**CONFIRMATION FORM**

**WORKSHOP on the Grants Monitoring and Management System (GraMMS)**

**SGP Indonesia Cycle 4**

Here’s Below :

|  |  |
| --- | --- |
| Organization Name |  |
| Address |  |
| Email |  |
| Phone number |  |

Interest in submitting SGP Indonesia Cycle 4 with a framework of small grant proposals as below.

|  |  |
| --- | --- |
| Theme | Choose an item. |
| Title of proposal |  |
| General Objective |  |
| Expected Result (*Output*) |  |
| Main Acitivity |  |
| Period | Choose an item. |
| Budget Proposal | EUR xxxxxx |
| AHP | Choose an item. |

In relation to the above, we want to: Choose an item.  ***Workshop GraMMS of the SGP Indonesia in Cycle 4***, which will be attended by program staff and financial staff below, namely:

|  |  |  |
| --- | --- | --- |
| Nama |  |  |
| Position | Program Manager | Manager/Finance Staff |
| Email |  |  |
| Phone Number |  |  |

The interest form we submit has fulfilled the provisions of SGP Indonesia as follows:

* Submit a draft of a small grant proposal for SGP Indonesia according to the proposal template (can be download at **https://bit.ly/panduan-cfp4**) and send it to Penabulu Foundation as a Service Provider to the email address [**sgp-acb@pgm.penabulu.id**](mailto:sgp-acb@pgm.penabulu.id) with the email subject: **Institution Name\_Proposal Title\_Cycle4.**
* Submit the following requirements:

1. (1) **Notarial Deed** [and] (2) **NPWP Organisation** [and] (3) **SK Kemenhunkam**)
2. SGP Indonesia Small Grant Proposal Document according to template

* Annex 2. Proposal Template
* Annex 3. Key Project Personnel
* Annex 4. Logical Framework
* Annex 5. Activities Cost Milestone
* Annex 6. Plan of Operation/Work plan

3. Letter of Recommendation from the National Park or PKS with National Park or Memorandum of Mutual Understanding with the Directorate General of KSDAE, Ministry of Environment and Forestry (Documents can be sent later, If you don't have this document).

We agree to the terms of SGP Indonesia as follows:

* Civil Society Organizations selected as potential proponents who will submit sGP Indonesia Small Grant Proposals that will get **[user name]** and **[password]** to enter the **Grant Management and Monitoring System (GRAMMS)** where all the SGP Indonesia proposals are submitted online.
* For **[user name]** and **[password]** will be provided by ACB by email and only known by each advocate of SGP Indonesia Small Grant Proposal to used in the online submission of proposals.
* Civil Society Organizations as proponents of SGP Indonesia Cycle 4 are also required to send a proposal to Yayasan Penabulu as Service Provider SGP Indonesia to email: [sgp-acb@pgm.penabulu.id](mailto:sgp-acb@pgm.penabulu.id)

[Place]/ [date] [month] 2022

Name : \_\_\_\_\_\_\_\_\_\_\_\_

Position : \_\_\_\_\_\_\_\_\_\_\_\_