Source |  | Amount |  |
| Source |  | Amount |  |
| **3.10** | **What is size of the grant requested from DFID for the full project excluding any project development grant?** *(In GBP sterling) If this amount differs from the concept note application, you will be expected to justify this change*  | £\_\_\_\_\_ % of the total funding |
| **SECTION 4: PRACTICES, APPROACHES AND RESULTS**  |
| **4.1** | **What climate extremes does the project propose to build the resilience of people to?** *The guidance note explains what we mean by the term climate extremes. Please tick the box or boxes of the relevant climate extremes your project is addressing* |
| **Droughts** |  | **Extreme temperatures** |  |
| **Floods** |  | **Extreme Precipitation** |  |
| **Storms** |  | **Glacial Lake Outburst Floods** |  |
| **Tidal Surges**  |  | **Other extreme – please specify below** |  |
| **Hurricanes/Cyclones/Typhoons**  |  |  |  |
| **Land slides** |  |  |  |
| **4.2** | **Explain how these climate extremes are impacting on men, women and children in the country/region you propose to work in.** *Please provide references for the sources you have used.* ***(750 words)*** |
|  |
| **4.3** | **Describe what approaches, practices and technologies does the project propose to take to scale?** *For each approach, practice and technology proposed include evidence, especially quantitative, that demonstrates these can deliver results and the costs of delivering these results and who will benefit (where relevant, include evidence and references from the Project Development Phase). Also explain how these are combining DRR, adaptation and development approaches.* ***(1000 words)***  |
|  |
| **4.4** | **Describe why the approaches, practices and technologies are relevant for the proposed country or region?** *Link to your response to question 4.3 to demonstrate how BRACED funding will be applied appropriately. If the project is to cover more than one country, explain the benefit of this approach, and the rationale behind the choice of countries.* **(500 words)**  |
|  |
| **4.5** | **Describe how the project will demonstrate an innovative approach in addressing the climate extreme(s)? (500 words)** |
|  |
| **4.6** | **What will be the main positive and negative environmental impacts of the project? How will you enhance and mitigate these impacts.** *Include as an annex a summary of your climate and environment appraisal, a template for this is provided* **(750 words)** |
|  |
| **4.7** | **How will these approaches, practices and technologies impact on the situation of women and girls?** *Please provide details of the analysis of the impact of climate extremes on women and girls, how the full project plans to empower women, and what data the project will collect to assess the impact of the project on women and girls* ***(1000 words)***  |
| 4.7a Analysis of the situation of women and girls in the target country(ies) |
| 4.7b How the project will empower women? |
| 4.7a How the project will collect data, monitor and evaluate the impact of the project on the situation of women and girls? |

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| **SECTION 5: THEORY OF CHANGE AND RESULTS FRAMEWORK***The Knowledge Manager will provide support for monitoring and evaluation practices and methods.* |
| **5.1** | **Explain the project’s Theory of Change (500 words)***This should demonstrate how this links to BRACED’s overall theory of change. A diagrammatic representation of your project’s theory of change should be included in this section, or if too large please attach as a separate annex.* |
|  |
| **5.2** | **How many people are expected to directly benefit from the project?** *If you are working in more than one country please provide a country breakdown* |  |
| **Has this changed from the original concept application?** *If it has please explain why below.* |  |
|  |
| **5.3** | **Explain how you have calculated this figure and any uncertainties in this calculation.** *Also provide details on who these people are in terms of social and economic categories. Disaggregate data into direct/indirect, intensity and targeted, and if possible vulnerable groups, using the BRACED methodology.* ***(800 words)*** |
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|  |  |
| --- | --- |
| Targeted & high intensity |  |
| Targeted & medium intensity |  |
| Not targeted & medium intensity |  |

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| **5.4** | **What is the impact that the project will contribute to?** *This should relate to the BRACED programme objectives.* **(500 words).** *Please state if any changes have been made to this during the project development period.* |
|  |
| **5.5** | **What is the expected outcome of the project?** **(500 words)** *Please state if any changes have been made to this during the project development period.* |
|  |
| **5.6** | **What are the expected outputs of the project?** **(500 words)** *Please state if any changes have been made to this during the project development period.* |
|  |
| **5.7** | **Describe the main activities that the project will implement to deliver its outputs. (1000 words)** |
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| **SECTION 6: PARTNERSHIPS AND MANAGEMENT** |
| **6.1** | **What changes, if any, have been in members of the consortium to strengthen it during the project development period? (250 words)** *Explain any changes made and why these have been made.* |
|  |
| **6.2** | **What roles will the different members carry out and what added value will they bring to the consortium, alliance or partnership? (400 words)** *Please include a summary of these roles in the table format provided.* |
| Table: Summary of the Roles of Consortium Members

|  |  |  |
| --- | --- | --- |
| Name of organisation | Description of role | Added value they bring |
|  |  |  |
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| **6.3** | **Why is the proposed set of members of the consortium, alliance or partnership now the right combination? (500 words)** |
|  |
| **6.4** | **How will the consortium members work together?** *Explain the governance and management structure of the consortium, including: how decisions will be made; plans for staff retention; and resolution of any disputes between consortium members* **(1000 words)** |
|  |
| **6.5** | **How will the project engage with non-consortia national/local partners** *(either as implementing partners or supporting partners)* **and encourage North-South, South-North and South-South collaboration? (500 words)** |
|  |
| **6.6** | **How will the project engage with private sector organisations to help build the resilience of communities to climate extremes? (500 words)** |
|  |
| **6.7** | **How will the project engage with research organisations to translate research into use and inform future research agendas on building resilience to climate extremes?(500 words)** |
|  |
| **6.8** | **What experience do the different members have of implementing and managing similar projects to the one proposed?** *Describe the relevant experience of ALL project partners, noting the scope, value (where relevant) and location of previous experience. This can be presented in a table* **(800 words)** |
|  |
| **6.9** | **What specific relevant experience do the different team members have of implementing and managing similar projects to the one proposed?** *Describe the relevant experience of ALL project partners, noting the scope, value (where relevant) and location of previous experience.**Names of**all key project staff should be included and their CVs be provided as an appendix using the BRACED CV format.* **(1000 words)** |
|  |
| **6.10** | **What are the main assumptions and risks to the project delivering its objectives and results?** *Include a table summarising risks and how you plan to manage these risks.* **(500 words)** |
|  |
| **6.11** | **Explain how the project will ensure that a duty of care is maintained throughout the project lifecycle, through all project activities and interactions.** *Include a detailed work plan as an annex.* **(600 words)** |
|  |
| **6.12** | **Who are the major project stakeholders? (200 words)**  |
|  |
| **6.13** | **How will the project engage with its stakeholders during different stages of its implementation and ensure they are active stakeholders? (500 words)** |
|  |
| **6.14** | **How will the project work with local, sub-national and national governments?** *In particular provide evidence of government buy-in and agreement to the project.* **(500 words)** |
|  |
| **6.15** | **How will the project work with the private sector?** *In particular provide evidence of efforts to include private sector as part of the consortium or external collaboration.* **(500 words)** |
|  |
| **6.16** | **How will the project work with the research organisations?** *In particular provide evidence of efforts to include research organisations as part of the consortium or externally.* **(300 words)** |
|  |
| **6.17** | **What other BRACED projects, if any, do you expect your project to work or be associated with?** *Please state what you think the benefits of this will be, and whether you have worked with other BRACED grantees during the PDG phase and if you have the results of this.* **(500 words)** |
|  |
| **6.18** | **What other initiatives or projects on building resilience, if any, do you expect your project to work or be associated with in-country, regionally or globally?** *Please state what you think the benefits of this will be.* **(300 words)** |
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| SECTION 7: PROJECT BUDGET  |
| 7.1 | In this section please set out the financial support you wish to receive through BRACED for the project and any additional investment your organisation or others will/may make alongside BRACED support, and a breakdown of expenditure all in GBP. *A detailed breakdown of these costs must be attached. BRACED guidance provides more details on this.* |
| Type | Description | Year 1 | Year 2 | Year 3 | Total (£) |
| Source of funding *Please add rows if you have more than 2 other sources of funds.* | BRACED support |  |  |  |  |
| Other 1: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Other 2: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Total |  |  |  |  |
| Break down of expenditure by category | Staff  |  |  |  |  |
| Materials, goods & services |  |  |  |  |
| Training & capacity building |  |  |  |  |
| Workshops and meetings |  |  |  |  |
| Knowledge and lesson learning/sharing |  |  |  |  |
| Monitoring |  |  |  |  |
| Evaluation |  |  |  |  |
| Other (specify): |  |  |  |  |
| Admin |  |  |  |  |
| Total |  |  |  |  |
| Break down by country *Please add rows if you will work in more than 3 countries.* | Country 1: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Country 2: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Country 3: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Total |  |  |  |  |
| Breakdown by partner. *These are members of the consortium/ alliance/ partnership. Please add rows if you have more than 5 partners.* | Partner 1: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Partner 2: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Partner 3: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Partner 4: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Partner 5: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Total |  |  |  |  |
| 7.2 | **Please provide details of any in kind support for the project.** |
| Name of organisation providing support | Description of support | **Estimate value in GBP** |
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| **7.3** | **Propose milestones that fit with the BRACED Payment by Results approach.** *Milestones should be specific, measurable, and verifiable.* |
| **Milestone description** | **Evidence of milestone achievement** | **Estimated date** |
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| *Add additional rows as necessary* |  |  |
| **7.4** | **What actions will you take to ensure the full project delivers value for money?** Complete the below VfM template**.** |
| **BRACED VFM template:**

|  |  |
| --- | --- |
| **Type of Evidence** | **Evidence** |
| **1.Economy:Purchasing inputs at the right quality and price:** |
| **a** | Evidence of achieving cost-efficiencies through improved quality of procurement systems and services |  |
| **b** | Evidence of reduced or optimised administrative costs (*Inputs are things such as staff, consultants, raw materials**and capital that are used to produce outputs)* |  |
| **c** | Evidence of commitment to reduce costs over time |  |
| **Efficiency: How well we convert inputs into outputs:** |
| **a** | Evidence of the kind of outputs grantees will generate based on their inputs (staff, office materials, vehicles, etc.?); |  |
| **b** | Evidence of good processes in place to convert inputs to outputs – e.g. financial management systems;  |  |
|  | Evidence of monitoring systems to track progress? |  |
| **Effectiveness: How well we convert outputs into outcomes and have impact** |
| **a** | Evidence of theories of change in place on how outputs will lead to improved resilience? From both the programme lifetime and into the future  |  |
| **b** | Evidence of the transformative potential of projects (see ICF definition) |  |
| **c** | Evidence of commitment to learning? Including in continual improvement to the TOC |  |
| **Evidence of application of the early Value for Money adaptation framework** |
| **a** | Evidence of application of early VFM Adaptation Framework |  |

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| **SECTION 8: MONITORING & EVALUATION** |
| **8.1** | **Describe how you propose to monitor and evaluate the full project.** *Provide an overview in this section, to be supported by the detailed evaluation plan as an annex.* **(500 words)**  |
|  |
| **8.2** | **Explain how the project will assess resilience and demonstrate the capacity of the consortium to undertake resilience assessments (400 words)** *Details on this are provided in the guidance note and the Knowledge Manager is expected to provide further support on the development of method and indicators.* |
|  |
| **8.3** | **Describe how you will establish baselines for the project, and/or how you have revised them during the Project Development Phase? (500 words)**  |
|  |
| **8.4** | **Based on your experience during the project development period, what assistance would be most useful to you from the BRACED Knowledge Manager under the full project**? **(300 words)** |
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| **SECTION 9: LEARNING, POLICY & SUSTAINABILITY** |
| **9.1** | **Explain how the project will identify policy and institutional changes needed to transform and sustain the building of resilience to climate extremes during the Project Development Phase. (600 words)** |
|  |
| **9.2** | **Explain how the project plans to share the necessary policy and institutional changes that are needed to increase the capacity of its key stakeholders (e.g. communities, local and national governments) to build resilience to climate extremes. (600 words)** |
|  |
| **9.3** | **How will the project share lessons and knowledge on best practice and policy? (1000 words)** *This should include within the project and its stakeholders, and with the wider development and humanitarian community. The grantee will be expected to work with the BRACED Knowledge Manager on this wider sharing and dissemination of knowledge. The grantee should also include indicators on how they can assess any wider impact of the project from its knowledge activities and dissemination activities.* |
|  |
| **9.4** | **What is the communication and dissemination plan for the project? (800 words)** *This should include an explanation of how it will support getting knowledge into use, and how it will raise awareness of UK government funding for development.**These plans should be shared in advance with the Knowledge Manager for their review and comment to help build and strengthen the overall impact of the BRACED programme by increasing knowledge on building resilience to climate extremes.*  |
|  |
| ***Further Information*** |
| **9.5** | **Please provide any further details on your proposed project that you think have not been already been included. (500 words)**  |
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| **SECTION 10: DETAILS OF THE OUTPUTS AND LESSONS LEARNT FROM THE PROJECT DEVELOPMENT PHASE.**  |
| **Outputs, outcomes and impacts of the project development phase.**  |
| **10.1** | **Were the key outputs of the project development phase all delivered?** *Include the final report from the Project Development Phase as an Annex.* **(200 words)** |
|  |
| **10.2** | **What were the main outcomes of the project development phase? (200 words)** |
|  |
| **10.3** | **What lessons were learnt during the project development phase, and how have / will they be applied to the main project?? (500 words)** |
|  |
| **10.3** | **How have the lessons learnt during the project development phase been shared more widely to inform the resilience policy and practice discourse and create a basis for sustained change? (500 words)** |
|  |

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| **SECTION 11: CONFIRMATION AND SIGNATURE***.* |
| **In submitting this application form I confirm that all information included in the form is correct and that I have read and understood the guidance that accompanies the application form.** |
| **11.1** | **Organisation name:** |  |
| **11.2** | **Signed by (name and job title):** |  |
| **11.3** | **In submitting the application I confirm the following documents have been attached** | *Name of document:* |
| Annual reports of lead organisation for the last 3 years |
| Detailed budget  |
| Full logframe  |
| Evaluation plan |
| Summary work plan and detailed annual work plan for first year |
| Summary of Climate and Environmental Appraisal |
| Letters from members of consortium/alliance/ partnership confirming their agreement to be part of this bid. |
| Two page CV of person who will lead the consortium/alliance/ partnership, and two page CVs of leads from each partner organisation. |
| **11.4** | **Date:** |  |
| **11.5** | **Signature:** |  |

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| **ANNEX A: Information requested for statistical purposes on the lead organisation** |
| **Organisation type** (please tick as appropriate) | ( ) National ( ) International |
| Which of the following best describes your organisation? (Choose one from each category) | **Not-for-profit**( ) Community group ( ) Non-Governmental Organisation (NGO)( ) Faith-based ( ) Philanthropic ( ) Development ( ) Humanitarian ( ) Environmental |
| Number of full-and part-time employees and volunteers | ( ) Full time ( ) Part -time ( ) Volunteers  |

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| **ANNEX B: ACRONYMS** *(Please list all acronyms used in your application below, spelling out each one in full)* |
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| **ANNEX C: FORMAT FOR CURRICULUM VITAE (CV)***CVs for the overall coordinator/manager of the consortium, alliance or partnership and for all key individuals from all members of any consortium, alliance or partnership who is the lead for that organisation should be attached to this application. CVs should be* ***no more than two pages*** *and should be in the format below using Arial font 12pt.* |

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| **Title and Name:** |  |
| **Post:** |  |
| **Name of organisation:** |  |
| **Contact details:** |  |
| **Proposed role in consortium:** |  |
| **Education and Qualifications** *Please provide details of qualifications obtained after secondary education* ***or*** *your highest level of qualification or training course* |
| **Year** | **Institution/course attended** | **Qualification obtained** |
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| **Work Experience** *Please provide details of the posts you have held for last ten years starting with your present post and list others in reverse order.* |
| **Period** (from/to) | **Position held and organisation** | **Main responsibilities and achievements** |
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| **Languages:** *For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing* |
| **Language** | **Speaking** | **Reading** | **Writing** |
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| **Publications:** *Please provide details of publications from last three years where you have been a main author. This can include peer reviewed papers and other documents relevant to the work of BRACED* |
| **Date** | **Authors** | **Title** | **Journal/publisher** |
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**ANNEX D: FORMAT FOR SUMMARY OF CLIMATE AND ENVIRONMENT APPRAISAL**

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| **Project Details** |
| *Title* | *Lead organisation* | *Budget* |
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| **Appraisal** |
| *Summarise how this appraisal was undertaken and what analysis was undertaken* |
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| **Management** |
| Risks and opportunities defined | Climate & Environment Measures to mitigate/reduce negative impacts and enhance positive impacts | Climate & Environment Measures in project log-frame |
| *Opportunities* |  |  |
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| *Risks* |  |  |
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| **ANNEX E: LIST OF REFERENCES** *Please provide references for papers, studies and documents you have quoted in the text here. You can use the end notes feature in word to do this.* |
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