**International solidarity organisations (ISOs)**

**OF MONACO**

**PROJECT FORM**

|  |  |
| --- | --- |
| **Name of Monegasque ISO** |  |
| **Project name** |  |
| **Project location** |  |
| **Duration, provisional dates of project start and completion** |  |
| **Field of intervention[[1]](#footnote-1)** |  |
| **Main Sustainable Development Goal concerned[[2]](#footnote-2)**  |  |
| **Overall project cost** | *(in euros)* |
| **Amount of subsidy requested from the Government of Monaco** | *(in euros)* |

|  |  |
| --- | --- |
| **Date of request for subsidy** |  |

DETAILS OF THE PROJECT PROPONENTS

1. **MAIN PROJECT MANAGER (MONEGASQUE ISO)**

*The main project manager is the organisation requesting financing and that will subsequently be responsible for the administrative and financial monitoring of the project vis-à-vis the Government of Monaco.*

|  |  |
| --- | --- |
| **Full name:** |  |
| **Acronym:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Date established:** |  |
| **Main fields of intervention:** |  |

Contact person for following up the subsidy application file

|  |  |
| --- | --- |
| **Surname and First Name:** |  |
| **Position:** |  |
| **Telephone:** |  |
| **Email:** |  |

1. **LOCAL IMPLEMENTATION PARTNER**

*The Monegasque ISO may be associated with a local implementation partner on the ground. In that case, please complete the table below. If there are several local implementation partners, copy and complete the table below for each local partner.* ***Important: only projects in direct partnership with one or more of our South partners are eligible.***

|  |  |
| --- | --- |
| **Full name:** |  |
| **Acronym:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Website:** |  |
| **Date established:** |  |
| **Legal status:** |  |
| **Purpose of the organisation:** |  |
| **Main fields of intervention:** |  |
| **Background to the relationship between the project initiator and the local implementing partner.***In the event this project is a first-time collaboration, give details of* ***the selection procedures and criteria for this partner.***  | **Date collaboration began** **Number of projects concerned by a partnership, areas covered**  |
| **Has an agreement been signed between the Monegasque ISO and the local partner?** | Yes:*(attach a copy hereto)*  | No: |

Project contact person

|  |  |
| --- | --- |
| **Surname and First Name:** |  |
| **Position:** |  |
| **Telephone:** |  |
| **Email:** |  |

DESCRIPTION OF THE PROJECT

1. **Context and issues**

*Please give an overview of the current situation here:*

* *The context within which the project is situated (local, national, international etc.)*
* *The issues and the situation that justify the project*
* *The area of intervention (justify the area in particular with regard to the issues identified)*

*Attach all necessary documents in support of the overview presented (photographs, plans, estimates etc.).*

|  |
| --- |
| Context: |
| Issues: |
| The project’s areas of intervention: |
| Involvement of the beneficiaries in formulating the project:  |
| The Monegasque ISO’s previous similar experience:  |
| The local implementation partner’s previous similar experience: |

1. **Beneficiaries**

*Identify the number of direct beneficiaries (e.g. 50 women in an association) and indirect beneficiaries (their families, the village community, the population suffering from a disease or affected by a given situation etc.).*

|  |
| --- |
| **Direct beneficiaries*** Total number:
* Women:
* Men:

*If applicable** Children 0-18 years old:
* Young people 18-35 years old:
* 35 years old and over:

*If applicable** Refugees/Displaced persons/Migrants:
* Children/People with disabilities:
 |
| **Indirect beneficiaries** * Total number:
 |

1. **General and specific goals**

*Give a single overall goal in one sentence. (This is the purpose of the project, what the project must contribute to.)*

*Develop the overall goal into several specific goals (a maximum of three specific goals that indicate what it is hoped to accomplish in concrete terms at the end of the project to achieve the overall goal).*

|  |
| --- |
| **Overall Goal –** *Example: Combat youth unemployment in the Kayes region of Mali* |
| **Specific Goals** (*if possible, no more than three*):**SG1:** *Example: Improving access to job training for young people in the Kayes region***SG2:** *Example: Facilitating access to microcredit for young people who have been trained* **SG3:**  |

1. **Expected results and activities**

*Note the expected result for each specific goal.*

*Give at least one (objectively verifiable) measurement indicator for each expected result.*

*For each expected result, describe the activity or activities that will be conducted to achieve it.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SG1 –** *Example: Improving access to job training for young people in the Kayes region.*

|  |  |
| --- | --- |
| Result 1.1. …*Example: 100 young people in the Kayes region will have access to job training.* | Measurement indicator: …*Example: 100 young people will have been trained* |

Activity 1.1.1. …Activity 1.1.2. …Activity 1.1.3. …

|  |  |
| --- | --- |
| Result 1.2. …  | Measurement indicator: … |

Activity 1.2.1. …Activity 1.2.2. …Activity 1.2.3. …

|  |  |
| --- | --- |
| Result 1.3. … | Measurement indicator: … |

Activity 1.3.1. …Activity 1.3.2. …Activity 1.3.3. … |
| **SG2:**

|  |  |
| --- | --- |
| Result 2.1. … | Measurement indicator: … |

Activity 2.1.1. …Activity 2.1.2. …Activity 2.1.3. …

|  |  |
| --- | --- |
| Result 2.2. … | Measurement indicator: … |

Activity 2.2.1. …Activity 2.2.2. …Activity 2.2.3. …

|  |  |
| --- | --- |
| Result 2.3. … | Measurement indicator: … |

Activity 2.3.1. …Activity 2.3.2. …Activity 2.3.3. … |
| **SG3: …**

|  |  |
| --- | --- |
| Result 3.1. … | Measurement indicator: … |

Activity 3.1.1. …Activity 3.1.2. …Activity 3.1.3. …

|  |  |
| --- | --- |
| Result 3.2. … | Measurement indicator: … |

Activity 3.2.1. …Activity 3.2.2. …Activity 3.2.3. …

|  |  |
| --- | --- |
| Result 3.3. … | Measurement indicator: … |

Activity 3.3.1. …Activity 3.3.2. …Activity 3.3.3. … |

1. **Overall organisation of the project**

*In the event where there is a local implementing partner, specify the distribution of roles.*

*Also specify what resources the local partner has (who will be implementing the project?).*

|  |
| --- |
| **Role of OSI in project implementation:****Role of the local implementing partner:****Resources of the local partner for implementing the project:****Ties between ISO and the local implementing partner during project implementation:** |

1. **Institutional (national authorities in the country in question), technical and/or financial (co-financer) partners**

|  |  |
| --- | --- |
| **Partner’s name** | **Role in implementing the project** |
|  |  |
|  |  |
|  |  |

1. **Methods of technical monitoring of the project**

*What means are proposed for technical and operational monitoring? – steering committee, meetings, reports, frequency of field inspections and duration, etc.*

|  |
| --- |
|  |

1. **Methods of financial monitoring of the project**

*What means are proposed for the financial monitoring of the project?*

|  |
| --- |
|  |

1. **Scheduling / Timetable of the project**

*A timetable may be attached hereto, according to your choice of template.*

|  |
| --- |
|  |

1. **Factors for the long-term continuation of the project after implementation**

*Indicate how the project’s results will be maintained in the long term. Involvement of the beneficiaries, local authorities, sponsors, self-financing activities etc.*

|  |
| --- |
|  |

1. **Budget and financing**

*Send a detailed budget based on the template that can be downloaded from the Office of International Cooperation website:* [*www.cooperation-monaco.gouv.mc*](http://www.cooperation-monaco.gouv.mc) *under “soumettre un projet” [submit a project].*

**Additional documents to be provided, forming an integral part of the project form, are as follows:**

* **Detailed project budget, using the required template;**
* **Timetable for implementation of the project;**
* **Estimates;**
* **Report or reports of activities in the previous phases, if the project is more than a year old;**
* **Agreement between the Monegasque ISO and the local implementation partner;**
* **Letters of intent in the event of co-financing by other donors;**
* **Any previous study (assessment, local development plan etc.);**
* **Calls for tenders;**
* **Drawings, in the case of infrastructure construction or rehabilitation;**
* **Property deeds, in the case of construction;**
* **Training programme if applicable;**
* **Any other document that you consider useful for a better understanding of the project.**

**Documents concerning the Monegasque ISO:**

* **A copy of the approval;**
* **A copy of the publication in the *Journal Officiel*;**
* **A copy of the articles of association;**
* **Bank account details;**
* **Minutes of the last Annual General Meeting and/or the last annual report;**
* **Budget forecast for the coming financial year;**
* **Accounts for the last financial year.**

**Documents concerning the local implementing partner:**

* **Receipt of declaration of partnership;**
* **Any other document deemed appropriate (agreement between OSI and the local partner, annual report, minutes of general meeting, auditors’ report…).**
1. Choose a field from Monegasque Cooperation’s four priority fields of intervention **Health / Food security & Nutrition / Education & Child Protection / Access to Decent Work** [↑](#footnote-ref-1)
2. Link towards the list of the United Nations’ 17 Sustainable Development Goals: <http://www.undp.org/content/undp/fr/home/sustainable-development-goals.html> [↑](#footnote-ref-2)