# APPENDIX 1

1. Branch project funding proposal template

**PART I: PROJECT/PROGRAMME INFORMATION**

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| --- | --- |
| Project/Programme Category:  |  |
| USPSA Branch: |  |
| Title of Project/Programme: |  |
| Income or Non Income Generating: |  |
| Donor Agency or Partner:  |  |
| Amount of Financing Requested:  |  |
| Project Term:  |  |

**Project / Programme Background and Context:**

*Provide brief information on the specific Strategic Goal/Thrust the proposed project/programme is aiming to achieve. Outline the economic, social, development and environmental context in which the project would operate.*

**Project / Programme Objectives:**

*List the main objectives of the project/programme and how it will provide value to the students and their student experience at USP in accordance with the USPSA Strategic Plan.*

**Project / Programme Components and Financing:**

*Fill in the table presenting the relationships among project components, activities, expected concrete outputs, and the corresponding budgets. If necessary, please refer to the attached instructions for a detailed description of each term.*

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| --- | --- | --- | --- |
| **Project/Programme Components** | **Expected Concrete Outputs** | **Expected Outcomes** | **Amount (FJ$)** |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |
| 5.       |       |       |       |
| 6. Project/Programme Execution cost |       |
| 7. Total Project/Programme Cost |       |
| 8. Project/Programme Cycle Management Fee charged by the Implementing Entity (if applicable) |       |
| **Amount of Financing Requested** |       |

**Projected Calendar:**

*Indicate the dates of the following milestones for the proposed project/programme*

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| --- | --- |
| **Milestones** | **Expected Dates** |
| Start of Project/Programme Implementation |       |
| Mid-term Review  |       |
| Project/Programme Closing |       |
| Terminal Evaluation |       |

**pART ii: Project / programme JUSTIFICATION**

1. Describe the project / programme components, particularly focusing on the set activities of the project, and how these activities contribute to the achievement of the Strategic Thurst and overall student experience.

1. Describe how the project / programme provides economic, social and environmental benefits to the students, with particular reference to the most vulnerable groups, including gender considerations. Describe how the project / programme will avoid or mitigate negative impacts affecting the student experience.

1. Describe or provide an analysis of the cost-effectiveness of the proposed project / programme.

1. Describe how the project / programme is consistent with international, regional, national or sub-national sustainable development strategies, including the USP and USPSA Strategic Plans and where appropriate, international, regional, national or sub-national development plans, poverty reduction strategies, national communications, or national adaptation programs of action, or other relevant instruments, where they exist.

1. Describe how the project / programme meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc., and complies with the necessary laws and regulations of the USP member country in which the branch is located.

1. Describe if there is duplication of project / programme with other funding sources internationally, regionally or locally, if any (to be verified by USPSA Federal Secretariat).

1. If applicable, describe the learning and knowledge management component to capture and disseminate lessons learned for future projects.

1. Describe the consultative process, including the list of stakeholders consulted, undertaken during project preparation, with particular reference to all student groups and staff, including gender considerations.

1. Provide justification for funding requested, focusing on the full cost of adaptation reasoning.

1. Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project / programme.

1. Provide an overview of the economic, environmental and social impacts and risks identified as being relevant to the project / programme and how these risks are to be mitigated to an acceptable level.

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| --- | --- | --- |
| **Checklist of environmental and social principles**  | **No further assessment required for compliance** | **Potential impacts and risks – further assessment and management required for compliance** |
| *Compliance with the Law* |  |  |
| *USPSA Strategic Thrusts/Goals* |  |  |
| *Access and Equity* |  |  |
| *Marginalized and Vulnerable Groups* |  |  |
| *Human Rights* |  |  |
| *Gender Equity and Women’s Empowerment* |  |  |
| *Indigenous Peoples* |  |  |
| *Climate Change* |  |  |
| *Pollution Prevention and Resource Efficiency* |  |  |
| *Physical and Cultural Heritage* |  |  |

**pART iiI: Implementation arrangements**

1. Describe the arrangements for project / programme implementation.

1. Describe the measures for financial and project / programme risk management.

1. Describe the measures for environmental and social risk management.

1. Describe the monitoring and evaluation arrangements and provide a budgeted M&E plan.

1. Include a results framework for the project proposal, including milestones, targets and indicators.

1. Demonstrate how the project / programme aligns with the Results Framework of the USPSA Federal Body.

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| --- | --- | --- | --- | --- |
| **Project Objective(s)** | **Project Objective Indicator(s)** | **USPSA Strategic Thrust** | **USPSA ST Indicator** | **Grant Amount (FJD)** |
|  |   |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Project Outcome(s)** | **Project Outcome Indicator(s)** | **USPSA Output** | **Fund Output Indicator** | **Grant Amount (FJD)** |
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1. Include a detailed budget with budget notes and an explanation and a breakdown of the execution costs.

1. Include a disbursement schedule with time-bound milestones.

**part iV: endorsement by USPSA FEDERAL COUNCIL and certification by the Implementing Entity**

1. **Record of endorsement on behalf of the USPSA Federal Council**

*Provide the name and position of the Branch official and indicate date of endorsement. The endorsement letter(s) from the various student bodies within the Branch and the Campus Director should be attached as an annex to the project/programme proposal. Please attach the endorsement letter(s) with this template; (can be signed by Chair & DChair on behalf of Federal Council)*

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| --- | --- |
| *Name:**Position:**Branch:* | Date*:*  |

**B. Implementing Entity – USPSA Branch** *Provide the name and signature of the Implementing Entity Coordinator and the date of signature. Provide also the project/programme contact person’s name, telephone number and email address*

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| --- |
| I certify that this proposal has been prepared in accordance with guidelines provided by the USPSA Federal Council, and prevailing National Development Plans (……list here…..) and subject to the approval by the USPSA Federal Council through the USPSA Finance and Investment Committee, commit to implementing the project/programme in compliance with the USPSA Accumulated Funds Policy and other USPSA binding by-laws and its Constitution and on the understanding that the Branch will be fully (legally and financially) responsible for the implementation of this project/programme. Failure to do so will result in the branch repaying back the funds disbursed from the USPSA Accumulated Funds. |
| *Name & Signature*Implementing Branch Programme Coordinator |
| Date: *(Month, Day, Year)* | Tel. and email:      |
| Project Contact Person: |
| Tel. And Email: |

**Definitions of Terms in Proposal Template**

The aforementioned terms are defined below to facilitate the process of completing the table:

**PROJECT / PROGRAMME COMPONENTS.** The division of the project/programme into its major parts; an aggregation of set of activities.

**ACTIVITIES.** Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs. For the case of programmes, list the types and number of projects that the programme will support.

**MILESTONES / TARGETS.** Milestones help with regular monitoring of progress towards the target. Targets indicate the desired result at the end of the project.

**INDICATORS –**What is going to be measured to assess if targets are met?

**EXPECTED CONCRETE OUTPUTS.** The product, capital goods and services which result from a development intervention relevant to the achievement of outcomes.

**EXPECTED OUTCOMES.** The change in conditions, or intended effects of an intervention, usually brought about by the collective efforts of partners. Outcomes are achieved in the short to medium term.

**FULL COST OF ADAPTATION REASONING**. The costs associated with implementing concrete activities that achieve the expected targets and generate the expected concrete outputs and outcomes.

**AMOUNT ($).** Indicate grant amounts in FJ dollars by project/programme components.

**PROJECT / PROGRAMME EXECUTION COST**. The main items supported by the Accumulated Funds for project management including consultant services, travel and office facilities, etc.

**TOTAL PROJECT / PROGRAMME COST.** This is the sum of all project/programme components requesting USPSA Federal Council approval.

**IMPLEMENTING ENTITY PROJECT CYCLE MANAGEMENT FEE5**. This is the fee that is requested by an Implementing Entity for project cycle management services.

**AMOUNT OF FINANCING REQUESTED.** This amount includes the total project cost plus the project cycle management fee.

**PROJECTED CALENDAR.** Please indicate the dates of the following milestones for the proposed project.

**START OF PROJECT / PROGRAMME IMPLEMENTATION** The date on which project becomes effective. For AF projects/programmes, the date of the inception workshop or similar is considered the start date of the project.

**MID-TERM REVIEW.** The date on which the Branch together with Federal Secretariat completes its mid-term review of the project/programme. Mid-Term Review is required for projects with duration of over two years.

**PROJECT / PROGRAMME CLOSING.** Project/programme closing is set as six months after Project/Programme Completion. This is the date on which Implementing Entity completes disbursement from the grant and may cancel any undisbursed balance in the grant account.

**FINAL EVALUATION.** The date on which the Implementing Entity completes the final evaluation report, normally two months after project/programme completion but in any case, no later than nine months after project/programme completion.