

## Open Policy Advisory Fund (OPAF) Project

### Mini-Fund for Women Empowerment

#### CALL FOR PROPOSALS

#### PROJECT PROPOSAL CHECKLIST

Organisation name:	
Project name:	
Project location:	
Duration:	

Applicants are required to submit the below documents with their application. Please complete the checklist when you have attached the required documentation. Applications without the required documentation may be ineligible for evaluation.

Required documents	Completed	Remarks
Proposal		
Activity Plan		
Budget Plan		
Checklist		
Registration document/License		

Proposal	Yes	No	Remarks
The essence of the project is described in a precise sentence			
The main problems that the project will address, and their importance to the target group, are described			
Objective of the project is clearly stated			

Expected results are described			
Clear description of the target group and how the project will reach and engage them			
Proposal states the form and contents of the activities that will be carried out to reach the project objectives			
Plans to strengthen sustainability of the project are considered/described			
An estimated project budget is provided			
Education, qualification and relevant experience of each project team member are described			
General information about the applicant organization is provided			
Cooperation in the local environment, including with local authorities, governmental and/or non-governmental actors is sufficiently explained			
M&E system is developed, including precise ways of measuring achievements of project objectives, outputs and outcomes			
Do No Harm and risk analysis are conducted, risk management plan is explained			
If the project is funded by multiple donors, details are transparently mentioned in the proposal			Only if applicable
Project includes methods for gender mainstreaming			

Additional comments: