

# SPECIAL PROGRAMME

## TRUST FUND

### Project Application Form IA Project Proposal Summary

Project No:

For Official Use Only

**Note** Applications should all be endorsed by the relevant ministry where the project will be executed.

|     |  |   |
|-----|--|---|
| 1   | <b>PROJECT PROPOSAL SUMMARY</b>                            |   |
| 1.1 | <b>PROJECT TITLE</b>                                       |   |
| 1.2 | <b>DURATION</b>  | _____ months  |
| 1.3 | <b>COUNTRY STATUS</b>                                      | Developing Country <input type="checkbox"/> Least Developed Country <input type="checkbox"/> SIDS <input type="checkbox"/> CEITs <input type="checkbox"/><br><i>Please provide details relevant for your country for the conventions listed below.</i><br><b>Your country is a Party to:</b><br>Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/><br><b>Your country is in the process of preparing for ratification of:</b><br>Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/> |
| 1.4 | <b>PROJECT EXECUTIVE SUMMARY (APPROXIMATELY 250 WORDS)</b> |   |
| 1.5 | <b>PROPOSED MEASURES</b>                                   | <i>List the concrete measures or activities proposed for support</i>  |
| 1.6 | <b>ASSOCIATED MEASURES</b>                                 | <i>List the concrete associated domestic measures to be taken to ensure that the national institutional capacity supported by the Special Programme is sustainable in the long term</i>   |

|      |  |  |  |
|------|--|--|--|
| 1.7  | <b>SUMMARY OF OVERALL COUNTRY APPROACH TO INSTITUTIONAL STRENGTHENING (\$18 TOR)</b>   |  |  |
| 1.8  | <b>BUDGET SUMMARY</b>  | <b>List the budget for each proposed measure</b><br><br>(a) Proposed measure 1:<br>(b) Proposed measure 2:<br>(c) Proposed measure 3:<br><br>Total project budget  | \$<br>\$<br>\$<br><br>\$   |
| 1.9  | <b>FUNDING SUMMARY</b><br><i>* noting that paragraph 21 of the terms of reference of the Special Programme provides that beneficiary countries will contribute resources equal to the value of at least 25 per cent of the total allocation.</i> | <b>Amount requested from the Special Programme Trust Fund (max. \$250,000)</b><br><br>Value of resources contributed by beneficiary country (cash and/or in-kind)<br><br>Amount requested and confirmed from other sources (cash and/or in-kind)   | \$<br><br>+ \$<br><br>+ \$<br><br>= \$   |
| 1.10 | <b>ADDITIONAL INFORMATION REGARDING ALL FUNDING SOURCES*</b><br><br><i>* If any, please complete the table "Additional Contributions" included in Application Form II (budget form)</i>  | Has the contribution from the beneficiary country been confirmed?<br><br>Has funding been received or requested from the GEF for the similar or related proposed measures and activities?<br><br>If so, please provide all relevant information about the related GEF project or application in Annex I<br><br>Has this project or the activities proposed previously been submitted for funding from Special Programme?<br><br>Has this project or the activities proposed previously been submitted for funding or in-kind donations from other sources, in addition to the previous question regarding GEF funding or applications?<br><br>If so, are they still awaiting confirmation? | Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

Is the viability of the project dependent on confirmation of funding or in-kind contribution that is not confirmed yet in addition to the Special Programme trust fund?

Yes  No

## 2 CONTACT DETAILS

2.1

### APPLICANT

Applicant organization / institution

Mr.  
 Ms.

Applicant representative (name)

Functional Title

Section / Department

Address

Phone

Fax

E-Mail

Website address (if available)

2.2

### PROJECT IMPLEMENTING ORGANIZATION / INSTITUTION (IF RELEVANT)

Project implementing Organization / Institution

Mr.  
 Ms.

Implementing representative (name)

Functional Title

Section / Department

Address

Phone

|     |   |  |  |
|-----|---|--|--|
|     |   | Fax  |  |
|     |   | E-Mail   |  |
| 2.3 | <b>PROJECT PARTNERS</b>                                     | For <u>each partner</u> , please provide the following information                 |  |
|     |   | Name of the organization (s)   |  |
|     |   | Contact person (s)   |  |
|     |   | E-Mail   |  |
|     |   | Organizations' role in the project: (For all institutions, please indicate tasks). |  |
| 2.4 | <b>INDEPENDENT MONITORING AND EVALUATION OF THE PROJECT</b> | Organization   |  |
|     |   | Functional Title   |  |
|     |   | Section / Department   |  |
|     |   | Address  |  |
|     |   | Phone  |  |
|     |   | Fax  |  |
|     |   | E-mail   |  |
|     |   | Contact person (name) Mr./Ms.<br>_____<br>_____<br>_____                           |  |
| 2.5 | <b>FINANCIAL AUDIT</b>                                      | Organization   |  |
|     |   | Functional Title   |  |

|  |                      |  |
|--|----------------------|--|
|  | Section / Department |  |
|  | Address              |  |
|  | Phone                |  |
|  | Fax                  |  |
|  | E-mail               |  |
|  | Comments             |  |

### 3 APPLICATION CHECKLIST OF ESSENTIAL ELEMENTS BEFORE SUBMISSION

#### ALL OF THE FOLLOWING ELEMENTS INCLUDED IN YOUR APPLICATION?

|  |                          |
|--|--------------------------|
| A complete and signed Application Form IA - <b>including a record of Government endorsement by the relevant ministry</b>             | <input type="checkbox"/> |
| A complete Application Form IB – Project Description   | <input type="checkbox"/> |
| A complete Application Form II – Project Budget  | <input type="checkbox"/> |
| Letters of support from the different project partners confirming its/their role(s)  | <input type="checkbox"/> |
| Information and list of GEF related projects or applications (Form IB - Annex I)   | <input type="checkbox"/> |
| Projects with an implementing organization/institution, a letter from the organization/institution confirming its role (if relevant) | <input type="checkbox"/> |
| Annexes providing any relevant additional information regarding the measures and activities to be funded                             | <input type="checkbox"/> |
| Proof of funding from beneficiary country and other project funding  | <input type="checkbox"/> |

4

## ENDORSEMENT AND CERTIFICATION

4.1

### OFFICIAL FOCAL POINT

#### RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT

|                                   |  |  |
|-----------------------------------|--|--|
| Name                              | <input type="checkbox"/> Mr.<br><input type="checkbox"/> Ms. |  |
| Functional Title                  |  |  |
| Institution/ Department / Section |  |  |
| Organization                      |  |  |
| E-mail                            |  |  |

I, the Official focal point for the Special Programme for  (country name) confirm the validity and relevance of the proposed project in relation to national priorities for chemicals and waste management

Date and Signature

4.2

### APPLICANT CERTIFICATION

I certify that the information provided in this application, including all enclosures, is accurate and relevant to national priorities in chemicals management, in line with the Special Programme to support institutional strengthening at the national level to enhance the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention on Mercury and the Strategic Approach to International Chemicals Management (SAICM). I confirm that should this project be approved initial management arrangements should be concluded between UNEP, as trustee, and the designated project implementing body or agency. I also note that should this project be approved, the Special Programme secretariat will make the relevant project details publicly available via the Special Programme website.

Mr.  
 Ms.

Name  
and title

Date and signature

# SPECIAL PROGRAMME TRUST FUND

## Project Application Form IB Project Description

**Note** Please consult the application guidelines (p. 9) available on the Special Programme website (<http://web.unep.org/chemicalsandwaste/special-programme>) to complete this form.

### 5 PROJECT DESCRIPTION PROJECT DESCRIPTION

5.1 DETAILED  
DESCRIPTION OF  
EACH PROPOSED  
MEASURE (REF:  
SECTION 1.5  
ABOVE)

|     |   |  |
|-----|---|--|
| 5.2 | <b>DETAILED DESCRIPTION OF THE ASSOCIATED DOMESTIC MEASURES (REF SECTION 1.6 ABOVE)</b> |  |
| 5.3 | <b>DETAILED INFORMATION ON PROJECT MANAGEMENT AND IMPLEMENTATION</b>                    |  |



|       |  |   |   |
|-------|--|---|---|
| 5.4   | PROJECT DESCRIPTION  |   |   |
| 5.4.1 | Explain how each proposed measure will address institutional strengthening at the national level   |   |   |
| 5.4.2 | Explain how the associated domestic measures will address the sustainability of institutional strengthening at the national level supported by the project |   |   |
| 5.4.3 | 1. Overall project outcome   | Indicators  | Means of verification   |
|       | <i>Insert the overall project outcome</i>  | <i>[All indicators should have a measurable Baseline and Target listed in brackets]</i> | <i>Insert both data source and method for measuring progress against indicator target</i> |
|       | Performance targets (project milestones that show progress towards completing the project outputs and achieving the overall project outcome)               |   | Expected Milestone for each reporting period (annual)                                     |
|       | Milestone <sup>1</sup>   | <i>Insert</i>   | <i>Insert Month/Year</i>  |
|       | M2   | <i>Insert</i>   | <i>Insert Month/Year</i>  |
|       | M3   | <i>Insert</i>   | <i>Insert Month/Year</i>  |
|       | ...  | <i>Insert</i>   | <i>Insert Month/Year ...</i>  |
|       | 2. Project   | Indicators  | Means of verification   |

<sup>1</sup> **Performance Targets / Milestones:** Are benchmarks (not activities) that represent attainment of a project stage or project achievement that show progress towards project outcomes and outputs. Milestone attainment should be strictly answerable with a “yes” or “No” answer.

Outcome milestone will often show progress on a particular outcome indicator target, but can also be a major significance benchmark, believed to lead to the outcome

| Activity/Output  |   |   |
|--|---|---|
| A) <i>Insert first project activity/output</i>   | <i>Insert Indicator (plus measurable baseline and target in brackets)</i> | <i>Insert both data source and method for measuring progress against indicator target</i> |
| <b>Project activity/output Milestones:</b>   |   | <b>Expected Milestone for each reporting period (annual)</b>                              |
| M1 <i>Insert one milestone for the first six month period for the first project activity/output</i>  |   | <i>Insert Month/Year</i>  |
| M2 <i>Insert one milestone for the second six month period for the first project activity/output</i> |   | <i>Insert Month/Year</i>  |
| M3 <i>Insert one milestone for the third six month period for the first project activity/output</i>  |   | <i>Insert Month/Year</i>  |
| ... <i>Insert</i>  |   | <i>Insert Month/Year ...</i>  |
| <b>3. Project Activity/Output</b>  | <b>Indicators</b>   | <b>Means of verification</b>  |
| A) <i>Insert second project activity/output</i>  | <i>Insert Indicator (plus measurable baseline and target in brackets)</i> | <i>Insert both data source and method for measuring progress against indicator target</i> |
| <b>Project activity/output Milestones:</b>   |   | <b>Expected Milestone for each reporting period (annual)</b>                              |
| M1 <i>Insert one milestone for the first six month period for the first project activity/output</i>  |   | <i>Insert Month/Year</i>  |
| M2 <i>Insert one milestone for the second six month period for the first project activity/output</i> |   | <i>Insert Month/Year</i>  |
| M3 <i>Insert one milestone for the third six month period for the first project activity/output</i>  |   | <i>Insert Month/Year</i>  |
| ... <i>Insert</i>  |   | <i>Insert Month/Year ...</i>  |

|     |   |  |
|-----|---|--|
| 5.5 | <b>PROJECT ASSUMPTIONS</b>  |  |
| 5.6 | <b>PROJECT GENDER CONSIDERATIONS / MAINSTREAMING</b><br><br><i>* Please consult the application guidelines (p. 13) available on Special Programme website to complete this section.</i> |  |
| 5.7 | <b>EVALUATION PLAN AND AUDIT*</b><br><br><i>* Please consult the application guidelines (p. 13-14) available on Special Programme website to complete this section.</i>                 |  |

5.8

**PROJECT WORKPLAN\***

Rows and columns can be added as required, please note that the number and descriptions of project activities have to be in line with the ones reflected in project description

*\* Please consult the application guidelines (p. 14) available on Special Programme website to complete this section.*

| Project Activities |             | Lead responsibility | Timeframe (by quarter – every 3 months) |   |   |   |   |   |   |   |   |    |    |    |
|--------------------|-------------|---------------------|---|---|---|---|---|---|---|---|---|----|----|----|
| No.                | Description |                     | 1                                       | 2 | 3 | 4 | 5 | 6 | 7 | 9 | 9 | 10 | 11 | 12 |
| 1.1                |             |                     |   |   |   |   |   |   |   |   |   |    |    |    |
| 1.2                |             |                     |   |   |   |   |   |   |   |   |   |    |    |    |
| 1.3                |             |                     |   |   |   |   |   |   |   |   |   |    |    |    |
| 1.4                |             |                     |   |   |   |   |   |   |   |   |   |    |    |    |
| ...                |             |                     |   |   |   |   |   |   |   |   |   |    |    |    |

# SPECIAL PROGRAMME

## TRUST FUND

### Project Application Form IB PROJECT DESCRIPTION - ANNEX I

| 6 ADDITIONAL PROJECT INFORMATION |   |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|---|-------------------|------------|---------------------------------|---------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 6.1                              | <p><b>INFORMATION ABOUT GEF RELATED PROJECTS</b></p> <p><b>Table for related GEF projects</b></p> <table border="1"> <thead> <tr> <th>Previous Projects</th> <th>Time Frame</th> <th>Funding Received</th> <th>Linkage</th> <th>Achievement/<br/>Lessons learned</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>  | Previous Projects | Time Frame | Funding Received                | Linkage | Achievement/<br>Lessons learned |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Previous Projects                | Time Frame  | Funding Received  | Linkage    | Achievement/<br>Lessons learned |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                  |   |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                  |   |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.2                              | <p><b>DESCRIPTION OF PROJECTS ON INSTITUTIONAL STRENGTHENING ON CHEMICALS AND WASTE MANAGEMENT UNDERTAKEN IN THE PAST, CURRENTLY BEING IMPLEMENTED OR PLANNED IN THE FUTURE TO BE IMPLEMENTED IN THE COUNTRY(IES) AND/OR REGION</b></p> <p><b>Table for previous projects on institutional strengthening</b></p> <table border="1"> <thead> <tr> <th>Previous Projects</th> <th>Time Frame</th> <th>Funding Received</th> <th>Linkage</th> <th>Achievement/<br/>Lessons learned</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Previous Projects | Time Frame | Funding Received                | Linkage | Achievement/<br>Lessons learned |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Previous Projects                | Time Frame  | Funding Received  | Linkage    | Achievement/<br>Lessons learned |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                  |   |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                  |   |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                  |   |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.3                              | <p><b>OTHER RELEVANT INFORMATION ABOUT THE PROJECT ACCORDING TO YOUR COUNTRY'S NEEDS</b></p>  |                   |            |                                 |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |