

National Integrity Action

(Registered Non-Profit Organisation)

Programme Title: Combatting Corruption and Strengthening Integrity in Jamaica

Grant Proposal

General Instructions

National Integrity Action (NIA) will assist applicants in understanding the application process, answer questions from applicants and may provide assistance in proposal development at the request of applicants. This application may not exceed 25 pages in length.

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SECTION 1: ORGANIZATIONAL PROFILE

a. Organization Name	
b. Address	
c. Telephone Number(s)	d. Email Address(es)
e. Authorized Signatory (Personnel who can legally bind the organisation)	
f. Legal Status Please note the legal status of the organization. Attach a copy of the organization's registration or legal incorporation documents to the application.	
g. Organization Overview Provide an overview of the organization, detailing its background, its vision, mission and values, its mandate and strategic priorities and major accomplishments. (Maximum 1.5 pages)	

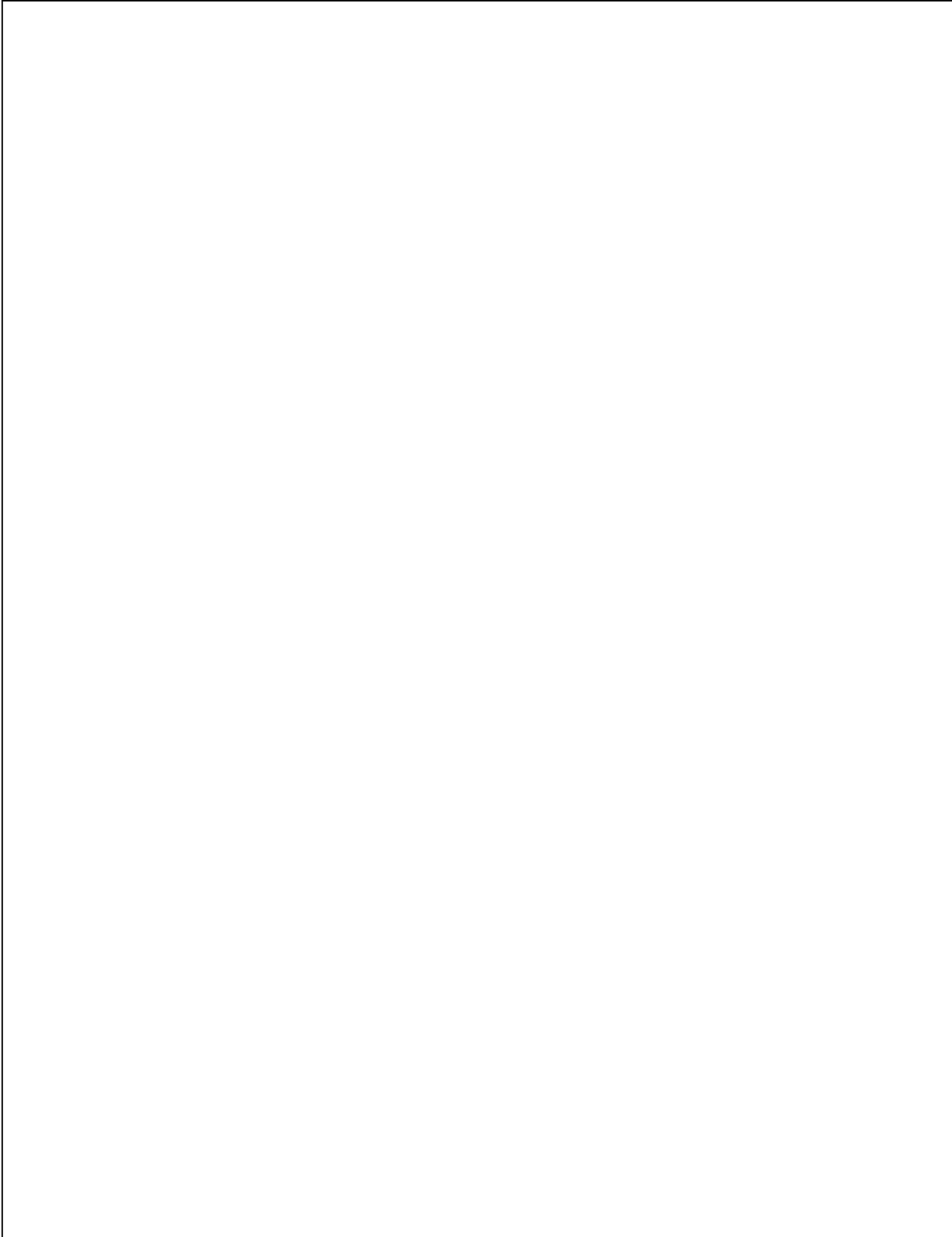


h. Organizational Structure

Provide a description of the structure of the organization. List board members and key staff (for example, Executive Director, Head of Finance, Head of Programming). Include a diagram of your organizational chart.

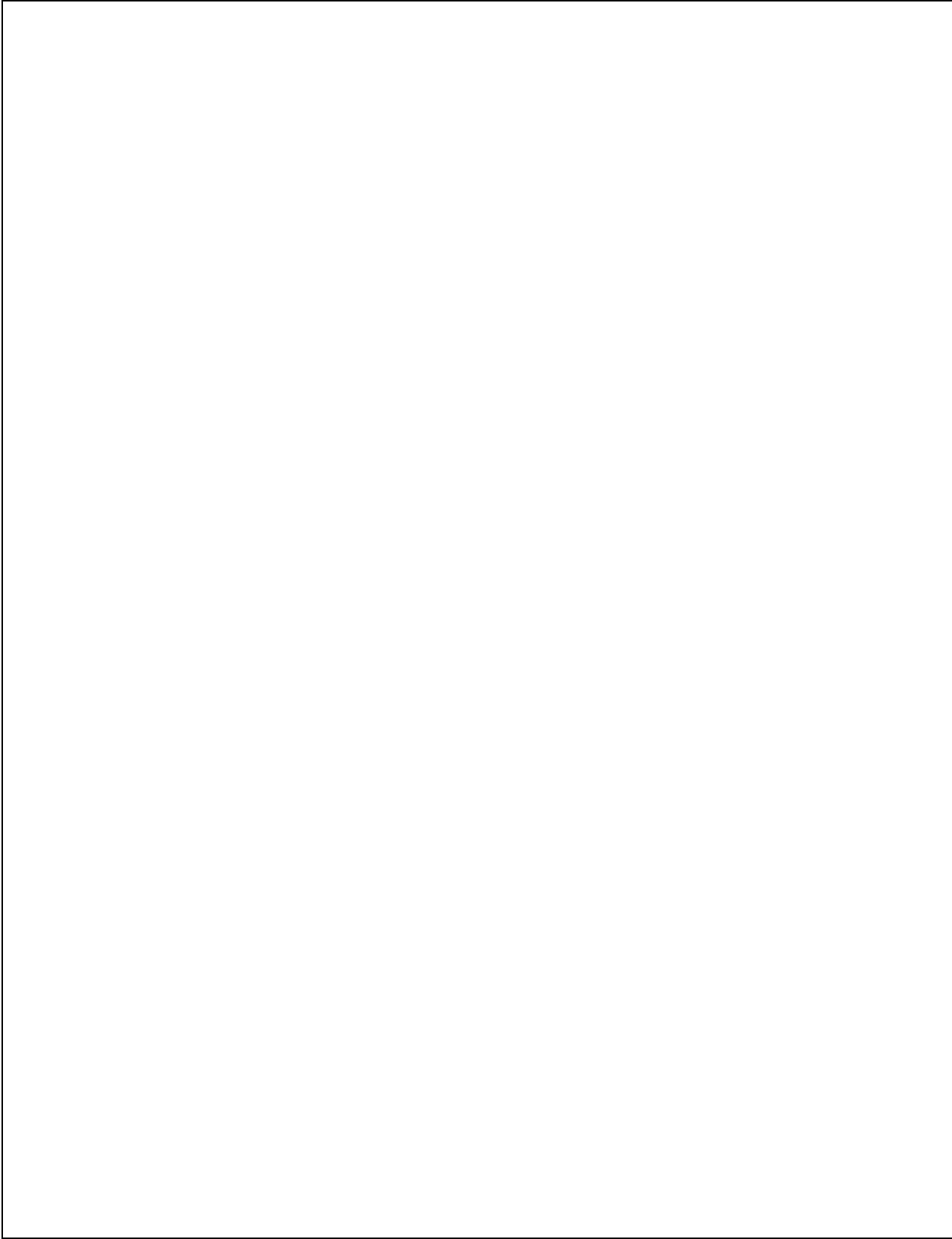
SECTION 2: PROJECT

a. Project Title
b. Project Duration
Start Date: End Date: Total number of months:
c. Project Cost
Indicate the total cost of the project. This amount should come from the attached Excel budget template and should be stated in Jamaican dollars. The amount should reflect the inclusion of the required cost-share amount.
JM \$
d. Situational Overview [Issue Identification]
Provide an overview of the situation (economic, environmental, political, social context) that justifies the project and describe the specific issues) to be addressed. (Maximum 1.5 pages)



e. Project Overview

Describe the project, including its strategic purpose/relevance, what it aims to achieve and how the situation described and issue(s) identified will be positively impacted by the proposed initiative. **Clearly specify project goals, objectives and expected outputs/results.** (Maximum 2 pages)



f. Project Scope and Critical Success Factors

Describe the work that is expected to be undertaken in order for the project to achieve its purpose (**in scope**) and what will fall outside the boundaries of the project (**out of scope**). Define the criteria that will determine the project's success. (Maximum 1.5 pages)

g. Project Design

Describe the major project activities that will be done to produce the expected outputs/results and accomplish the project's objectives. Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, **when** it will be done, and **where** it will be done. (Maximum 2 pages)

Activity: Development of Child's Handbook to Good Citizenship & Teacher Training Manual

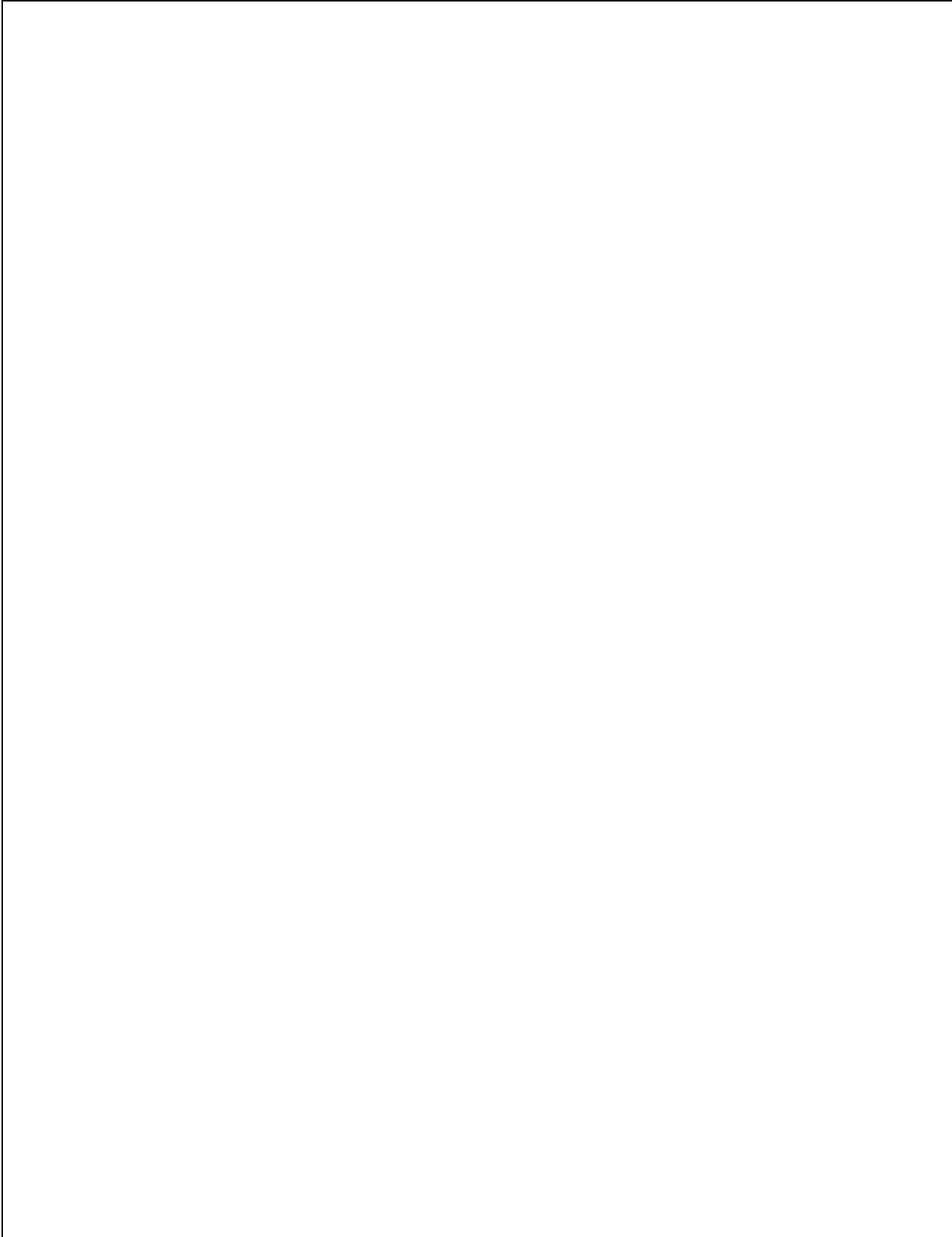
Activity: Outreach to Educate the Public about the Office of the Public Defender

Activity: Development of Bail Information Booklet

Activity: Legal Representation for Aggrieved Citizens

Activity: Public Consultation on Human Rights Institute (as foundation for?)

Activity: Study on Prison System (as foundation for....?)



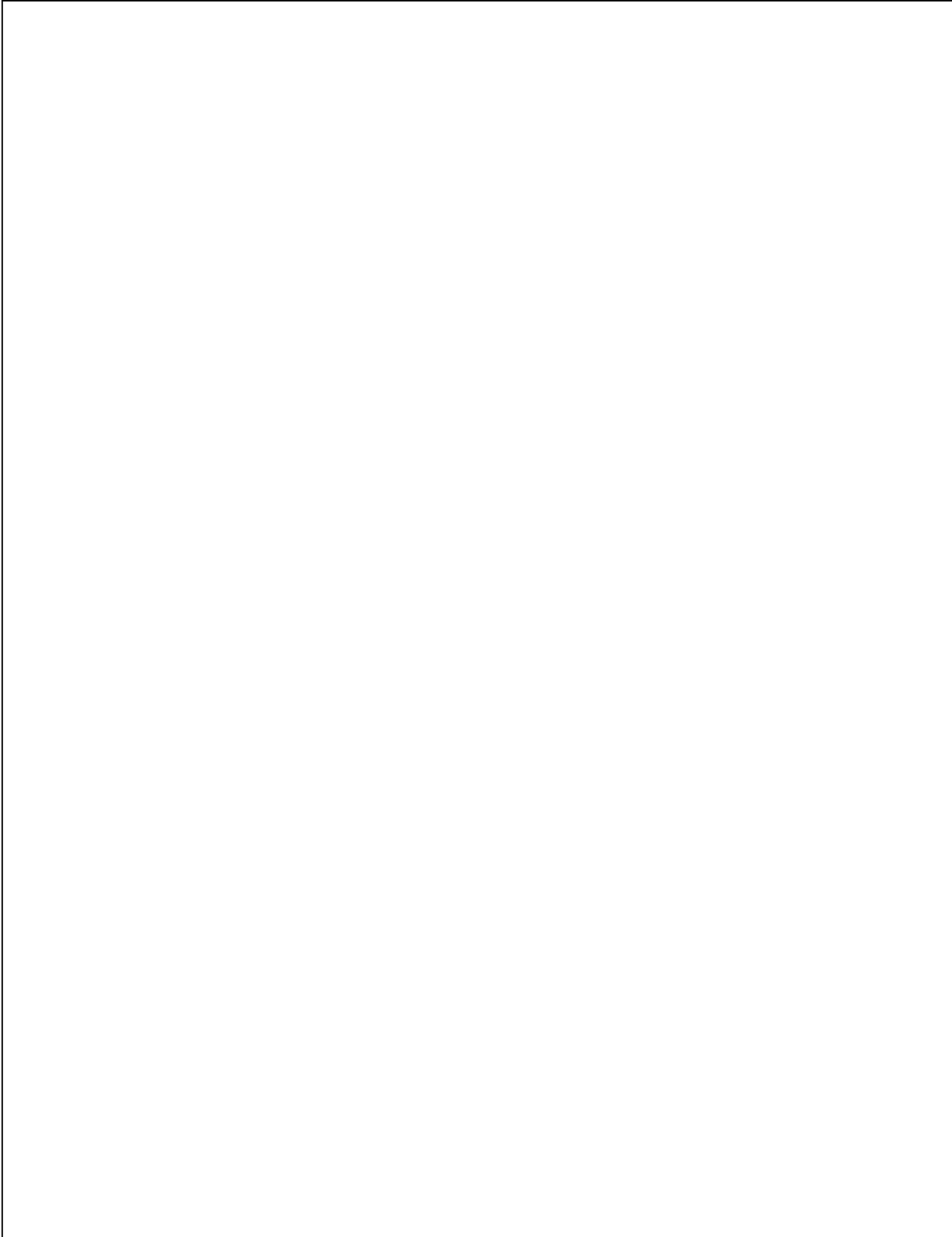
h. Target Beneficiaries

Identify who the targeted beneficiaries will be, their total number (disaggregated by gender) and how they are expected to benefit from the project. Please specify direct and indirect beneficiaries separately.

i. Project Strategy

Describe the approach that will be used by the project to positively impact the situation and/or issue(s) identified. Please outline the following:

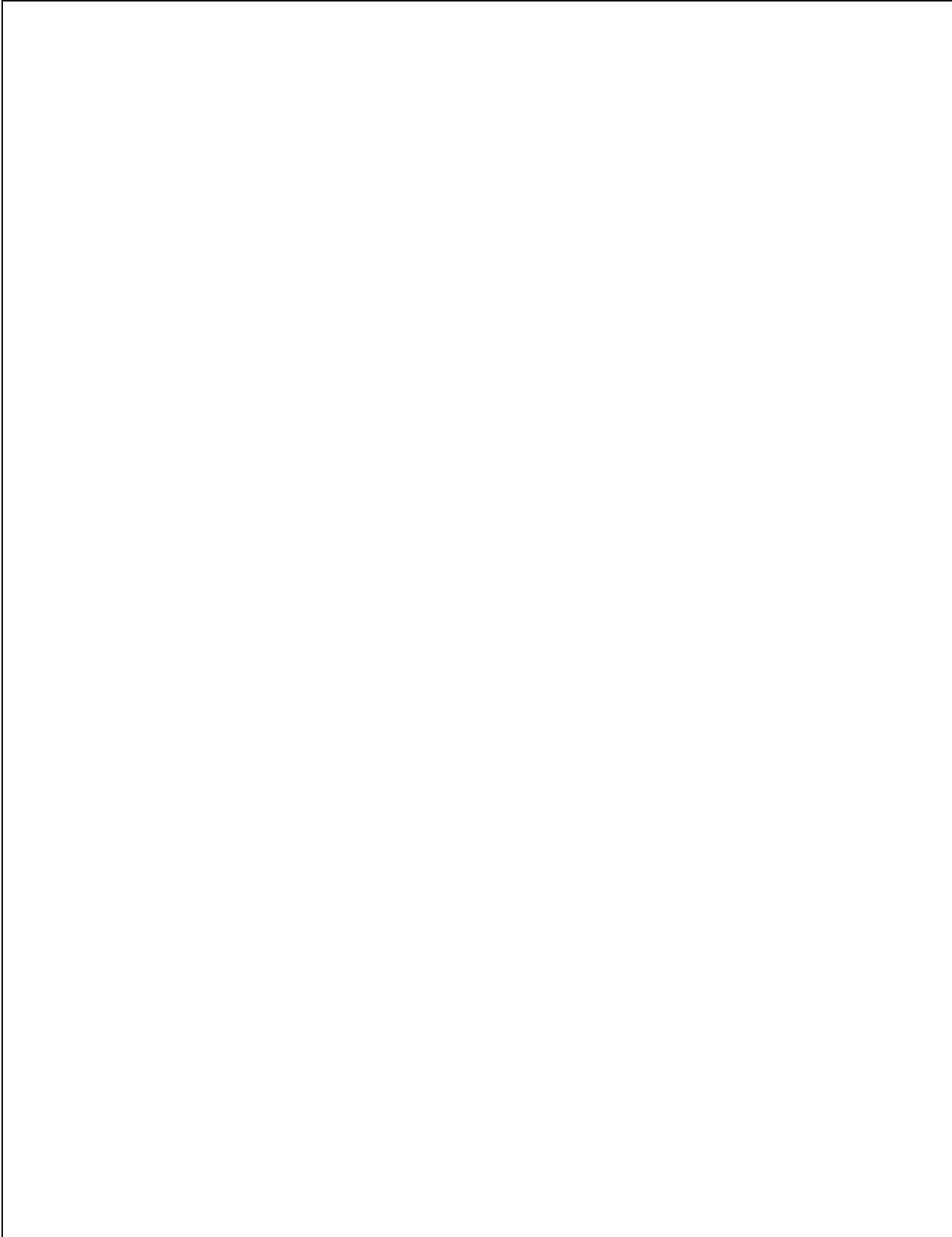
1. **Gender considerations** of the proposed initiative (particularly any focus on women);
2. **Approach/methodology for measuring project results** against defined targets and indicators to evaluate project achievements (this may include surveys, tests, or any other methodology)
3. **Sustainability** – how the initiative will impact the sustainability of the organization and how any project components to be carried on after the project ends will be sustained. (Maximum 2 pages)



SECTION 3: PROJECT STAFFING AND STRUCTURE

a. Project Staffing

Please detail the human resources that will be required to undertake the project. List each role, give a brief description of requisite responsibilities and indicate what qualifications, experience and skills are required. State which resources are available from the organization, the percentage of their time that will be dedicated to working on the project and a brief overview of relevant qualifications, experience and skills. State what resources will be retained from outside the organization. (Maximum 1.5 pages)



b. Project Structure

Describe how the project will be structured relevant to the roles and responsibilities (including clarification on the accountability for resources) of the parties responsible for managing the project, carrying out the activities and providing oversight. Include a project organizational chart indicating the roles and the relationships of the project team.