

Danube Regional Project (DRP)

National Grants Programme

(Second Round)

GUIDELINES FOR PREPARING PROPOSALS FOR NATIONAL DRP GRANTS

(Concept paper and full proposal stage)

Send the original proposal to the REC Office in.....

The proposal must be submitted by the end of the day on .., 2005_or it will not be accepted.

Description of DRP National Grants

Introduction

The main scope of the DRP national grants is to facilitate intersectoral cooperation in the reduction of both point and non-point sources of nutrient and toxics pollution at the national level in the Danube basin.

These grants will help NGOs to manage projects that:

- Directly contribute to the reduction of point and non-point sources of pollution;
- Contribute to overall improvement of the monitoring system;
- Address trans-boundary and/or national problems present in identified hotspots;
- Prevent pollution generation by increasing public awareness;
- Facilitate the flow of information to the public;
- Assist in the prevention of accidental pollution;
- Promote the production and use of phosphate-free detergents and organic fertilizers; and
- Aid democratic processes by ensuring public involvement and participation in decisions affecting environmental quality in the Danube River Basin.

NGOs are encouraged to involve other stakeholders, such as local (environment) authorities, water-related institutions, the industrial sector and the agricultural community.

NGOs are encouraged to manage activities using the following approaches:

- **Manage activities with a concrete and measurable impact on the reduction of nutrient and toxic substances, either directly or indirectly.**
- **Involve other stakeholders.**
- **Change consumers' behaviour.**
- **Serve as a model for other areas in the Danube River basin.**
- **Promote and assist the application of the Aarhus Convention principles at the national level.**
- **Contribute to policy work at the national level.**
- **Promote networking among NGOs at the national level.**
- **Address the trans-boundary perspective and watershed approach.**

Other innovative and creative approaches in addressing nutrient and toxics-related problems in a direct or indirect way are welcomed.

The REC encourages NGOs to use the following tools in this grant programme:

- **Awareness-raising and information dissemination through the media;**
- **Lobbying and campaigning;**
- **Public participation;**
- **Preparation for or participation in the implementation of the Water Framework Directive;**
- **Environmental education and training;**
- **Networking and partnerships;**
- **Interactive case projects;**
- **Monitoring;**
- **Research.**

The REC encourages innovative ideas for other tools that could prove useful in addressing the reduction of nutrients and toxics pollution.

Environmental Topic

Nutrient pollution is the contamination of surface and groundwater by excessive levels of nutrients. Although the natural input of nutrients is a prerequisite for the growth of organisms (i.e. the natural food chain), and while river floodplains are able to cope with large amounts of nutrients, pollution is typically caused by human activities and includes point sources such as municipal sewage treatment plants and industry emissions (e.g. food waste). Non-point sources refer to the spraying of commercial fertilisers and animal waste onto agricultural land, from where it infiltrates groundwater, or drains with rainwater into creeks, lakes and rivers.

Hazardous substances often cause water pollution. The term 'hazardous' applies to substances that have toxic, carcinogenic, mutagenic, and teratogenic or bio-accumulative effects, in particular those that decompose slowly or are persistent and have a significant adverse impact on living organisms. Heavy metals such as copper, iron, manganese, cobalt, zinc, cadmium, mercury, nickel, lead etc., are toxic substances, which stem primarily from mining and metal industries. These substances tend to accumulate in the food chain and represent a big risk to aquatic and human life. Other countless hazardous compounds causing toxic and/or chronic pollution are of an organic nature and stem from the chemical, pharmaceutical and paper industries.

The Danube Joint Survey published in May 2002 identified various chemical pollutants such as heavy metals, volatile organic hydrocarbons, polar pesticides and pharmaceuticals, which are directly affecting the chemical and biological status of the Danube River. The study on nutrients found different quantities of nitrogen and phosphorus in organic and inorganic forms along the Danube River, which indicated that the water in different parts of the river is contaminated. As a result, the middle reach of the Danube indicated eutrophication, which can cause the pollution of drinking water sources and decrease biodiversity in the long-term. Based on the level of water contamination different hotspots were detected and prioritised.

The *Trans-boundary Analysis* produced within the framework of the GEF/UNDP Danube Pollution Reduction Programme 1999 is available on the ICPDR website: <www.icpdr.org>. We suggest NGOs use this resource for information on pollution and ways to address it in different parts of the Danube River basin. The publication contains maps with information on the pollution hotspots, wetlands and other useful pollution data generated in different pollution sectors such as municipalities, agriculture, industry and land-use and wetlands.

The Danube Regional Project has outlined the following approaches to reducing nutrient pollution in the Danube River basin:

- improving awareness and knowledge of pollution;
- improving the management tools available to prevent, reduce and treat pollution;
- developing prognoses on pollution development and mitigation programmes.

The environmental issues that the DRP national grants must address are related to the deterioration of groundwater and the eutrophication of surface water, both stemming from point and non-point sources of pollution from agriculture, industry and municipal sectors.

Grants will be awarded to NGO projects addressing the following nutrient and toxic substances pollution-related issues:

Agriculture

- Introduce and apply the best agricultural practices related to avoiding, minimising and/or controlling non-point sources of pollution in ground- and/or surface waters.
- Contribute to policy work (EU directives, SAPARD, common agriculture policies).
- Promote eco-farming methods and alternative rural development.

Industry

- Promote the best available technology, reporting requirements on pollutant release and transfer registers, and environmental management systems.
- Assist in reducing the risk of accidental release of pollutants from facilities.
- Address toxic-substance pollution (point emissions from, for example, chemical and paper industries).
- Promote production (and use) of phosphate-free detergents.
- Address (alternative) treatment methods and/or practices that lead to efficient removal of nutrients and toxic substances.

Municipality

- Address household waste management (e.g. reduce the use of conventional detergents).
- Address urban waste-water collection and treatment (e.g. construction of wetlands).

Land-use and wetlands

- Address flood management, irrigation, and drainage with attention to the associated pollution-related effects.
- Save and protect the natural floodplains (buffer strips).
- Support conservation and restoration of floodplain and wetland habitat.

More information about the pollution problems, and the ways to address them, can be found on the Danube Regional Project website www.undp-drp.org and the REC's website <www.rec.org>. These websites also give some examples of solutions that can be followed by NGOs. We therefore suggest that NGOs visit these websites while drafting their proposals.

Programme Guidelines

Local Administration

The REC's country offices administer the DRP national grants programme.

Eligibility

Registered NGOs with an environmental focus in the Danube countries of Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Moldova, Romania, Slovakia, Slovenia, Ukraine and Serbia and Montenegro are eligible for DRP national grants. Applicants should hold an NGO bank account.

NGOs applying for DRP national grants are expected to meet the following criteria:

- commitment to cooperating with different stakeholders;
- proven track record in project management;
- experience with water, agriculture or nutrient issues (preferred); and
- access to office equipment and facilities for effective communication.

Financial Terms

Individual national grants range from USD 5,000 to USD 10,000, for a project period of 12 months. In exceptional cases (i.e. proposals that involve more than three NGOs, require some form of construction or involve extended networking), the amount can exceed this limit by 50 percent (i.e. up to a maximum USD 15,000).

The REC encourages NGOs to seek matching or supporting funds from other sources such as other foundations, from state and local governments, or environmentally friendly businesses in their countries.

Limitations

DRP national grants **do not fund**:

- projects in which the main result is research, data collection and sampling;
- purely operational expenditures, such as salaries or rent; or
- the purchase of land, buildings, investments, or vehicles not related to the project.

Technical limitations:

- Organisations which by the time of the announcement are still running a current DRP Grant at the National level.
- If an organisation is involved in two concept papers, the NGO must appoint

different project leaders for each project proposal.

- At the full proposal stage only one grant can be awarded to one NGO.
- Projects lasting for more than 12 months.
- Danube Environmental Forum (DEF) National Focal Point will be excluded from the decision-making process if their NGO is submitting a grant application.

Evaluation

When registering the concept papers, country office staff will pre-screen the eligibility of the project proposals according to the following criteria:

- Applicants are eligible to receive a REC grant.
- The concept paper addresses the issue of reducing pollution in the Danube River basin.
- The application follows the REC standards (form is completed, the budget and the timeline are within the limits, stakeholders identified and the cooperation statement is signed).

The concept papers that meet these criteria enter the first stage of the evaluation procedure.

First stage

Evaluation of the concept paper

At this stage of the application the country office carries out an evaluation. REC country offices, with the help of the Danube Environmental Forum national focal point representative will decide which NGOs will prepare full project proposals, based on their concept papers. The selection process will consist of the review of the individual concept paper and the evaluation meeting, which will take place between the REC and DEF representatives at the REC country office. (DEF national focal points are excluded from the decision-making process if their NGO submits a proposal).

Projects will be chosen from this pool based on the following standards:

- **Relevance to the issue.** How does the problem addressed fit into the grant's scope of nutrient and toxic reduction, as stated in the announcement?
- **The potential impact of NGO activities.** What does the project intend to improve or

change? Do the goals and objectives contribute to the grant's scope?

- **Approach.** Are the proposed methodology and tools appropriate/realistic for addressing and solving the problem? To what extent are the NGOs using the tools and approaches suggested in the announcement?
- **Involvement of other stakeholders.** Have stakeholders been identified and are they willing to cooperate with the NGO in addressing the environmental problem?
- **Capability of the NGO.** Is the NGO qualified in terms of its previous project management experience/annual budgets?

Second Stage

Evaluation of the full proposal

After the first stage of the evaluation the best concept papers be asked to develop full proposals, which will be evaluated in the second round by a panel consisting of Local Advisory Board members and additional experts such representatives of the Danube Environmental Forum and International Commission for the Protection of the Danube Region. In assessing the proposals for the DRP national grants programme the evaluating panel will consider the following criteria:

Environmental impact

- Direct or indirect actions that promise measurable pollution (nutrients and/or toxic) reduction are clearly explained.
- SMART¹ indicators are set and the way to verify them is defined.

NGO approach/methodology

- Feasible and effective methods are used to achieve the goal and objectives.
- Multiplier effect: the project can be replicated.

Cooperation

- There is proven commitment to the project from stakeholders and their role is clearly defined.

Proposal quality

- Action plan is clear, feasible and realistic.
- Budget is cost-effective.

Staff capability

- NGO staff and other experts involved have experience and competence related to the addressed issue.

Action plan: tips *

A clear action plan is critical to the success of your application. In your action plan, address the following questions:

Who does **what**?

How do they do it?

When do they do it?

Where do they do it?

Why do they do it?

** This subject is treated in greater detail in the section "Application Preparation."*

Project Period

The project period must not exceed 12 months and the implementation must start within one month of the award announcement. The timeframe of the project implementation is expected to be January 2006 — January 2007. All projects must finish by January 2007.

¹ Specific, Measurable, Achievable, Realistic, Timely

Terms and Conditions

Notification

All applicants are notified of the decision of the REC's grant evaluation board no later than six weeks after the application deadline.

Award Agreement

After the full proposal evaluation the grant winners are invited to the country office for a "winners' meeting," at which the project leader presents the project and meets the other winners. Another important activity at the winners' meeting is preparing the award agreement. The country director/representative writes the award agreement based on the suggestions of the grantee. The award agreement states the approved budget for the grant, the disbursement schedule, the reporting requirements and any other conditions.

When signed by the grantee and the REC country director/representative, the award agreement is a legal contract between the REC and the NGO, which is represented by the project leader.

The award agreement also states that the project must function as described in the grant application. If there is any significant change to the project proposal, it must be submitted and approved in writing by the country director/representative before the change takes place. Significant changes include: a budget difference of any line item greater than 10%; a change in the dates of project implementation; and major changes to the idea of the project.

The award must include the signatures of:

- the project leader, who signs on behalf of the NGO; and
- the country director/representative, who signs on behalf of the REC.

All signatures must be validated with the NGO stamp. With the signature of the REC country director/representative, and the stamp of the REC, the award agreement is a legally binding document. Further, the terms and conditions outlined in the guidelines and the call for projects are legally binding.

Pre-conditions

In many cases pre-conditions are set. These must be met by a deadline, stated in the award letter, before

the award agreement is signed and the first instalment can be forwarded.

Grant Payment

The NGO must have a bank account and supply this information to the REC. Grant funds are transferred from the REC's country office account to the NGO's bank account. Grant payment cannot be made in cash or by cheque. The transfer is made in either the local currency or the original currency named in the grant. The budget summary must be proposed in USD.

Budget Breakdowns

The REC delivers the DRP grants in two or three payments. The NGO may choose how they want to arrange the budget in the application stage (use the budget summary form). The NGO decides how they want the money allocated based on the way their project is organised. At the winners' meeting, this issue will be discussed and agreed upon between the project leader and the REC country director/representative.

The first payment of the grant is made when the pre-conditions have been met and the signed award agreement has been received in the country office.

The next payments are made when the country director/representative approves the required reports. The NGO then finishes the project. Once the REC country office has approved the final report, the last 10% is paid to the NGO. Each time a grant payment is made, the NGO's project leader is notified.

Reporting Requirements

The project leader is responsible for preparing the narrative and financial part of the reports, following all reporting requirements. Each partner should report to the project leader about his or her activity. The project leader reviews the partner's reports for accuracy and sends it completed with the financial receipts to the REC country office for approval.

The award agreement states the reporting requirements. All reports must be in the local language. A short summary of the final report in English is required from the NGO for the REC Head Office.

Detailed reporting instructions will be provided at the winners' meeting.

Auditing

The REC's staff or private audit firms may monitor project performance at any time to make sure that it is in order. The REC reserves the right to review finances and expenditures at any time during the project period (in response, for example, to changes in local legislation) in addition to the obligatory review one year after project completion. Accordingly, all original receipts must be kept for one year after the project has finished.

Returning funds

If, for any reason, conditions are not met, funds have to be returned to the REC country office. The award agreement is a legal document and the requirements should be met by the NGO and the REC. In case of disagreement, national legislation is applicable.

Equipment

When REC funds are used to purchase equipment, the receipt must show that the REC purchased the equipment. In other words, the REC's name must be on the invoice and the REC **Equipment Account Form** should be filled out and included in the financial report.

The award agreement states that the REC maintains ownership of the equipment for the entire period of the project. During this period, the REC is "lending" the equipment to the NGO. At the end of the project; or if the NGO ceases to exist; or if the NGO no longer needs the equipment; all pieces of equipment costing more than USD 200 must be made available for use by another NGO. In such cases the country office will decide on the future use of the equipment.

In the final report, the NGO may request to prolong the use of the equipment, stating by whom and for what purposes. It must be used to support environmental, non-profit activities.

The NGO's performance concerning the grant is taken into consideration, as well as the information in the completed equipment accounting form, when reviewing the request. If the request is approved, the NGO takes ownership of the equipment.

In the unlikely event that the NGO is using the equipment improperly, for example, in a profit-making venture, the REC country office reserves the right to take it back immediately.

Access to Information

All approved grant applications and their products are considered to be public domain. Any information resulting from grant projects is available for the public. NGOs are encouraged to develop project websites highlighting the results of the implemented projects and promoting them to other stakeholders.

If a project results in a publication, the grantee is requested to provide the REC country office with complimentary copies for further distribution.

Rejected proposals are not made available to the public unless the author gives the REC country office permission to make the application public.

Endorsement and Disclaimer

Sponsorship by the donors of any proposal does not suggest their endorsement of the results. They assume no liability, expressed or implied, for damages arising from any activity of grantees. The opinions expressed in connection with the project [or, publication] does not necessarily represent the policies or opinions of the donors.

Grants Acknowledgement

Acknowledgement of UNDP/GEF and REC support is appreciated. Any announcement published by the NGO, such as a newsletter article or conference brochure, should include an acknowledgement such as following:

"This grant is supported by the Regional Environmental Center for Central and Eastern Europe on behalf of UNDP/GEF Danube Regional Project"

Use of REC and DRP Logos

NGOs making use of the REC's and DRP logos on a publication, poster, T-shirt, stickers, etc, should contact to inform their REC Grants Officer. REC will forward the official logos to the NGO upon request. The logos should be used together with the above acknowledgement sentence.

VAT

The DRP grants will not cover services and purchases that include payment of customs or import charges and duties, including VAT.

Full Proposal Preparation

The total funds requested usually exceed the amount of funds available. Therefore, applications are selected in a competitive process. The local advisory board established at the REC's country offices evaluate the applications entirely on the basis of the submitted proposal.

The proposal must include the following items:

- **Proposal cover page (Appendix A);**
- **Logical framework (Appendix B);**
- **Narrative description of the project (Appendix C);**
- **Completed budget summary (Appendix D)**
- **Budget justification by phase and activity (Appendix E)**
- **Statement of Cooperation (Appendix F);**

And support documentation:

- **Description of the NGOs background;**
- **CVs of the project coordinator and all other key persons involved in the project (NGOs or other stakeholders);**

How to apply

If your NGO and project meet the eligibility criteria for DRP national grants, please follow the following steps:

1. Proposal cover page

Complete the cover page (Appendix A), sign it and stamp it.

2. Log frame

Prior to writing a detailed description of the project, several elements should be considered. The REC recommends that applicants use the logical framework approach (LFA) to formulate and develop the project, following the steps below. It is expected that the analysis and preparation of the logical framework (or logframe) will be done during the preparatory meeting, when the applicant NGO will meet together with the partners (other NGOs and key stakeholders).

The results should be summarised in the logframe matrix (Appendix B). **Please keep the logframe matrix for the project to one page (the information in the table should be concise and specific).** However, detailed information about the project must be included in the narrative description (as explained later in this document).

The LFA is a tool for project design and management. It consists of two phases: the analysis phase and the planning phase. The output of the LFA is the logframe matrix, a table which shows the goals, objectives, outputs, and activities of the project, the indicators which will be used to evaluate the project, and the project risks and assumptions.

How to develop a logical framework

Designing a project starts by defining the contours of the project's intervention area and making an inventory of all related problems. An analysis of the identified problems enables the relevant project parties to decide on the precise set of problems that will be addressed by the project and to select the key problem.

Analysis phase:

problems→objectives→strategy

The analysis phase normally starts with a basic idea generated by stakeholders related to an existing problem. The analysis should break this problem down into a set of smaller problems. The problems should be listed according to cause and effect.

Internal logic is the basis for the logical framework, which is designed during the analysis phase. It visualises the causal and hierarchical relations between project activities, project results, the project objectives and the overall goal.

The next step is for the project team to agree upon a project strategy. This is achieved by developing a series of solutions needed to attain the objectives, and choosing which objectives will be included in the project and which will not. The selected strategy and objectives then become the focus of the project and can be used to complete the logframe matrix.

The last step is to complete the logframe matrix. It is important to remember that the logframe matrix is not a form to be filled in but the result of careful analysis and reasoning, which must be done before filling in the boxes.

3. The narrative description (Appendix C)

When preparing the narrative description of the project, the applicant must fill out all sections of Appendix C by responding in detail to the questions below. This template document should be about four pages in length (including the project plan).

3.a) Project statement

- Provide a description of the specific Danube nutrient or toxic reduction related problem or needs the project addresses. Why are they important? Are they significant for the country?

3.b) Detailed project plan

Overall goal of the project

What is the general goal (broader objective) that the project will attain? Please be aware that the general goal should correspond with the overall goal given in the grant announcement related to nutrients and/or toxic reduction.

How does the goal fit (integrate) into the overall objectives of the DRP grants component, which are:

- Directly contribute to the reduction of point and non-point sources of pollution;
- Contribute to overall improvement of the monitoring system;
- Address trans-boundary and/or national problems present in identified hotspots;
- Prevent pollution generation by increasing public awareness;
- Facilitate the flow of information to the public;
- Assist in the prevention of accidental pollution;
- Promote the production and use of phosphate-free detergents and organic fertilizers; and
- Aid democratic processes by ensuring public involvement and participation in decisions affecting environmental quality in the Danube River Basin.

Objectives

- What are the specific objectives that the project plans to achieve? The objectives should be set in accordance with the main goal of the project.
- How does the objectives help directly or indirectly to reduce the load of nutrients or toxic substances.

Activities/time frame

- What activities do you plan in order to achieve the goal and objectives? How do they correspond to the suggested approaches and tools of this grants programme?
- Are these activities impacting the reduction of Danube pollution directly or indirectly?
- Describe in detail the steps to be taken for each activity, including which organisation (NGOs or other stakeholders) will carry them out.

- What is the timeframe of all planned activities?
- Are any other organisations cooperating in the implementation of this project?
- Who is the target group for each activity?
- What independent references (media, local authorities other beneficiaries) are on hand to report on the project's progress and achievements?

Expected outputs and results

- What will be the results or outputs of the proposed activities?
- What is the expected impact and benefit of the project, what improvement and positive changes will the project will bring?
- How will you determine whether your activities have led to the achievement of the set objectives?
- What means will you use to determine how your project contributed to the overall programme goal?
- What qualitative and quantitative indicators will be used to measure the extent to which the project achieves the expected outcomes and effects? List them.
- How will information resulting from the project be disseminated to the public?
- Can this project be used as a model for others? How?
- Are the results of the project sustainable?

Follow-up

- Do you plan follow-up activities? Describe them.
- Can the results of this project be used as a model for others? How?

3.c) Stakeholders

As emphasised throughout this application, proper identification and involvement of all key stakeholders in the project is required by the REC. Under this section, please explain how you identify the stakeholders, what their relation is to the problem and in what way they were involved in the project preparation. Fill out all the information required in Appendix C for each stakeholder separately.

4. Budget summary (Appendix D)

Appendix D, describing the budget for the whole project, must be clearly and fully completed for the part of the budget requested from REC. State amounts in USD.

Please include in the budget summary the over all amount of your project including the committed amount by other donors for your project (if applicable).

5. Budget justification (Appendix E)

The lead NGO must prepare a detailed budget justification for the project, which is the basis for the budget summary. Use Appendix E to prepare the budget for each activity. Please follow the guide below, and add any other details appropriate to your project.

I. Break down by phase and year

Most projects are long enough to be divided into phases. The NGO should decide how many months each project phase will last. If your project is divided into phases, please indicate the length of each phase. Then indicate the budget required to pay for each phase.

II. Break down by tasks

When you are in the planning stages of a project, it is difficult to know exactly how much things will cost. By doing this budget exercise, you will be able to picture how the project will progress. You should imagine each step of the process and try to think of all the different things you will need to pay for. Then try to fit all of these costs into the budget items of the budget summary form. For example, bus tickets go in travel, and bird food goes in supplies.

For each item listed below, try to estimate or predict the entire cost throughout the life of the project. Be as specific as you can, even if you don't know all of the details yet. Write all these details on a separate sheet or sheets of paper from the budget summary. Here are the budget items listed as the following:

Stipends/ salaries (monthly)

Specify the amount of time that the project officer or project leader and staff will spend in running the project by showing how much they earn per month and during the term of the project.

Consultants/ contract personnel (for occasional work)

Estimate for each consultant how much time they are going to spend on the project and how much each person earns.

Travel

For each trip list the means of transportation, destination, purpose, number of people and the cost per trip per person.

Accommodation and food

Approximate the price of accommodation per person per night, per diem allowance per person, number of people staying and the number of days.

Equipment

Specify type of equipment, how many pieces are needed and the price per piece. Why is the equipment needed? According to the REC's financial rules, **“equipment” is any item**

costing more than USD 200 and which is useful for more than one year. Furniture, computers and other machinery such as farm implements are examples of equipment. Software may be “equipment” depending on the value.

Supplies

List items and amount, price estimation per item and purpose. Supplies include paper, floppy discs, calculators, upgrades to computers, etc.

Communication costs

Estimate e-mail, telephone and fax expenses; estimate mailing costs; other, detail purpose of expenses.

Publication costs

Estimate the number of pages, number of copies, language, topic, cost per copy and cost of writing, editing, printing and distributing.

Translation services

Specify languages; estimate the number of hours or pages, fee per hour or page, purpose.

Other direct costs

Specify (e.g. rental of conference facility: number of days, price per day, purpose, etc.)

When estimating costs, please consider the inflation rate in your country and how prices will be affected over the course of the project. Include the inflation rate when you give the total cost. Unfortunately, if there are unexpected costs, like a significant rise in inflation, the REC is not able to offer compensation.

The REC does not cover contingency costs.

Although it is not a requirement, you may consider using additional funds or in-kind support to cover the project activities costs. If this is the case, you need to indicate this amount under Appendix D (Summary Budget) as well as under Appendix E for each activity. The REC is interested to know only about additional funds for which donor commitment is secured. In-kind may include materials and supplies, work, communication, etc.

6. Statement of cooperation (Append. F)

Appendix F should indicate the commitment of the stakeholder to take part in this project, including the role they will play. The statement should be signed by both the project coordinator and the nominated person from the stakeholder' side. The agreement should be signed with each of the stakeholders identified.

7. Description of the NGO background

Describe your NGO's background and its capability to implement the project (with emphasis on your experience to sustainable development related

issues). Include the NGO's mission or goals; its legal status; the size of its active membership; its target audience; its decision-making process; its past accomplishments; and its current projects.

8. Curriculum vitae of the project leader

The REC country office requires documentation of all the people you expect to pay to work on your project. Their names, addresses and a description of their roles or tasks in the project must be included. If new people join the project, please inform the country office.

Standard format for curriculum vitae should include:

1. Family name:
2. First names:
3. Date of birth:
4. Place of birth:

5. Nationality:

6. Present employer:

7. Years of experience in the field:

8. Key qualifications (relevant to the project):

9. Education: under this heading, summarise college/university and other specialised education of staff members, giving names of schools, dates attended and degrees obtained.

10. Experience record: under this heading, list all positions, locations, assignments, titles, dates, names of employers. Indicate work undertaken which best illustrates the ability to handle the tasks assigned in the present project.



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe

Introduction to the REC

The Regional Environmental Center for Central and Eastern Europe (REC) is a non-partisan, non-advocacy, not-for-profit organisation with a mission to assist in solving environmental problems in Central and Eastern Europe (CEE). The Center fulfils this mission by encouraging cooperation among non-governmental organisations, governments, businesses and other environmental stakeholders, by supporting the free exchange of information and by promoting public participation in environmental decision-making.

The United States, the European Commission and Hungary established the REC in 1990. Today, the REC is legally based on a charter signed by the governments of twenty-seven countries and the European Commission, and on an international agreement with the Government of Hungary. The REC has its headquarters in Szentendre, Hungary, and country offices in each of its 15 beneficiary CEE countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia and Montenegro and Kosovo.

Recent donors are the European Commission and the governments of the United States, Japan, Austria, Canada, Denmark, Finland, France, Germany, Hungary, the Netherlands, Norway, Slovakia, Switzerland, and the United Kingdom, as well as other inter-governmental and private institutions.

The REC assists environmental non-governmental organisations (NGOs), governments, businesses, and other environmental stakeholders in fulfilling their role in a democratic, sustainable society. The REC works in nine programme areas:

1. Environmental capacity building
2. Information
3. NGO support
4. Business and environment
5. Local initiatives
6. Public participation
7. Environmental policy
8. Climate change
9. Environmental law

Appendix A

Danube Regional Project (DRP)

National Grant Application – Second Round

1. Proposal Cover Page

This is a protected document. You cannot modify the forms, but you can type the appropriate data into the fields provided.

Project title:				
Lead NGO information				
Name of NGO				
Registration number		E-mail:		
Telephone number		Fax:		
Address (include country)				
Project leader				
Dates of project period	Start date:	- - year – month - day	End date:	- - year – month - day
Brief description of the project (400 characters)				
Products to be developed (bullet points)				
Amount requested from REC (USD)				
Bank info (name, address, account holder, account number, Swift code)	Bank name: Account holder: Account number: SWIFT Code:			
To be filled in by REC	Date Received		Responsible grant officer	
			Keywords	
Decision				

Use extra sheets where necessary

Appendix B

Danube Regional Project (DRP)

National Grant Application – Second Round

2. Logical Framework

This is a protected document. You cannot modify the forms, but you can type the appropriate data into the fields provided.

	2.1 The project	2.2 Indicators of achievement	2.3 Stakeholders/ beneficiaries
a. Overall goal	What is the goal to which the project will contribute?	What are the key indicators related to the overall objective?	What are the long-term partnerships this project will bring about? Who are the long-term beneficiaries of this project?
b. Project objectives	What are the specific objectives of the project?	What are the quantitative or qualitative indicators showing whether and to what extent the project's specific objectives are achieved?	Who are the strategic partners (stakeholders) required to achieve each of the objectives?
c. Expected outputs and results	What are the concrete outputs envisaged to achieve the specific objectives? What are the envisaged effects and benefits of the project? What improvements and changes will be produced by the project?	What are the indicators to measure the extent to which the project achieves the envisaged results and effects?	Who are the beneficiaries of the project results? Who will further use the project outputs?
d. Activities & timeframe	What are the key activities to be carried out and in what sequence in order to produce the expected results?	What are the methods and approaches used to implement each of the activities?	Who will participate in the project activities? What will be their contribution?

Appendix C

Danube Regional Project (DRP) National Grant Application- Second Round	
3. Narrative Project Description	
This is a protected document. You cannot modify the forms, but you can type the appropriate data into the fields provided.	
Project title:	
3.a Problem Statement	Description of the addressed problem:
3.b. Detailed project plan	Project goal:
	Project objectives:
	Activities/timeframe:
	Expected outputs and results:
	Planned follow-up:
3.c. Stakeholders	
Stakeholder 1	Organisation/entity
	Name of the contact person and position
	Address (include country):
	Telephone and fax number:
	E-mail
	Description of the role:
Stakeholder 2	Organisation/entity
	Name of the involved person and position
	Address (include country):
	Telephone and fax number:
	E-mail
	Description of the role:
Stakeholder 3	Organisation/entity
	Name of the involved person and position
	Address (include country):
	Telephone and fax number:
	E-mail
	Description of the role:

Use extra sheets where necessary

Appendix D

<p>Danube Regional Project (DRP) National Grant Application – Second Round</p>			
<p>Budget Summary for the Entire Project (in USD)</p>			
<p>This is a protected document. You cannot modify the forms, but you can type the appropriate data into the fields provided..</p>			
Project title:			
Lead NGO information			
Name of NGO			
Registration number		E-mail:	
Telephone number		Fax number:	
Address (include country)			
Project leader			
Dates of project period	Start date:	- - year – month - day	End date: - - year – month – day

Over all budget:

Budget items	Phase I	Phase II	Budget USD
Stipends/ salaries			
Equipment			
Travel			
Accommodation and food			
Supplies			
Consultants/ contract personnel			
Publication costs			
Translation services			
Communication costs			
Other direct costs (please specify)			
Total requested from the REC:			
Additional funds committed by other donors/in-kind:			
Total project budget: (REC + additional funds)			

Please sign and stamp this budget summary.
A signature will validate the document.

Appendix E

(copy as necessary)

Danube Regional Project (DRP) National Grant Application – Second Round

Budget Justification (in USD)

This is a protected document. You cannot modify the forms, but you can type the appropriate data into the fields provided.

Phase:

Activity:

Timeframe:

REC budget item	Description	Unit cost/personnel cost	Number of units/work time	Requested from the REC	Other support/in-kind contribution
Stipends/salary					
Equipment					
Travel					
Accommodation and food					
Supplies					
Consultants/contract personnel					
Publication costs					
Translation services					
Communication costs					
Other direct costs (please specify)					
TOTAL Activity					

Note:

- This form should be copied and filled out for each of the project activities and for each phase. Should an activity bridge two phases, then the costs should be split accordingly and two of these forms prepared..
- Under “description” please give a detailed explanation about the budgeted amount. Example: (1) for consultants/contracted personnel you need to specify each of the contracted experts or organisations in relation to the respective activity; (2) For travel, specify the name of the person travelling, destination and the means of transport.

Appendix F

(copy as necessary)

<p>Danube Regional Project (DRP) National Grant Application – Second Round</p>	
<h2>Statement of Cooperation</h2>	
<p>By signing this statement of cooperation, we agree to work together in implementing this project if the proposal is selected according to the work plan provided in the full proposal. We all agree that the project coordinator of the lead NGO is responsible for coordinating all stakeholders, maintain the communication with the REC and fulfil the reporting requirements.</p>	
<p>The stakeholders are responsible to bring their contribution to the project according to the description and the timeframe given in the proposal, providing input for the activities on time as well as maintaining close cooperation with the other project stakeholders and beneficiaries.</p>	
Project title:	

Stakeholder information

Organisation/entity:			
Field of expertise:		Phone number:	
E-mail address:		Fax number:	
Address:			
Contact person:			
Name and signature of the partner (please stamp and date):			
Name and signature of the NGO project leader (please stamp and date):			

Notes:

1. If more than two partners intend to cooperate on this project, please make copies of the Statement of Cooperation as necessary. Both lead NGO and partner should sign and stamp this statement at the project preparation meeting. The document, in its original, should be submitted with the full proposal package.
2. Stakeholders can consist of local or central municipalities, business representatives, scientific laboratories or other institutions. In addition, a letter of interest, which indicates the partner's commitment to assisting the project implementation and describes their specific role in the project, must be submitted at the full proposal stage.
3. Other local NGOs can take part in the implementation of the project. This statement must be signed by them and submitted to the REC country office as part of the full proposal stage.