**Annex 1. SGP Indonesia Small Grant Proposal Format**

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| 1. **Project Key Information**
 |
| * 1. Project Title:
 |
|  Click or tap here to enter text. |
| * 1. Country:
 |
| Indonesia |
| * 1. Periods
 |
| Project Start Date | Project End Date |
| 20 Agustus 2020  | 20 Agustus 2020 |
| * 1. ASEAN Heritage Park
 | Choose an item. |
| * 1. Core Area
 | Choose an item. |
| * 1. Thematic Focus
 | Choose an item. |
| * 1. Project Type
 | Choose an item. |
| * 1. Contract Amount (max. 100.000 EUR)
 |  In EUR Click or tap here to enter text. |
| 1. **Proponent**
 |
| * 1. Institution/Organization
 |
| Name |  |
| Physical Address  |  |
| Telephone |  |
| Email Address |  |
| Website |  |
| * 1. Contact Person
 |
| Name |  |
| Position |   |
| Telephone |   |
| Email Address |  |
| * 1. Type of Institution/Organization
 | Choose an item. |
| * 1. Legality Documents
 |  |
| * 1. Year of Establishment
 |   |
| * 1. Vision and Mission
 |   |
| * 1. Year of Cooperation with National Park
 |   |
| * 1. Activities of Cooperation with National Park
 |   |
| * 1. Activities Location
 |   |
| * 1. Institution/Organization Track Records in The Last 3 Years
 |
| Projects’ Names/Titles | Periods | Short Description |
|   |   |   |
|   |   |   |
|   |   |   |
| 1. **Implementing Partner Institution (if any)**
 |
| Name Institution/Organization |   |
| Contact Person & Position |  |
| Physical Address  |   |
| Telephone |  |
| Mailing Address |  |
| 1. **Introduction**
 |
| 1. Project Summary
 |
| *Short summary of the project: description of the project context, project objectives, proposed approach, relevance of the project to the Objectives of the ACB-SGP. Max. 2000 characters*  |
| 1. Organizational Background
 |
| *Give information about the organization to demonstrate that the proposing organization has the experience, capacity and commitment to successfully implement the proposed project. Max. 1000 characters.* |

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| 1. **Project Concept**
 |
| 1. Context
 |
| *Short description on the present status/current situation regarding the project area including the core problem which the project is addressing (problem statement or challenges the project intends to address). Max. 1000 characters.* |
| 1. Rationale
 |
| *Indicate importance of proposed project to the ACB-SGP and to the particular AHP. Please reflect the relationship of the project to other relevant programmes and how it is integrated into country strategy (sectors, projects). Max. 1000 characters.* |
| 1. Target Group
 |
| *Target group is the population or other stakeholders, including government and communities living within the adjacent areas, identified as the intended direct or indirect recipient of the intervention. Max. 1000 characters.* |
| 1. **Strategy**
 |
| 1. Overall Objectives
 |
| *Define the overall objective of the proposed project. Please be reminded that the objectives have to be formulated in a measurable way. Max. 500 characters.* |
| 1. Specific Objectives
 |
| *Define the specific objectives of the proposed project. Please be reminded that the objectives have to be formulated in a measurable way. Max. 500 characters.* |
| 1. Results/Outcomes
 |
| *State the desired outputs and direct benefits addressing the identified needs and problems. The expected results are the measurable changes which occurred by the end of the project as a result of the planned intervention. Max. 500 characters.* |
| 1. Key indicator
 |
| *Include key indicators for each of the outcomes. Max. 1000 characters.* |
| 1. Key Personnel
 |
| *List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.* |
| 1. Support to the ASEAN Heritage Parks in Indonesia
 |
| *Please describe how the project is relevant for the ASEAN Heritage Parks Programme and the CBD Aichi Targets (e.g. Promoting cooperation and sustainability, addresses conservation targets, sharing of lessons learnt). Max. 1000 characters.* |
| 1. Gender
 |
| *Please give a brief description how the project considers gender aspects in its activities. Max. 1000 characters. (*[*www.oecd.org/dac/gender*](http://www.oecd.org/dac/gender) *and* [*http://www.oecd.org/dataoecd/14/27/42310124.pdf*](http://www.oecd.org/dataoecd/14/27/42310124.pdf) *)* |
| 1. Risks to Successful Implementation
 |
| *Identify and list the major risk factors that could arise in the project and could jeopardise the expected result. Please also propose risk mitigation measures to address potential risks. Max. 1500 characters.* |
| 1. Knowledge Management, Communication, and Replication of Projects Results
 |
| *How do you plan to capture and share the knowledge, lessons learnt and good practices gained through the implementation of the project, also with respect to ACB’s role. How will results of the project be communicated within AMS? Max. 1500 chracters* |
| 1. Sustainability
 |
| *Please formulate how the use of the project results can be ensured also after the project’s conclusion (e.g. which methods, approaches, instruments or concepts will be used on a sustained base by the Target Group or other actors). Max. 1500 characters.* |
| 1. **Activities and Finances**
 |
| 1. Activities
 |
| Provide details of what will actually be done to accomplish the project objectives, in a logical framework. Specific activity description in packages, each one belonging to one of the indicators (please use bullet points). Max. 1500 characters. |
| 1. Activity Cost Milestone Plan
 |
| Please provide a work and financial plan (use Activity Cost Milestone template ). Max. 1000 Characters. |
| 1. **Monitoring and Evaluation**
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| 1. Monitoring and Evaluation Strategy
 |
| *Please describe the methods and procedures to pursue and assess project progress during the implementation (e.g. reporting schemes and schedules, field assessment/quality control) All projects may be audited upon request by ACB. Max. 1500 Characters* |