

# Annex I Ukraine Partnership Facility Project Proposal

**Please note that the partnership needs our formal advice on the quick scan for the project idea to be eligible for a subsidy. You need the quick scan registration number to complete the application. Project details may differ from the quick scan.**

Please complete this form and all required annexes to the subsidy application. **We only process complete applications.**

1. Partnership
2. Action plan
3. Project phases
4. Policy contribution and impact
5. Financial
6. Risks and Corporate Social Responsibility (CSR)

Executive summary

Click or tap here to enter text.

1. **Partnership**

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| 1. Describe each partner and their role in the project. Answer all the following questions for each partner:   - In which sector is the partner active?  - How many employees are employed?  - Who are the managers and the owners?  - If the organisation/enterprise is part of a group, please supply an organisation chart that shows the complete group of companies.  - What is the partner's role in the project? What products/services do they produce or deliver? |
| Note: All partners are needed to achieve the project's goals. The partners must have relevant expertise and the organisational and financial capacity to achieve the project objectives. |
| Click or tap here to enter text. |

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| 1. Give details explaining the extent to which each partner has sufficient expertise and the organisational and financial capacity to carry out the project successfully. 2. Explain how partners will carry out the project in Ukraine in a situation complicated by war. |
| Click or tap here to enter text. |

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| 1. Describe the division of roles within the partnership:  * How will the alignment between project partners' activities be coordinated? * How can the project partners strengthen each other during the project? * How will decision-making take place? * Describe the mutual agreements on financing the project: Distributing the subsidy, financing the individual contribution, taking financial setbacks, and financial accountability. |
| Click or tap here to enter text. |

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| 1. What are short and long-term importance to each participating organisation? |
| Click or tap here to enter text. |

1. **Action Plan**

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| 1. Describe the project's goal. |
| Click or tap here to enter text. |

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| 1. Describe the current local situation you want to improve through the project. |
| Click or tap here to enter text. |

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| 1. Describe the project's intended new situation or expected result. |
| Click or tap here to enter text. |

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| 1. What activity or activities will the partnership carry out as part of the project? |
| Click or tap here to enter text. |

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| 1. Describe why the proposed activities are necessary to achieve the intended results. 2. Describe how the activities will contribute to the change from the current into the intended situation. |
| Click or tap here to enter text. |

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| 1. Describe the recipient of knowledge, expertise or technology and the beneficiary/beneficiaries of the project. Describe the direct and indirect recipients or beneficiaries from your activities. 2. If applicable, describe how the goods will be handed over to the recipient and how follow-up assistance will be organised. |
| Click or tap here to enter text. |

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| 1. Describe how the project will have a sustainable impact after completion. |
| Click or tap here to enter text. |

1. **Policy contribution**

In this section, you can elaborate on how the goals of the project align with the goals of the Ukraine Partnership Facility.

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| 1. How does the project align with the Ukraine policy and the Ukrainian government's priorities on recovery, reconstruction and sustainable economic growth? |
| Click or tap here to enter text. |

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| 1. How does the project contribute to the recovery and reconstruction of Ukraine?   Define project-specific indicators (KPIs). |
| Click or tap here to enter text. |

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| 1. How does the project contribute to creating (or creating enabling conditions for) sustainable economic development/growth in the target area in Ukraine?   Define project-specific indicators (KPIs). |
| Click or tap here to enter text. |

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| 1. Does the project correspond with the broader intervention strategy of international organisations active in Ukraine?   Briefly explain your answer. If so:  How do the proposed activities in your project relate to existing, comparable activities in Ukraine?  To what extent is the proposed project extra or different? |
| Click or tap here to enter text. |

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| 1. Explain how the project improves the living conditions of the target group in Ukraine, particularly vulnerable groups such as women and young people.   Define project-specific indicators (KPIs). |
| Click or tap here to enter text. |

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| 1. Explain why the project is not eligible for commercial funding. |
| Click or tap here to enter text. |

1. **Project phases**

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| 1. Describe the global project's planning. |
| Click or tap here to enter text. |

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| 1. Describe the project's phases. |
| Note: Each project phase should include activities with associated sub-results. Also, mention these activities in Annex IV Project Budget Calculation Tool.  A UPF project may consist of a maximum of 5 phases and starts with an inception phase. Activities in an inception phase should target the possibility of follow-up activities. For example, securing legal permits and the project's location or any other securing of the follow-up activities.  Clarify each result's activities, sub-results and Means of Verification (MoV). Means of Verification are documents used to verify sub-results.  The Annex Project Budget Calculation Tool activities should align with the tables below.  The following tables are the basis for detailed project monitoring during the implementation phase. |

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| **Phase 1 (Inception if applicable)** | |  | **Start and end date** | Click or tap here to enter date. |
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| **Activity** | | **Sub-result (KPI)** | **Means of Verification** | **Lead partner per activity** |
|  | | |  |  |
| 1. | 1.1 | | 1.1.1 | 1.1.1.1 |
| 2. | 2.1  2.2 | | 2.1.1  2.2.1  2.2.2 | 2.1.1.1 |
| And so on | And so on | | And so on |  |

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| **Phase 2** |  | **Start and end date** | Click or tap here to enter date. |
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| **Activity** | **Sub-result (KPI)** | **Means of Verification** | **Lead partner per activity** |
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| --- | --- | --- | --- |
| 1. | 1.1 | 1.1.1 | 1.1.1.1 |
| 2. | 2.1  2.2 | 2.1.1  2.2.1  2.2.2 | 2.1.1.1 |
| And so on | And so on | And so on |  |

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| **Phase 3** |  | **Start and end date** | Click or tap here to enter date. |
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| **Activity** | **Sub-result (KPI)** | **Means of Verification** | **Lead partner per activity** |
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| --- | --- | --- | --- |
| 1. | 1.1 | 1.1.1 | 1.1.1.1 |
| 2. | 2.1  2.2 | 2.1.1  2.2.1  2.2.2 | 2.1.1.1 |
| And so on | And so on | And so on |  |

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| 1. Monitoring and Evaluation  * Describe how you will monitor the project's progress. * Who is responsible for monitoring which results and sub-results? * Incorporate project-specific indicators (KPIs) as much as possible in the project results. |
| Note: The partnership must submit an annual activity and financial report to monitor the project's progress and make timely adjustments. The report must include a preliminary assessment of the objectives, activities, and initial results.  Describe and, where possible, explain the activities' results with quantitative data. |
| Click or tap here to enter text. |

1. **Financial**

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| 1. Explain the budget in detail in the Annex Project Calculation Tool. |
| Click or tap here to enter text. |

1. **Risk Analysis and Sustainability**

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| 1. Indicate the risks (political, commercial, and so on) that are most applicable to your project. If so, identify and explain the nature of those risks. What actions will you take to avoid or reduce these risks? Is any further risk mapping required? |
| Click or tap here to enter text. |

Please complete the risk analysis form below.

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| Risk item1) | Effect2) | Internal/ external3) | Likelihood 4) | Severity 5) | Risk management and mitigation6) | Owner / responsible partners7) |
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1. Risk description.
2. Actual effect if risks become a reality.
3. Is it an internal or external risk? External risks are outside the framework of the project (For example, political development, disasters, corruption, and so on.
4. What is the probability of the risk becoming reality? Low, Medium, High.
5. What is the impact of the risk? Low, Medium, High.
6. In what way is the risk minimised /can the risk be minimised, and what mitigating actions will be undertaken when the risk becomes a reality?
7. Which partners are responsible for risk mitigation?

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| 1. Describe if the project positively impacts sustainability, environmental improvement and/or mitigation of carbon emissions. |
| Click or tap here to enter text. |