

Danube Regional Project (DRP)

**REGIONAL GRANTS
PROGRAMME**
(SECOND ROUND)

GUIDELINES FOR PREPARING
FULL PROPOSALS FOR REGIONAL
DRP GRANTS

Introduction to the REC.....	2
Description of REGIONAL DANUBE REGIONAL PROJECT Grants	3
Terms and Conditions	6
Full DRP Proposal Preparation.....	9
Appendix A – DRP Grant Proposal Cover Page.....	15
Appendix B 1 - Cooperative Partner Information	16
Appendix B 2 – Stakeholder’s Information.....	17
Appendix C - Logical Framework.....	18
Appendix D 1 - Budget Summary for the Entire Project – Second Round.....	19
Appendix D2 - Budget Summary for Partners	20
Appendix E - Budget Justification.....	21
Appendix F - Statement of Cooperation	22

Note: These guidelines are intended for use by those NGOs whose concept papers have already been approved.

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 REC fulfils this mission by encouraging cooperation among non-governmental organisations (NGOs), governments, businesses and other environmental stakeholders, by supporting the free exchange of information and by promoting public participation in environmental decision-making.

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

The REC assists environmental NGOs, governments, businesses, and other environmental stakeholders in fulfilling their role in a democratic, sustainable society.

Recent donors are the European Commission and the governments of the United States, Japan, Austria, Canada, the Czech Republic, Croatia, 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 works in nine programme areas:

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

INTRODUCTION

In cooperation with UNDP/GEF the REC is offering Danube Regional Project (DRP) regional grants to the NGOs of the Danube Basin region.

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.

ENVIRONMENTAL TOPIC

The environmental issues that the DRP regional grants must address are related to the deterioration of groundwater and the eutrophication of surface water (stemming from both point and non-point sources of pollution from agriculture, industry and municipal sectors), as well as problems related to land-use and wastewater management.

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

Agriculture:

- Introduce and apply best agricultural practices related to avoiding, minimising and/or control of non-

point sources of pollution in groundwater and/or surface waters.

- Contribute to policy work (EU directives, SAPARD, common agriculture policies).
- Promote eco-farming methods and alternative rural development.

Industry:

- Promote 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-substances pollution (point emissions from 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 wastewater collection and treatment (e.g. build constructed wetlands in rural areas).

Land-use and wetlands:

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

Those NGOs whose concept papers have been selected are invited to prepare and submit a full proposal with the involvement of their partners.

The *Trans-boundary Analysis* produced within the framework of the GEF/UNDP Danube Pollution Reduction Programme 1999 is available at the ICPDR website <www.icpdr.org>. We suggest NGOs use

this information source on pollution and methods 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, land-use and wetlands.

The REC hosts a website <www.rec.org> in which more information about the pollution problems, and the ways to address them, are presented. The website also offers some example solutions for NGOs to follow. We highly recommend that NGOs visit this website when drafting their proposals.

Proposal preparation

NGOs whose concept papers are passed to the full proposal stage can be awarded a project preparation grant (or “start-up” grant) of up to USD 1,500. This amount aims to cover some of the costs incurred by NGOs when meeting their partners and preparing a full proposal with them.

The REC provides guidelines to assist NGOs in the preparation of full proposals. **All project partners** are requested to attend the preparation meetings.

ADMINISTRATIVE PROCESS

The DRP regional grants are administered from the REC’s Head Office. This involves:

- announcing the call for proposals, issuing guidelines, limitations and eligibility requirements;
- assisting NGOs by answering questions and providing information;
- organising an expert panel that includes experts from outside the REC to analyse and rate the proposals;
- supporting NGOs in implementing their projects by providing advice on budgeting, reporting, etc.; and
- offering opportunities for promoting the final results of NGO projects.

ELIGIBILITY

Registered NGOs in the Danube countries of Bosnia and Herzegovina,

Bulgaria, Croatia, the Czech Republic, Hungary, Moldova, Romania, Slovakia, Slovenia, Ukraine and Serbia and Montenegro may apply for a regional environmental grant. The NGOs should have an environmental focus and an NGO bank account. The NGOs should have a cooperation agreement with at least one other partner (in another eligible country).

In addition, NGOs applying for DRP regional grants are expected to meet the following criteria:

- a. competence and readiness to develop an international project of up to two years (24 months);
- b. commitment to cooperating with partners from other countries or sub-regions;
- c. proven track record in project management;
- d. experience with water, agriculture or nutrient issues (preferred);
- e. English-language capability (project leader must speak English); and
- f. access to office equipment and facilities.

Cooperation with local and regional authorities as well as the business sector is also encouraged and will be positively evaluated during grant awarding, although the stakeholders cannot benefit directly from this grant.

LIMITATIONS

Grants will not support projects that focus on:

- a) pure research or scientific work (unless they are linked to other aspects of the project);
- b) purely operational expenditures (such as salaries or rent; or the purchase of land, buildings);
- c) investments; and/or
- d) vehicles (not related to the project).

NGOs can benefit from only one grant per call. It is conceivable that one specific NGO is approved at the concept paper stage both as a project leader and a project partner on two separate projects (or as a project partner on two separate projects). In this case, the NGO can receive only one

grant from the REC at the **full proposal stage** (as lead or partner NGO).

- operational costs, including salaries and overheads should not reach more than 30 percent of the total budget (unless the nature of the project makes it absolutely necessary and it is properly justified in the proposal);
- services and purchases that include customs taxes or import charges and duties, including VAT;
- costs related to non-regional participants or travel outside of the grant region, except in the case of cooperation with a non-regional country where travel has been approved by the grant officer.

GRANT AMOUNT

DRP regional grants can be up to USD 35,000 each. In exceptional cases (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 USD 50,000 maximum).

The REC encourages NGOs to seek matching or supporting funds from other sources.

PROJECT PERIOD

The DRP regional project period must not exceed 24 months and the implementation must start within two months of the award announcement. The project implementation is expected to start by January 2006 and finish by December 2007.

EVALUATION PROCESS

All full proposals received are pre-screened to ensure they meet the following requirements:

- At least two cooperative partners from different eligible countries are involved.
- Applicants are eligible to receive a cooperative grant (see Eligibility).
- The proposal is complete.

- The applications sent by mail are complete and include all original, signed documents and forms.

NOTE: The REC will not accept incomplete or late proposals.

SELECTION CRITERIA

Proposals passing pre-screening are scored according to the following criteria.

Environmental impact

- Measurable results leading directly or indirectly to nutrient pollution reduction;
- Process and stress reduction indicators are clearly defined.

NGO approach/methodology

- Feasible and effective methods are used;
- Trans-boundary perspective/watershed approach are applied.

Cooperation

- Feasible regional/cross-border cooperation is demonstrated;
- Multi-stakeholder cooperation is involved.

Proposal quality

- Feasible and realistic action plan;
- Cost-effective budget.

Staff capability

- Staff experience and competence on the issue.

The REC country office and NIS partners will contribute to the evaluation with their comments on: the relevance of the issue to their particular country; the methods employed by the NGOs; and staff capacity.

TERMS AND CONDITIONS

NOTIFICATION

All applicants will be notified of the expert panel's decision no later than six weeks after the application deadline.

AWARD AGREEMENT

All award agreements are prepared in USD.

Grant winners are invited to Szentendre, Hungary, for a Winners' Meeting. At this meeting each lead NGO presents its project, and the NGOs meet the other grant winners and the REC grant and financial officers for training. Another important activity at the award meeting is the preparation of the award agreements. The award agreement states the approved budget for the grant, the disbursement schedule and the reporting requirements. When signed by both the grantee and the REC's executive director, the award agreement becomes a legal contract.

The award agreement also states that the project must be implemented 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 REC grants officer before the change is implemented. Significant changes include: a budget difference of any line item greater than 10 percent, a change in the dates of project implementation and changes in the purpose of the project.

The award agreement must include the signatures of:

- The project coordinator, who signs on behalf of the NGO;
- Each cooperative partner (including the lead NGO), which sign sub-award agreements. This document describes the budget for that particular partner and serves as a contract between the lead NGO and the NGO cooperative partners; and
- The Executive Director of the REC, who signs on behalf of the donor organisation.

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

PRE-CONDITIONS

In many cases pre-conditions for a grant are set by the REC. These must be met by a deadline stated in the award letter and award agreement, before the first grant payment can be transferred.

GRANT PAYMENT

The NGOs must have separate bank accounts. Each partner NGO will receive separate payments based on the sub-award agreements.

Grant funds are transferred from the REC's account to the NGO's USD bank account. Grant payment cannot be made in cash or by cheque.

The funds are disbursed in USD in at least three instalments, based on the schedule included in the award documents and agreed at the winners' meeting. If there are budget pre-conditions, the NGO must prepare new budget summaries to be discussed at the winners' meeting.

The first payment of the grant is made when the pre-conditions have been met and the REC has received the signed award agreement and sub-award agreement(s). The next payments are made when the grants officer and financial assistant approve the progress reports. After the final report has been approved by the REC, the last 10 percent is paid to the NGO.

REPORTING REQUIREMENTS

The lead NGO is responsible for submitting all project reports. Each NGO is required to prepare a narrative and financial report and send it to the project leader. The lead NGO should write a summary describing the activities of the partners in

the context of the entire project. Because it is a cooperative project, the REC is interested in hearing about the project as a whole. Before submitting the report to the REC, the lead NGO should review the individual reports to ensure they are complete. Copies of receipts must be included in the report. The project coordinator is responsible for the reporting of all cooperative partners.

The award agreement states the reporting requirements for each grant. All reports must be in English.

NGOs awarded DRP regional grants will receive full reporting instructions.

BUDGET MODIFICATIONS

Although the REC cannot increase the overall amount of a grant award, the budget made in the award agreement can be changed. If it is necessary to transfer more than 10 percent of one budget line to another budget line, the NGO needs written approval from the REC grants officer.

EQUIPMENT

When REC funds are used to purchase equipment:

- The purchased equipment must be in the REC's name.
- The award agreement states that the REC maintains ownership of the equipment for the entire duration 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 no longer needs the equipment, all items of equipment (that cost more than USD 200) must be returned to the appropriate REC country office to be made available for use by another NGO.
- In the final report, the NGO may request to permanently retain the use of the equipment, stating by whom and for what purposes it would be used. The NGOs' 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, (e.g. for a personal profit-making venture) the REC reserves the right to repossess the equipment immediately.

AUDITING

The REC's staff, Donor's representatives or independent audit firms may monitor project performance at any time. The REC reserves the right to review finances and expenditures at any time during the project period or up to one year after the project's completion. All original receipts must be kept on file for one year after the project has finished.

RETURNING FUNDS

If for any reason conditions are not met and funds have to be returned to the REC, the full amount plus a calculated average interest is demanded. The award agreement is a legal document, and the NGO and the REC should meet all requirements. In case of disagreement, Hungarian law is applicable, and the Hungarian Court of Justice in Budapest is used.

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 DRP PROPOSAL PREPARATION

The total funds requested usually exceed the amount of funds available. Therefore, applications are selected in a competitive process. The grants evaluation board established at the REC with the participation of independent experts evaluates the applications entirely on the basis of the submitted full proposal.

The full proposal must include the following items:

1. Proposal cover page (Appendix A);
2. Cooperative partner's information (Appendix B1) and Stakeholder's information (Appendix B2);
3. Logical framework (Appendix C);
4. Narrative description of the project (no template available);
5. Budget summary for the entire project (Appendix D1) and Budget Summaries for all partners (Appendix D2);
6. Budget justification by phase, activity and partner (Appendix E); and
7. 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);
- Co-sponsorship documentation; and
- Support documents from the stakeholders.

HOW TO APPLY

If your project is selected to proceed beyond the concept paper phase (details on what is required at the concept paper phase are provided in the 'Call for Projects'), the cooperative partners are requested to work together to prepare the full proposal application. The application should follow this order:

1. Proposal cover page

Appendix A must be clearly and fully completed by the lead NGO.

2. Cooperative partner information

2 a) NGO partners

Appendix B1 must be filled out. Each NGO must correctly fill out the required banking details.

2 b) Stakeholders

As emphasised throughout this application, proper identification and involvement of all key stakeholders in the project is required by the REC. Using Appendix B2, please fill out all the information required for each stakeholder separately.

Please explain, under "description of the role", each stakeholder's relation to the problem and in what way they will be involved in project implementation.

3. Logical framework approach and logframe matrix (Appendix C)

Prior to writing a detailed description of the project, several elements should be considered. The REC requires that applicants use the logical framework approach (LFA) to formulate and develop the project proposal, 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 partner NGOs will meet together.

The results should be summarised in the logframe matrix (Appendix C). **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 that will be used to evaluate the project, and the project stakeholders and beneficiaries.

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.

4. THE NARRATIVE DESCRIPTION (NO FORMAT AVAILABLE)

When preparing the narrative description of the project, the project partners must elaborate by responding in detail to the questions below. There is no template document for this part of the proposal. The REC is expecting the NGOs to follow the order of the following questions, and to limit the description to not longer than eight pages (A4 format).

4.a) Project statement

- Which is/are the specific nutrient related problem(s) or needs the cooperative project

addresses? Why are they important? Are they significant for the countries involved? Why do the NGOs need to cooperate in addressing those?

4.b) Detailed project plan

Project goal

What is the general goal that the project will contribute to? 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.

Project objectives

- What are the specific objectives of the project? The objectives should be SMART (Specific, Measurable, Achievable, Realistic, Timely), and 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/timeframe

- What activities will each of the partner NGOs undertake in order to reach the goal and objectives?
- How do they correspond to the suggested approaches and tools of this grants programme?
- What are the detailed steps to be taken for each activity, including which partner (NGOs and/or other stakeholders) will carry them out?
- How did you identify the stakeholders, and what is their relationship to the problem? In

what way are they going to be involved in project implementation?

- What is the timeframe of all planned activities per partner? An overall project time table indicating the time frame for each activity is expected.
- What is the stakeholder's contribution in the implementation of each activity?
- Who are the target group for each activity?
- Who are the beneficiaries of the activity?
- How does each activity contribute to achieving which objective?

Expected outputs and results

- What will be the results or outputs of the proposed activities?
- What are the expected impacts and benefits of the project, what positive changes will the project achieve?
- How does each of the countries involved benefit? How will you measure it?
- How will you determine whether your activities have achieved the 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.
- What products will be produced during your project? List them.
- How will information resulting from the project be disseminated to the public?
- Are the results of the project sustainable?

4.c) Follow-up

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

5. BUDGET SUMMARY (APPENDIXES D1 AND D2)

Use Appendix D1 to outline the budget for the entire project and Appendix D2 for describing the Budgets of each of the partners. The forms must be clearly completed for the parts of the budget requested from the REC. The budget summaries (for the entire project and per partner), are based on the budget justification explained below and completed in the final stage of the budget preparations, after finalising the work with the Budget Justification (Appendix E) by partner and phase. State amounts in USD.

Include in the budget summary the overall amount committed by other donors to the project (if applicable).

6. BUDGET JUSTIFICATION (APPENDIX E)

Each partner NGO must prepare a detailed budget justification for the project, which is the basis for preparing the budget summary. Each partner must use Appendix E to prepare the budget for each activity and then complete the budget breakdown per phase (Appendix D2). Furthermore, at the preparatory meeting the partners put everything together and complete the Summary Budget for the entire project (Appendix D1).

Please follow the guide below, and add any other details appropriate to your project.

I. Breakdown by partner

Each partner must prepare their own budget justifications, with the help of Appendix E, and then divide it in two phases.

II. Breakdown by phase

Most projects are long enough to be divided into phases. NGOs should decide how many months each project phase will take (the template provided by the REC includes two phases) and the activities that belong to each phase. Because the project is divided into two phases, NGOs must indicate the length (starting and ending date) of each phase. Each of the partners will prepare the budget required for each phase. If you have activities for which implementation bridges the phases, then split the activity costs accordingly.

III. Breakdown by activities

For each project activity, NGOs must provide a separate budget breakdown (Appendix E) for the costs in each budget line item by unit, unit cost, and number of units. You need to think of any possible cost that can occur when implementing project activities. The cost should then be placed under the appropriate budget item. For example, bus tickets go under travel, and paper goes under supplies.

Budget categories are as follows:

Stipends/salaries

Specify the amount of time (month or day) that the project coordinator and other staff will spend managing the project and their monthly/daily fees.

Consultants/contract personnel (for occasional work)

Each short-term service needed for this project should be placed under this budget item. Specify the amount of time (in months or days) and the unit cost.

Travel

List the number of trips, destinations, number of people travelling and the costs involved for their transportation.

Accommodation and food

Estimate 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 much is needed of each and the price per unit. Also explain why the equipment is 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 quantity, price estimation per item and purpose. Supplies include paper, floppy discs, calculators and upgrades to computers that are less than USD 200.

Communication costs

Estimate e-mail, telephone, fax and postage costs (preferable by month or project event).

Publication costs

Estimate the number of pages, number of copies, language, topic and cost per copy.

Translation services

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

Other direct costs

Costs which do not fit any of the budget categories can be placed under "other direct costs" (e.g. rental of conference facility, office rent and utilities, etc.). Unjustified costs under this item will not be considered.

The REC does not cover contingency costs.

7. STATEMENTS OF COOPERATION (APPENDIX F)

Appendix F should indicate the commitment of the partner NGOs to take part in this project. The statement should be signed by both project coordinators of the lead and partner NGOs. The agreement should be signed with each of the Partner NGOs .

ADDITIONAL SUPPORT DOCUMENTS:

Descriptions of the NGO's backgrounds

Describe each of the involved NGO's backgrounds and capability to implement the project (with emphasis on the experience related to sustainable development).

CVs of project coordinators and all other key persons involved in the project

The REC requires documentation for the Project coordinators and other key experts to be involved in the project's implementation. Their names, addresses and a description of their roles or tasks in the project must be included in the description of the activities.

Curriculum vitae should include:

- Family name
- First name
- Date of birth
- Place of birth
- Nationality
- Current employer
- Years of experience in the field
- Key qualifications (relevant to the project)
- Education: Under this heading, summarise college/university and other specialised education, giving names of schools, dates attended and degrees obtained.
- Experience record: Under this heading, list all positions, locations, assignments, titles, dates and employers. Indicate the work undertaken which best demonstrates the person's ability to complete the project tasks.

Co-sponsorship documentation

Although it is not a requirement, you may consider using additional funds or in-kind support to cover project costs. If this is the case, you need to indicate this amount under Appendix D (Budget Summary for the entire project and the Budget Summaries for Partners). 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, and so on.

Support documents from stakeholders

Stakeholders can be local or central authorities, business people, academics or community leaders among others. Any concerned party can play a stakeholder role in the project. 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. Support documents, intention letters and any kind of proof of the stakeholder's support should be included in the Proposal to indicate their commitment in the project. The satisfactory presentation of the stakeholder's commitment will influence the decision over your proposal.

Important NOTE about application:

The **deadline for submission of DRP full grant proposals is November 11, 2005**. Send the original proposal (unbound) to the REC Head Office in Szentendre, Hungary. The proposal must be received by post by the end of the day on November 11, 2005, or it will not be considered. Send copies of the proposal to the country office of your partner, as well as to your own, by the same deadline. Late applications or applications sent by **e-mail or fax will not be accepted**. All applications must be signed and stamped where requested.

For more information, interested parties should contact Richard Filcak at the REC Head Office (e-mail: Rfilcak@rec.org; tel: [36-26] 504-000; fax: [36-26] 311-294).

*For more information about applying for grants,
please contact our local representatives or the REC Head Office.*

Head Office:

The Regional Environmental Center for Central and Eastern Europe
Ady Endre ut 9-11
2000 Szentendre, Hungary
Tel: (36-26) 504-000
Fax: (36-26) 311-294
E-mail: rfilecak@rec.org
Web: www.rec.org

REC Offices in Danube Countries

BOSNIA and HERZEGOVINA
Kelemova 34
71000 Sarajevo, BiH
Tel: (387-33) 263- 050
Tel/fax: (387-33) 263-051, 209- 130
E-mail: nseremet@rec.org.ba
Contact: Enisa Pulic

BANJA LUKA FIELD OFFICE
Slavka Rodica 1, 78000
Banja Luka, RS, BiH
Tel/fax: (387-51) 317-022
E-mail: rec.bl@inecco.net

BULGARIA

1000, Tzar Simeon 42, Ap.2,
Oborishte District, Sofia, Bulgaria
Tel: (359-2) 983-4817
Fax: (359-2) 983-5217
E-mail: rec-bulgaria@rec.org
Website: www.rec.org
Contact: Ms. Desislava Stefanova

CROATIA

Djordjiceva 8a Br.
10000 Zagreb, Croatia
Tel: (385-1) 4810-774
Tel/fax: (385-1) 4810-844
E-mail: rec@rec-croatia.hr
URL: www.rec-croatia.hr
Contact: Irena Brnad

CZECH REPUBLIC

Senovazna 2
11000 Prague, Czech Republic
Tel/fax: (420-2) 2422-2843
E-mail tomas.kazmierski@reccr.cz
www.reccr.cz
Contact: Tomas Kazmierski

HUNGARY

Ady Endre ut.9-11,
2000, Szentendre
Tel: (36-26) 504-075
Tel/fax: (36-26) 311-294
www.rec.hu
E-mail: coh@rec.org
Contact: Laszlo Pernecky

ROMANIA

Str Episcop Timus nr 4, Sector 1
Bucharest, Romania
Tel: (40-21) 316 7344 / (40-21) 316 7345
Fax: (40-21) 316 7264
E-mail: rec@recromania.ro
Contact: Dana Olanecku

SLOVAKIA

Vysoka 18
811 06 Bratislava
Slovak Republic
Tel: (421-2) 5263-2942
Fax: (421-2) 5296-4208
E-mail: rec@changenet.sk
www.rec.sk
Contact: Vlado Hudek

SLOVENIA

Slovenska cesta 5
1000 Ljubljana, Slovenia
Tel/fax: (386-1) 425-6860
Tel: (386-1) 425-6860
E-mail: rec-slovenia@guest.arnes.si
www.rec-lj.si
Contact: Julija Skarabot

SERBIA and MONTENEGRO

Palata Beograd
Primorska 31
11000 Belgrade, Serbia and Montenegro
Tel: (381-11) 329 2899
Fax: (381-11) 329 3020
E-mail: officr@recyu.org
www.recyu.org

NIS Partners:

REC Moldova

57/1, Banulescu Bodoni St., office 110
2005 Chisinau,
Moldova
Tel: (373-2) 238-685
Fax: (373-2) 238-686
E-mail: recmd@moldova.md
Home page: <http://www.rec.moldova.md>



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe



UNDP | GEF
DANUBE
REGIONAL
PROJECT

APPENDIX A – DRP GRANT PROPOSAL COVER PAGE

Danube Regional Project (DRP) Regional Grant Application – Second Round Proposal Cover Page			
Project title:			
Lead NGO information			
Name of NGO			
Registration		Tel:	
E-mail address		Fax:	
Address (include country)			
Project coordinator			
Dates of project period	Start date: day - month - year	End date: day - month - year	
Brief description of the project (one paragraph)			
Products to be developed			
Total budget of project (USD): (include other donations, their status, and in-kind support)		Amount requested from the 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 the REC	Date received	Responsible grant officer Keyword	
Decision			

Use extra sheets where necessary



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe



UNDP | GEF
DANUBE
REGIONAL
PROJECT

APPENDIX B 1 - COOPERATIVE PARTNER INFORMATION

Please fill in the information for each cooperative partner. It is helpful to include the information for the lead NGO as well. Each partner should sign and stamp their information.
Copy this form as necessary.

DRP Regional Grant Application – Second Round <i>Cooperative Partner Information</i>
Lead NGO name and registration number:
Project coordinator:
Address:
Phone number, fax, e-mail:
Bank information:
Bank name and address:
Account number of NGO:
Account holder name:
Swift code:

First partner NGO name and registration number:
Project coordinator:
Address:
Phone number, fax, e-mail:
Bank information:
Bank name and address:
Account number of NGO:
Account holder name:
Swift code:

Note: Add boxes for more partners



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe



UNDP | GEF
DANUBE
REGIONAL
PROJECT

APPENDIX B 2 – STAKEHOLDER'S INFORMATION

Please fill in the information for each stakeholder from every country involved. Each partner should sign and stamp their information.

Copy this form as necessary per country.

DRP Regional Grant Application – Second Round Stakeholder's Information	
Country	
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:

DRP Regional Grant Application – Second Round

You should not modify the forms, but you can type the data into the appropriate boxes.

Preferably, the logframe should not exceed 1 page.

	The project	Indicators of achievement	Stakeholders/ beneficiaries
a. Project goal (overall objective)	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	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 D 1 - BUDGET SUMMARY FOR THE ENTIRE PROJECT – SECOND ROUND

<p>DRP Regional Grant Application – Second Round Budget Summary for the Entire Project (in USD)</p>
--

Project title			
Lead NGO			
Name of NGO			
Registration number:		E-mail:	
Telephone number:		Fax number:	
Address (include country):			
Project coordinator			
Dates of project period	Start date:	day-month-year	End date: day-month-year

Direct Costs:

Line Items	Phase I	Phase II	Total USD
Stipends/salaries			
Equipment			
Travel			
Per diem			
Supplies			
Consultants/contract personnel			
Publication costs			
Translation services			
Communication costs			
Other direct costs (please specify)			
Total requested from the REC:	USD	USD	USD
Other funding organisations Please indicate amount and status of their support.			USD
Total project budget: (REC + additional funds)			USD

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



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe



UNDP | GEF
DANUBE
REGIONAL
PROJECT

APPENDIX D2 - BUDGET SUMMARY FOR PARTNERS

DRP Regional Grant Application – Second Round
Budget Summary for Partners
Every partner, including the lead partner, must complete a budget summary
(in USD)

Project title			
Partner NGO			
Name of NGO			
Registration number:		E-mail:	
Telephone number:		Fax number:	
Address (include country):			
Project coordinator			
Dates of project period	Start date:	day-month-year	End date: day-month-year

Direct costs for your part of the project:

Line Items	Phase I	Phase II	Total USD
Stipends/salaries			
Equipment			
Travel			
Per diem			
Supplies			
Consultants/contract personnel			
Publication costs			
Translation services			
Communication costs			
Other direct costs (please specify)			
Total requested from the REC:	USD	USD	USD
Other funding organisations Please indicate amount and status of their support.			USD
Total project budget: (REC + additional funds)			USD

Each partner should sign and stamp the budget summary for their part of the budget. Signature will validate the document.

(copy as necessary)



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe



UNDP | GEF
DANUBE
REGIONAL
PROJECT

APPENDIX E - BUDGET JUSTIFICATION

**DRP Regional Grant Application – Second Round
Budget Justification**

*Every partner, including the lead partner, must complete a budget justification for each activity per phase requested from the REC
(in USD)*

Partner NGO:

Phase:

Activity:

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

Note:

- This form should be copied and filled out for each of the project activities and for each phase requested from the REC. Should an activity run through 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 - STATEMENT OF COOPERATION

DRP Regional Grant Application – Second Round Statement of Cooperation	
Project title:	

Statement:

By signing this statement of cooperation, we agree to work together in implementing this project if the proposal is selected according to the task description provided in the project proposal. We all agree that the project coordinator of the **lead NGO** is responsible for coordinating the overall project management among partners and the REC, presenting all of the materials and reports to the REC on time.

During the project implementation the **partner NGO** is responsible for managing their part of the project according to the description and the timeframe given in the proposal, preparing accurate finances and reporting to the lead NGO on time as well as maintaining close cooperation with the other project partners.

Partner NGO information

Name of the organisation:			
Registration number:		Phone number:	
E-mail address:		Fax number:	
Address:			
Name of the project coordinator (partner NGO)			
Signature and date: (please stamp):			
Name of the project coordinator (lead NGO):			
Signature and date (please stamp your name):			

(copy as necessary)

Note: If more than two organisations intend to cooperate on this project, please make copies of the statement of cooperation as necessary. Both lead and partner NGOs should sign and stamp this statement at the project preparation meeting. The document should be submitted in its original with the full proposal package.