|  |  |
| --- | --- |
| **Project Title:** | *Insert concise, descriptive title that captures the project’s focus and intended outcome.* |
| **Name and Address of Applicant:** | *Include full name and contact details of the lead applicant.* |
| **Project Duration (months):**  | *Indicate total expected duration of implementation.* |
| **Funding Requested:** | *USD \_\_\_\_\_\_\_\_\_\_ (X%)* |
| **Counterpart Contributions:** | *USD\_\_\_\_\_\_\_\_\_\_ (Y%)* |
| **Other Contributions:** | *USD \_\_\_\_\_\_\_\_\_\_ (Z%)* |

1. **Background** (Maximum 4 paragraphs)

1.01 This section should clearly establish the **context, problem,** and **need** for the proposedintervention, and demonstrate its **relevance and alignment** with the objectives of the EU–CDB Regional Food Security Programme.

Include the following elements:

* **Context:** Describe the current situation, supported by relevant data/other evidence.
* **Problem/Gap:** Identify the specific issues or deficiencies to be addressed (e.g., infrastructure, technology adoption, institutional capacity, market access etc.).
* **Need/Justification:** Explain why the proposed intervention is necessary and timely, and how it complements ongoing initiatives/operations.
* **Relevance and Alignment:** Demonstrate clear linkage to the goals and outcomes of the EU–CDB Regional Food Security Programme and national/regional development priorities.
1. **Request for Resources** (Approximately 2 paragraphs

2.01 Provide a concise justification for the funding request, specifying:

* **What resources are required** (e.g., funding amount, technical assistance, equipment, training, etc.)
* **How they will be used** to address the gaps identified in the Background section; and
* **The expected results and benefits**, including improved storage, logistics and enhanced efficiency of the intra-regional agricultural trade and maritime transport sector.

This section must clearly link the resource request to the project’s objectives and the Programme’s expected outcomes.

1. **DESCRIPTION AND RESULTS** *(Approximately 4 paragraphs)*

**3.01** Provide a clear description of the project, elaborating on:

* The design and structure of the intervention.
* Target groups and beneficiaries, with attention to gender, and vulnerable populations where applicable.
* Feasibility considerations, including readiness, existing institutional capacity, and alignment with existing national policies or strategies
* Expected benefits, including economic, social, and environmental impacts.

**3.02 Project Outcome -** State one clear, measurable outcome that will result from project completion.

**3.03 Project Objective** - Provide one concise paragraph describing what the project will accomplish, indicating the intended change or improvement.

**3.04 Project Outputs -** List the specific, tangible deliverables that will directly result from project activities. Outputs should be measurable and achievable within the project’s duration.

1. **INDICATIVE IMPLEMENTATION SCHEDULE**

**4.01** Provide a clear, sequential roadmap showing the main outputs, activities, phases, milestones, and corresponding timeframes over the life of the project. See Table 1 below.

**Table 1: Implementation Schedule**

|  |  |
| --- | --- |
| **Outputs/Activities** | **Indicative Implementation Schedule** |
|  | **Year 1** | **Year 2** | **Year 3** |
|  | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Output 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1. |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

*(Ensure that timelines are realistic and logically sequenced.)*

1. **EXECUTION/IMPLEMENTATION ARRANGEMENTS** *((Approximately 3 paragraphs)*
	1. Describe the institutional framework for project execution, including:
* **Executing/Implementing Entity/Agency:** Identify the lead entity/agency responsible for project implementation and define its mandate.
* **Roles and Responsibilities:** Outline the division of roles responsibilities among partners/individuals
* **Institutional Capacity:** Provide an overview of the entities/agency’s human, technical, and financial capacity to implement the project, including sources of counterpart resources.
* **Monitoring, Evaluation, and Reporting:** Include a brief description of the mechanisms for monitoring, evaluation, and reporting.
1. **INDICATIVE BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **EU-CDB RFSP** | **COUNTERPART** | **OTHER** | **TOTAL** |
| **1** | **Output 1** |
| 1.1  |  |  |  |  |
| 1.2  |  |  |  |  |
| 1.3  |  |  |  |  |
| **2** | **Project Management**  |
| 2.1  |  |  |  |  |
| 2.2  |  |  |  |  |
| 2.3  |  |  |  |  |
| 2.4  |  |  |  |  |
| **SUB-TOTAL** |  |  |  |  |
| Contingencies (10%) |  |  |  |  |
| **TOTAL** |  |  |  |  |
| **PERCENTAGE** |  |  |  |  |

**Notes:**

* The budget must include notes explaining how estimates were derived.
* Counterpart contributions must be at least 30% of the total project cost for this financing window.
* Provide justification for any “Other” contributions (e.g., private sector, in-kind support, co-financing).