



Applying for funding from the Special Programme



Guidelines on the Completion of Special Programme Application Forms

Prepare yourself with our available resources



READ the **Special Programme Application Guidelines** on completion of application forms at:

<https://www.unep.org/topics/chemicals-and-pollution-action/chemicals-management/special-programme/applying-funding>



FOLLOW the **Special Programme E-Learning Platform Course** which will help you to create a quality project proposal.

This course is self-paced and you can take it anytime!

<https://specialprogramme.unenvironment.org/>



CONSULT today's **presentation** when you will start filling in the application form. We will be sharing the slides via email after today's webinar. However, do not copy the examples. Each project is country driven and unique, so the project has to follow the specific needs in your country!

What we will focus on today

We will present four practical examples and walk you through each step on how to best prepare your application.

Through the examples we will show you:

- How to prepare parts of a logframe and formulate indicators and means of verification
- How to create parts of the budget



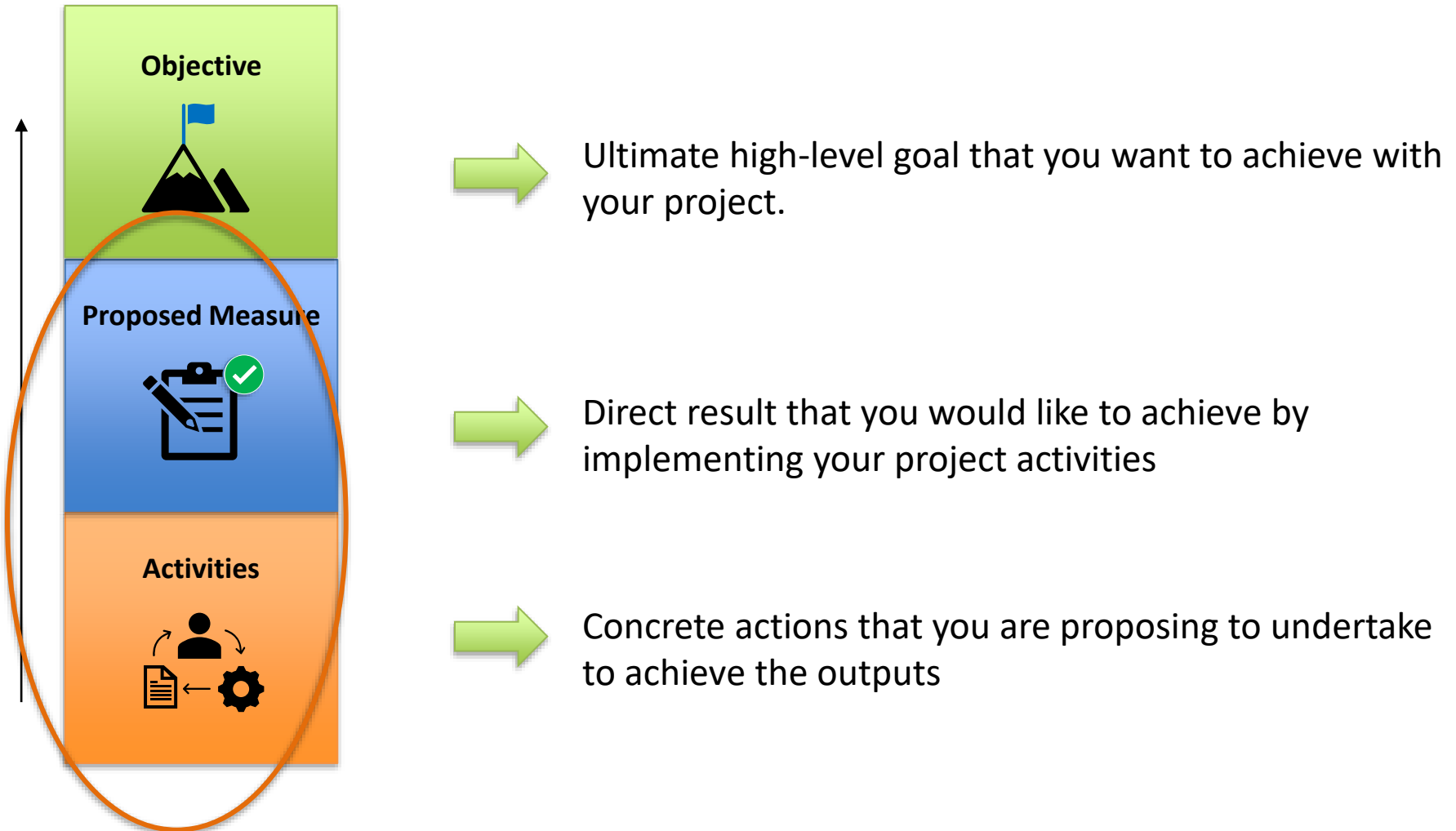
Let's first go through a few key concepts!



Key Concepts

The SP Project Logframe and its different levels

You can find the SP project logical framework (logframe) on page 8 of the project application form (FORM A)



Indicators and Means of Verification



INDICATORS

An indicator is a measure that provides a simple and reliable means to **track the progress** in results.

Indicators always have a:

- **baseline** [point where you start]
- **target** [point to be reached]



MEANS OF VERIFICATION

A means of verification is a tool used to **confirm whether progress has been made within an indicator**. It shows if the target has been met.

Level of objective

SECTION 3 PROJECT LOGICAL FRAMEWORK

2

Overall project objective	Indicators	Means of verification
<p data-bbox="112 486 469 575">[Insert the overall project objective described in Section 1-G above.</p> <p data-bbox="112 611 469 672">NB: There should be only one overall project objective]</p>	<p data-bbox="511 486 1010 511">[Select at least one of the Core Indicators]</p> <p data-bbox="511 551 1097 736">Core Indicator 1 Extent of strengthened government capacity and coordination mechanism to support development and implementation of National Strategies for Chemicals and Waste Management as a result of funding from the Special Programme.</p> <p data-bbox="511 772 1108 958">Core Indicator 2 Degree of integration of chemicals and waste management into national and sector planning - formally proposed, adopted, or being implemented including required reporting to the relevant Conventions and voluntary reporting to GFC</p> <p data-bbox="511 993 1087 1082">[Should you wish to insert an additional objective level indicator, you can do so here – this is only optional]</p>	<p data-bbox="1141 582 1470 606">To be inserted in Scorecard</p> <p data-bbox="1141 803 1470 828">To be inserted in Scorecard</p> <p data-bbox="1141 993 1721 1082">[Should you have inserted an additional objective level indicator, please insert the related means of verification]</p>

1

3

Level of proposed measures & activities

①

Proposed Measure 1: Insert Title of Proposed Measure 1				
#	Activities	Start date	Due date	Lead responsibility
1.1	Insert title of activity 1.1. as described in the project description	date	date	Insert name of entity responsible
1.2				
1.3				
1.4				
#	Indicators	Baseline	Target	Means of Verification
1.1	Insert indicator to measure progress against the activities	number	number	data source to measure progress
1.2				
1.3				
1.4				

②

③

④

⑤



Our examples will focus on this level today!
We will follow this numbering to fill out the table



Four Examples from Laila

Example 1 – Laila



Laila is currently drafting her application for the SP.

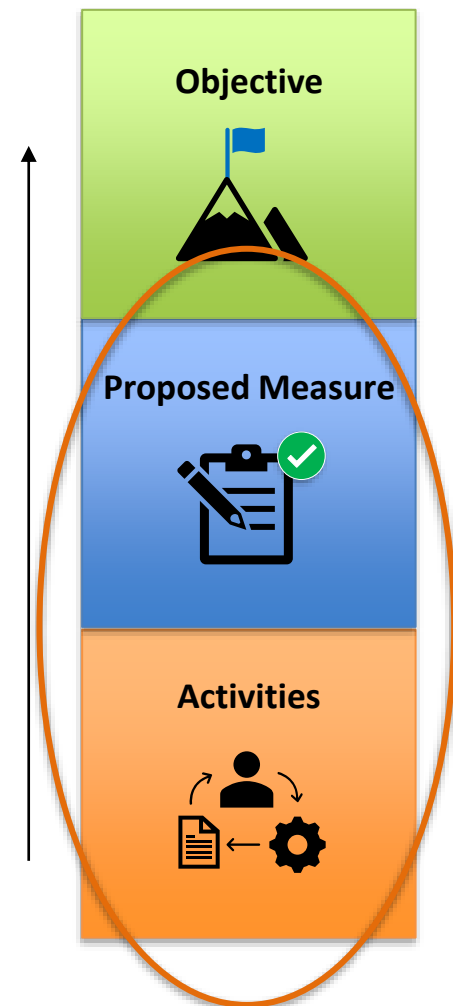
She would like to include in her application an **Proposed Measure** to **Establish a Project Secretariat**.

This Proposed measure will include as an **activity** to **Hire a National Project Manager**



How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 1 LAILA

PM: Establish a Project Secretariat – Activity: Hiring of National Project Manager

1

Proposed Measure 1: Establish a Project Secretariat				
#	Activities	Start date	Due date	Lead responsibility
1.1	Develop ToRs for National Project Manager	date	date	Insert name of entity responsible
1.2	Hire National Project Manager			
1.3				
1.4				
#	Indicators	Baseline	Target	Means of Verification
1.1	ToRs for National Project Manager developed	0	1	ToRs for the National Project Manager
1.2	National Project Manager hired	0	1	Appointment letter of the National Project Manager
1.3				
1.4				



Let's see how we would reflect the hiring of the National Project Manager (activity 1.2) in the budget

Let's first check the budget format...

You can find this budget sheet in the second tab of the project budget form

Activities need to be linked to **specific budget and fund allocations**

Special Programme Trust Fund: Project Application Form II - Project Budget																				
Project Title: XXXX																				
Sponsor	Project Output	Activity No.	Activities	Staff and Other Personnel Costs (FT30_010)				Contractual Services ¹ (FT30_120)				Equipment ² (FT30_135)				Travel (FT30_160)				Grand Total
				Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	
Proposed Measure 1:																				
	1.1		Inception workshop				0				0				0			0	0	
	1.2						0				0				0			0	0	
	1.3						0				0				0			0	0	
	1.4						0				0				0			0	0	
Sub-total for Proposed Measure 1				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Proposed Measure 2:																				
	2.1						0				0				0			0	0	
	2.2						0				0				0			0	0	
	2.3						0				0				0			0	0	
	2.4						0				0				0			0	0	
Sub-total for Proposed Measure 2				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Proposed Measure 3:																				
	3.1						0				0				0			0	0	
	3.2						0				0				0			0	0	
	3.3						0				0				0			0	0	
	3.4						0				0				0			0	0	
Sub-total for Proposed Measure 3				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Proposed Measure 4:																				
	4.1						0				0				0			0	0	
	4.2						0				0				0			0	0	
	4.3						0				0				0			0	0	
	4.4						0				0				0			0	0	
Sub-total for Proposed Measure 4				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Proposed Measure 5: Monitoring, evaluation, financial audit and exit strategy																				
	5.1						0				0				0			0	0	
	5.2						0				0				0			0	0	
	5.3						0				0				0			0	0	
	5.4						0				0				0			0	0	
Sub-total for Proposed Measure 5				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal eligible costs [secured]				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operating Costs costs (Maximum 5% of the total eligible costs)				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total eligible costs [Secured]				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Percentage of Staff and Contractual Services budget				#DIV/0!	Max. 50%	Contractor		Purpose		Equipment		Purpose								
Percentage of Equipment budget				#DIV/0!	Max. 10%															
Total budget control cell				0.00	0.00															

Budget allocation threshold

Commitment Class Name	Explanation	Maximum Percentage of Budget Permitted
Staff and Other Personnel Costs	(i) Includes all costs and entitlements of personnel including staff, consultants, administrative staff, interns. (ii) Meeting facilitators, interpreters, Evaluation consultants all to be budgeted under this Class.	Combined 50%
Contractual Services	(i) Works and services of a commercial nature contracted following procurement procedures. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer. (ii) Where meetings/workshops require venue to be hired e.g Hotel, then relevant costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here	
Equipment Vehicles and Furniture	(i) Procurement of non-consumables e.g. IT equipment.	10%
Travel	i) All meeting costs including staff/consultant/meeting participant travel [per diem/tickets as applicable] (ii) Road / train /Fuel and vehicle/boat rental costs for staff, consultants and other project personnel	N/A
Administrative Costs	Administrative and other operational costs	5%

Example 2 – Laila



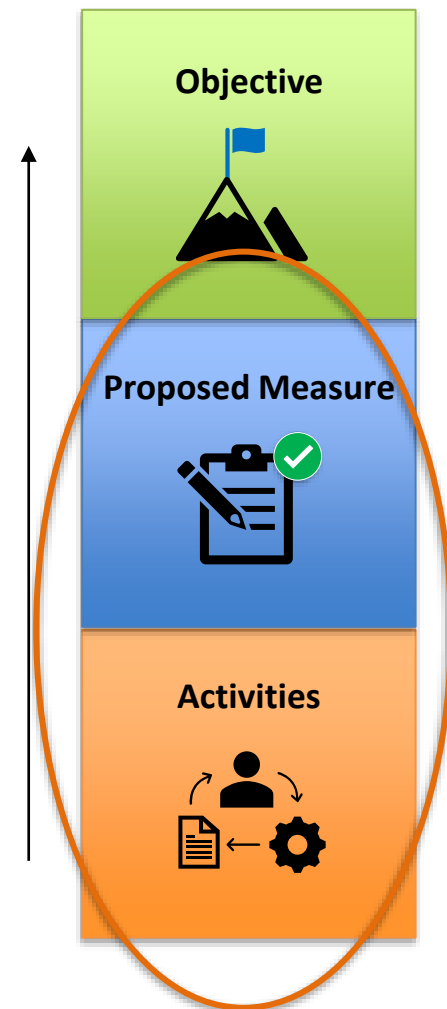
An important part of Laila's project aims to create a Poison Control Centre. She includes the **establishment of the Poison Control Centre** as a **Proposed Measure** in her logframe.

To achieve this, she is planning several activities. One **activity** is the **purchasing of laboratory equipment**.



How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 2 LAILA

PM: Establish Poison Control Centre – Activity: Purchase Lab Equipment

1

Proposed Measure 1: Establish a Poison Control Centre				
#	Activities	Start date	Due date	Lead responsibility
2.1	Purchase of lab equipment and annual supplies for laboratory the of poison control centre	date	date	Insert name of entity responsible
2.2				
2.3				
2.4				
#	Indicators	Baseline	Target	Means of Verification
2.1	Number of laboratory items for the poison control centre	0 items	30 items	a. List of laboratory items purchased b. Invoices of the items purchased
2.2				
2.3				
2.4				

2 3 4 5



How should Laila reflect the purchase of lab equipment and annual supplies for laboratory in the budget?

Example 2 LAILA

Activity: Purchase of Lab Equipment

LAILA has the activity 2.1 to purchase of Lab equipment and lab supplies (annual supplies)

Under Equipment

Activity 2.1 – Purchase of Lab equipment and lab supplies (annual supplies)

Lab Equipment = USD30,000 (first year)

Lab supplies : USD2,000 x 3 years = USD 6,000

TOTAL = USD 36,000

Project Output	Activity No.	Activities	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_135)			Travel (FT30_160)			Grand Total
			Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
Proposed measure 2: Establish a Poison Control Centre															
	2.1	Purchase of lab equipment and annual supplies for laboratory the of poison control centre	0	0	0	0	0	0	32,000	2,000	2,000	0	0	0	36,000
Sub-total for Proposed Measure 2			0	0	0	0	0	0	32,000	2,000	2,000	0	0	0	36,000

Example 3 – Laila



The next component of Laila's project consists in strengthening the legal framework to implement the Basel Convention and Minamata Convention. Therefore, she includes as **Proposed Measure 3** the **Strengthening of the legal framework to implement the Basel Convention and Minamata Convention**.

Under it, she has included **two activities**:

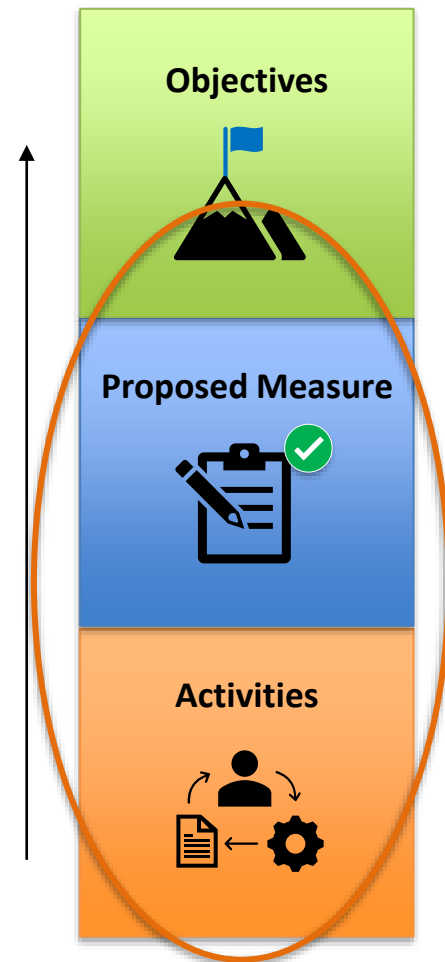
Activity 3.1 Conducting a legislative analysis

Activity 3.2 Drafting a package of recommendations

How will Laila formulate this in the logframe?



How will she reflect this in the budget?



Example 3 LAILA

PM: Strengthen legal framework **Activities:** Conduct Analysis + Draft Recommendations

Proposed Measure 1: Strengthen legal framework to implement the Basel Convention and Minamata Convention				
#	Activities	Start date	Due date	Lead responsibility
3.1	Conduct a legislative analysis to identify the gaps to implement the Basel Convention and Minamata Convention	date	date	Insert name of entity responsible
3.2	Draft a package of recommendations for legislative reform to ratify and implement Basel Conventions and Minamata Convention			
3.3				
3.4				
#	Indicators	Baseline	Target	Means of Verification
3.1	Legislative analysis of current laws conducted	0	1	Report containing the legislative analysis of the current laws
3.2	Package of recommendations for legislative reform drafted	0	1	Report containing package of recommendations for legislative reform
3.3				
3.4				



How should Laila reflect activities 3.1 and 3.2 in the budget?

Example 4 – Laila



Another part of Laila's project will focus on **strengthening the national capacities on chemicals and waste management to implement the MEAs and GFC**. She decides to include it as **Proposed Measure 4**.

Under it, she has included **two activities**:

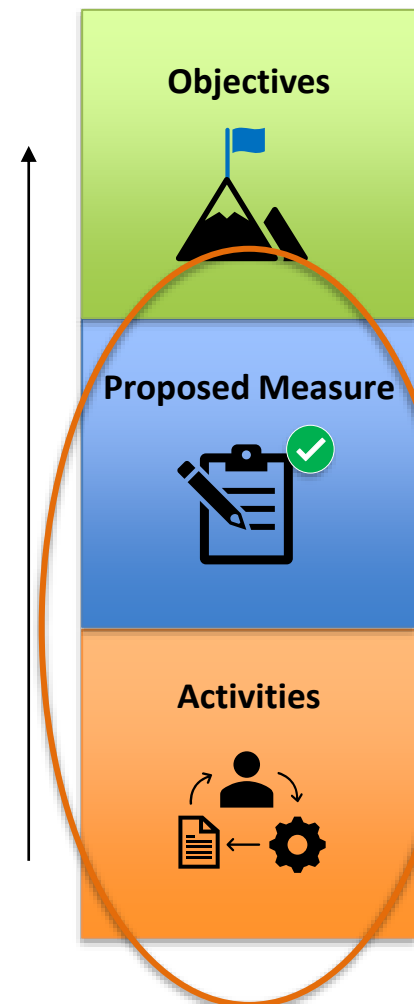
Activity 4.1 Developing a national training toolkit

Activity 4.2 Conducting a multi-stakeholder national training



How will Laila formulate this in the logframe?

How will she reflect this in the budget?



Example 4 LAILA

PM: Strengthen capacities **Activity:** Conduct training

1

Proposed Measure 1: Strengthen national capacities on chemicals and waste management to implement the MEAs and Global Framework on Chemicals				
#	Activities	Start date	Due date	Lead responsibility
4.1	Develop a national training toolkit on chemicals and waste management	date	date	Insert name of entity responsible
4.2	Conduct a multi-stakeholder national training on chemicals and waste management for 50 participants from sectors x, y and z			
4.3				
4.4				
#	Indicators	Baseline	Target	Means of Verification
4.1	National training toolkit developed	0	1	National training toolkit
4.2	50 participants from sectors x, y and z trained	0	50	a. Participants list b. Workshop report c. Feedback questionnaire from participants
4.3				
4.4				



How should Laila reflect activity 4.2 in the budget?

Example 4 LAILA

Activity: Conduct a national training

LAILA has the activity 4.2 to conduct a national training on chemicals and waste management

Contractual Costs & Travel Costs for MEETINGS

Activity 4.2 –Training and Capacity Building workshop (ONCE in project life – YEAR 1)

Training Workshop for 50 participants (15 sponsored by the project + 35 self-sponsored or local participants)

i) Travel & Accommodation costs/allowances: USD100 per day x 6 Days x 15 sponsored participants =
USD 9,000

ii) Meeting room /Conferencing costs (by hotel): USD 50 per person/day x 50 participants x 5 days = USD 12,500

Total = USD 21,500

Project Output	Activity No.	Activities	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_135)			Travel (FT30_160)			Grand Total
			Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
Proposed measure 4: Strengthen national capacities on chemicals and waste management to implement the MEAs and Global Framework on Chemicals															
	4.1	Develop a national training toolkit on chemicals and waste management	0	0	0	0	0	0	0	0	0	0	0	0	0
	4.2	Activity 4.2 Conduct a multi-stakeholder national training on chemicals and waste management for 50 participants from sectors x, y and z	0	0	0	12,500	0	0	0	0	0	9,000	0	0	21,500
Sub-total for Proposed measure 4			0	0	0	12,500	0	0	0	0	0	9,000	0	0	21,500

LAILA

Operating Costs

LAILA has 3% operating cost for the project

3 % is applied to all budget categories to cover for office operating costs

Subtotal eligible costs [secured]	39,000	24,000	39,000	12,500	0	0	32,000	2,000	2,000	9,000	0	0	159,500
Operating Costs costs (Maximum 5% of the total eligible costs)	1,170	720	1,170	375	0	0	960	60	60	270	0	0	4,785
Total eligible costs [Secured]	40,170	24,720	40,170	12,875	0	0	32,960	2,060	2,060	9,270	0	0	164,285

Please note that overall operating Costs should not exceed the maximum 5 % of the total costs

Consolidate Activity Budget

Project Output	Activity No.	Activities	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_135)			Travel (FT30_160)			Grand Total
			Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
Proposed measure 1: Establish a Project Secretariat															
	1.1	Develop ToRs for National Project Manager	0	0	0	0	0	0	0	0	0	0	0	0	
	1.2	Hire National Project Manager	24,000	24,000	24,000	0	0	0	0	0	0	0	0	72,000	
Sub-total for Proposed measure 1			24,000	24,000	24,000	0	0	0	0	0	0	0	0	72,000	
Proposed measure 2: Establish a Poison Control Centre															
	2.1	Purchase of lab equipment and annual supplies for laboratory the of poison control centre	0	0	0	0	0	0	32,000	2,000	2,000	0	0	36,000	
Sub-total for Proposed measure 2			0	0	0	0	0	0	32,000	2,000	2,000	0	0	36,000	
Proposed measure 3: Strengthen legal framework to implement the Minamata Convention															
	3.1	Conduct a legislative analysis to identify the gaps to implement the Basel Convention and Minamata Convention	15,000	0	0	0	0	0	0	0	0	0	0	15,000	
	3.2	Draft a package of recommendations for legislative reform to ratify and implement the Basel and Minamata Conventions	0	0	15,000	0	0	0	0	0	0	0	0	15,000	
Sub-total for Proposed measure 3			15,000	0	15,000	0	0	0	0	0	0	0	0	30,000	
Proposed measure 4: Strengthen national capacities on chemicals and waste management to implement the MEAs and Global Framework on Chemicals															
	4.1	Develop a national training toolkit on chemicals and waste management	0	0	0	0	0	0	0	0	0	0	0	0	
	4.2	Conduct a multi stakeholder national training on chemicals/waste management	0	0	0	12,500	0	0	0	0	0	9,000	0	21,500	
Sub-total for Proposed measure 4			0	0	0	12,500	0	0	0	0	0	9,000	0	21,500	
Proposed measure 5: Monitoring, evaluation and financial audit															
	5.1	Monitoring	0	0	0	0	0	0	0	0	0	0	0	0	
	5.2	Evaluation	0	0	0	0	0	0	0	0	0	0	0	0	
	5.3	Auditing	0	0	0	0	0	0	0	0	0	0	0	0	
Sub-total for Proposed measure 5			0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal eligible costs [secured]			39,000	24,000	39,000	12,500	0	0	32,000	2,000	2,000	9,000	0	159,500	
Operating Costs costs (Maximum 5% of the total eligible costs)			1,170	720	1,170	375	0	0	960	60	60	270	0	4,785	
Total eligible costs [Secured]			40,170	24,720	40,170	12,875	0	0	32,960	2,060	2,060	9,270	0	164,285	

Start preparing your application now!

HOME / TOPICS / CHEMICALS AND POLLUTION ACTION / CHEMICALS MANAGEMENT

Special Programme

The Special Programme, also known as the Chemicals and Waste Management Programme, supports institutional strengthening at the national level for the sound management of chemicals and waste.

Eighth round of applications

Deadline 23 August 2024

Countries are invited to submit their applications.

More information available at: <https://www.unep.org/explore-topics/chemicals-waste/what-we-do/special-programme>

E-mail: unepchemicalsspecialprogramme@un.org



Questions



THANK YOU!
