

1) Grant Application Form Template

A. Applicant Information

- Organization name:
- Organization type: (INGO/NGO/CBO/UN/Other)
- Registration number:
- Country of registration:
- Head office address:
- Website:
- Primary contact person: (Name, Title)
- Email / Phone:
- Authorized signatory: (Name, Title)
- Bank details (if required): (Bank name, IBAN/SWIFT)

B. Grant Request Overview

- Project title:
- Project code (internal):
- Proposed start date:
- Proposed end date:
- Project duration:
- Geographic area(s):
- Target population:
- Requested amount:
- Currency:
- Co-funding / other donors (if any):
- Implementation modality: (Direct / Partner / Mixed)

C. Project Summary (200–300 words)

- Context & problem statement:
- Proposed response:
- Expected results:

D. Needs Assessment (Evidence Base)

- How was need identified? (rapid assessment, registration data, government/UN data, partner reports)
- Key findings (bullets):
- Vulnerability criteria used:
- Gaps & coordination notes:

E. Goal, Outcomes, Outputs (Logframe)

Overall Goal:

Outcomes:

Outputs:

Level	Statement	Indicators	Means of Verification	Assumptions/Risk
	t			s
Outcome 1				
Output 1.1				
Output 1.2				

F. Implementation Plan

- **Key activities:** (with responsible team)
- **Distribution modality & ration/basket:**
- **Delivery chain:** (procurement → warehousing → transport → distribution → reconciliation)
- **Partners & roles:**
- **Workplan milestones (by month):**

G. Targeting & Protection

- **Registration/verification approach:**
- **Protection mainstreaming:** (safe access, dignity, inclusion)
- **Safeguarding & PSEA:** (policies, training, reporting)
- **Data protection:** (consent, storage, retention)

H. Accountability to Affected Populations (AAP)

- **Information sharing:**
- **Feedback & complaints mechanism:**
- **How feedback informs programming:**

I. Monitoring, Evaluation, and Learning (MEL)

- **Monitoring approach:**
- **Post-distribution monitoring (PDM):** sample size & frequency
- **Quality assurance & audits:**
- **Reporting schedule:** (weekly/monthly/final)

J. Risk Management

Risk Likelihood Impact Mitigation

K. Budget Summary

Budget line	Amount	Note
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- Total requested:
- Indirect/overhead rate:
- Procurement plan summary: (major items, vendors approach)

L. Compliance & Declarations

- Humanitarian principles: (Humanity, Neutrality, Impartiality, Independence)
- Anti-fraud & anti-corruption:
- Child safeguarding / PSEA compliance:
- Signature & date:

M. Attachments Checklist

- Organizational registration
 - Latest audit
 - Budget (detailed)
 - Workplan / Gantt
 - Safeguarding & PSEA policy
 - Data protection policy
 - Bank letter
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2) Completed Sample (DEMO Seed Data — “Food Assistance for Refugees”)

DEMO APPLICATION — for ERP testing/training only (not a real submission)

A. Applicant Information

- Organization name: NorthBridge Relief (Demo)
- Organization type: NGO
- Registration number: NBR-2014-2271 (Demo)
- Country of registration: Sweden (Demo)

- **Head office address:** Kvarngatan 14, 111 22 Stockholm, Sweden (Demo)
- **Website:** northbridgerelief.example (Demo)
- **Primary contact:** Lina Sjöberg, Program Manager
- **Email / Phone:** lina.sjoberg@northbridge.example / +46 70 123 45 67 (Demo)
- **Authorized signatory:** Johan Lund, Country Director (Demo)

B. Grant Request Overview

- **Project title:** Food Assistance for Refugees – Sundby Reception Corridor
- **Project code (internal):** FAFR-2026-01
- **Start date:** 01 Feb 2026
- **End date:** 31 Jul 2026
- **Duration:** 6 months
- **Geographic area(s):** Sundby Reception Corridor (Sundby Hub, Larkfield Transit Point, Meadowgate Reception Site)
- **Target population:** Newly arrived and in-transit refugee households
- **Requested amount:** EUR 417,900
- **Currency:** EUR
- **Co-funding:** None for this phase (Demo)
- **Implementation modality:** Direct implementation with local service providers (transport, warehousing)

C. Project Summary

Refugee households transiting the Sundby Reception Corridor face immediate food insecurity due to limited income, disrupted supply access, and short stays that prevent stable coping strategies. This project will provide time-bound in-kind food assistance to verified refugee households at three reception and transit sites through a standardized 7-day household food basket, delivered on a predictable schedule.

Distributions will be supported by safe, dignified queue management, accessibility measures for vulnerable individuals, and an operational feedback mechanism. The response aims to stabilize short-term food consumption, reduce negative coping strategies, and improve household well-being while families complete registration and transition to longer-term services. The project includes end-to-end commodity tracking (warehouse to beneficiary), post-distribution monitoring, and monthly reporting to the donor, ensuring traceability, accountability, and program learning.

D. Needs Assessment (Evidence Base)

- **Need identification:** reception-site registration trends, partner referrals, rapid observations at distribution points, and feedback logs (Demo)
- **Key findings:**
 - Households arrive with limited cash and inconsistent access to cooking supplies/food markets
 - High mobility increases risk of missing scheduled support and creates nutritional gaps
 - Vulnerable groups (female-headed HH, PwD, elderly) face barriers to safe access during peak congestion
- **Vulnerability criteria:** household size, single caregiver, disability, elderly member, pregnancy/lactation, protection concerns (self-reported/referral)

- **Coordination notes:** aligned distribution windows with site management; deconflicted schedules with other service providers (Demo)

E. Goal, Outcomes, Outputs (Logframe)

Overall Goal: Improve short-term food security and reduce harmful coping strategies among refugee households in the Sundby Reception Corridor.

Level	Statement	Indicators	Means of Verification	Assumptions/Risks
Outcome 1	Refugee households meet minimum food needs during transit and initial reception	≥80% of PDM HH report acceptable food consumption for the past 7 days	PDM surveys; hotline trends; distribution records	Access to sites remains stable; no major supply disruption
Output 1.1	Households receive a 7-day food basket through predictable distributions	# households receiving full basket (target: 6,000 HH over 6 months)	Signed lists; waybills; stock cards	Verified lists available; crowd control maintained
Output 1.2	Safe access and accountability measures are operational at all sites	100% sites have helpdesk + complaints channel; % complaints resolved within 7 days (target: ≥85%)	Helpdesk logs; hotline reports; SOP checklists	Staff trained; safeguarding referrals functioning

F. Implementation Plan

- **Key activities**
 - Monthly planning & site coordination meetings (Ops + site management)
 - Beneficiary verification (token issuance, list reconciliation)
 - Commodity procurement/receipt, warehousing, and batch tracking
 - Transport planning (dispatch notes, waybills, delivery confirmations)
 - Distribution execution (queue management, priority lane, helpdesk)
 - Post-distribution monitoring (phone + on-site sampling)
 - Monthly reporting and stock reconciliation
- **Ration / basket (per household, 7 days):**
 - Rice 12 kg; Lentils 4 kg; CSB+ 3 kg; Vegetable oil 1.8 L; Sugar 1 kg; Iodized salt 0.5 kg
- **Delivery chain:** approved suppliers → SCW-01 warehouse → scheduled dispatch → site distribution → signed lists + waybill returns → reconciliation
- **Partners:** contracted transport provider; reception-site management; community volunteer committees (Demo)
- **Milestones**
 - Month 1: start-up, procurement, first 6 distribution days
 - Months 2–5: routine distributions + MEL cycles

- Month 6: final distributions, evaluation snapshot, close-out report

G. Targeting & Protection

- **Verification:** registration list + on-site ID check + household token; exception handling via registration desk referral
- **Protection mainstreaming:** priority lane (elderly/PwD/pregnant/lactating), shaded waiting areas, clear signage in multiple languages, female staff presence at helpdesk
- **Safeguarding & PSEA:** staff code of conduct; mandatory briefing; confidential reporting channels; referral directory posted at sites (Demo)
- **Data protection:** minimal data collected; consent for PDM; restricted access; retention aligned with policy (Demo)

H. Accountability to Affected Populations (AAP)

- **Information sharing:** posters + briefings on distribution dates, entitlements, and complaint options
- **Feedback channels:** on-site helpdesk + phone hotline + suggestion box at two sites
- **Use of feedback:** weekly review; operational adjustments (e.g., staggered tokens, additional accessibility support)

I. Monitoring, Evaluation, and Learning (MEL)

- **Routine monitoring:** distribution completeness checks; spot checks for basket accuracy; daily reconciliation
- **PDM plan:** 80 HH/month (mix of phone and on-site), rotating sites
- **Quality assurance:** monthly stock reconciliation; internal spot audits; supplier delivery verification
- **Reporting schedule:** monthly narrative + financial; final report within 30 days of end date (Demo)

J. Risk Management

Risk	Likelihood	Impact	Mitigation
Supply delays for key commodities	Medium	High	framework suppliers; buffer stock; staggered procurement
Site congestion and safety incidents	Medium	Medium	token system; more crowd controllers; priority lanes; clear signage
Rapid population movement affects targeting accuracy	High	Medium	frequent list updates; referral mechanism; flexible distribution days
Fraud or diversion	Low	High	segregation of duties; waybills + signatures; bin cards; spot audits
Weather disruptions	Medium	Medium	canopies; rescheduling SOP; pre-positioning at sites

K. Budget Summary (EUR)

Budget line	Amount	Notes
Food commodities	280,000	core basket inputs (rice, pulses, CSB+, oil, sugar, salt)
Transport & fuel	35,000	warehouse-to-site deliveries, 6 months
Warehousing & handling	18,000	storage, pallets, loading labor, minor equipment
Staffing (program, logistics, finance)	45,000	partial time allocation across functions
Monitoring, Evaluation & PDM	12,000	tools, enumerators, phone costs
Accountability & safeguarding	8,000	helpdesk setup, signage, training
Admin/Overhead	19,900	approx. 5% of direct costs
Total requested	417,900	

Procurement plan (summary):

- Major commodities procured via competitive RFQs and framework agreements (Demo)
- Transport contracted via service agreement with performance KPIs

L. Compliance & Declarations

NorthBridge Relief commits to humanitarian principles (humanity, neutrality, impartiality, independence) and maintains anti-fraud and safeguarding policies, including PSEA reporting mechanisms and staff training requirements.

Authorized signatory: Johan Lund (Demo)

Signature: _____ **Date:** 15 Jan 2026

M. Attachments Checklist (Demo)

- Registration certificate (Demo)
- Latest audit summary (Demo)
- Detailed budget (Demo)
- Workplan / Gantt (Demo)
- Safeguarding & PSEA policy (Demo)
- Data protection policy (Demo)
- Bank letter (Demo)