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# Application Template

# Delivery Partner for Youth for Climate and Social Action Project

This application template consists of four sections. The first section is used to assess the eligibility of the applicants. The second and third sections are used for assessment of quality of applications. The 4th section is to evaluate your commercial approach to the project. The final section of this document consists of the submission checklist which all applicants are required to submit to complete their applications.

**Section I: Eligibility criteria checklist**

For each of the following items, please mark either **Yes**, **No** or **NA** (Not Applicable) in the appropriate box

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Your organisation is Not-for profit / non-governmental organization |  |  |  |
| Your Organisation has a valid registration certificate from the Government of Nepal (with renewal history as applicable) |  |  |  |
| Your Organisation has been registered for at least two years |  |  |  |
| Your Organisation has relevant experience in selected focus area for at least two years |  |  |  |
| Your Organisation has Tax Clearance Certificate of last fiscal year (FY 2079/80) and additionally**,** evidence of extension request must be provided, if applicable. |  |  |  |
| If affiliated to Social Welfare Council (SWC), your Organisation has renewed SWC affiliation certificate |  |  |  |
| If applicable, your Organisation has renewed Tax Exemption Certificate from Inland Revenue Department |  |  |  |
| Your Organisation has key staff required to implement the project |  |  |  |
| Your Organisation has provided with this application annual audited accounts for last two years conducted by an external auditor |  |  |  |
| Your Organisation is not blacklisted as a defaulter by the Credit Information Bureau of Nepal or other financial institution |  |  |  |
| Your Organisation is not blacklisted by the Public Procurement Office and has not had its license suspended |  |  |  |
| Your Organisation and Board Members have not been convicted of any criminal activities and:   * Is not involved in corruption and fraud * Is not involved in child labour and other forms of trafficking of human being * Is not involved in any money laundering or terrorist financing * Is not linked to terrorist activities and is not affiliated directly/ indirectly to organisations and individuals involved in act of terrorism |  |  |  |

**Section II: Organisation Profile and experience**

2.1 Organisation details

|  |  |
| --- | --- |
| Name of the Organisation | *Full legal name of the organisation* |
| Address | *Full physical address of the organisation* |
| Contact information | Focal person: *Name and title (this person will serve as the primary point of contact from the applicant)*  Telephone: *include both office landline and mobile number of the focal person*  Email: |

2.2 Brief summary of Organisation

|  |
| --- |
| *Tell us about your organisation’s strength to deliver scope of the project. Focus on strengthens related to building capacity, network and leadership of young people to work on issues like the climate change; and to engage with local community and governments on social issues. (Please refer to evaluation criteria under grant application guidelines).*  ***(Maximum word count 750 words)*** |

2.3 Organisational structure

Details of General Members and Board of Directors / Executive Committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details | Total | Male | Female | Other |
| General Members |  |  |  |  |
| Board of Directors / Executive Committee |  |  |  |  |
| Staff (full time) |  |  |  |  |
| Staff (temporary/part time) |  |  |  |  |
| Frequency of meeting of Board or Directors/ Executive Committee | | |  | |

2.4 Existing organisational policies

Please list any existing organisational policies currently in use in your Organisation (Procurement, Antibribery, Safeguarding, HR, financial or other):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Policy | In use since (date) | Last updated (date) | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.5 List any/all externally funded projects implemented by your Organisation relevant to the scope of grant application within the last 5 years (please add more lines if required). Please provide up to 5 project references in youth development, climate change/climate action themes, governance, youth voice and accountability, social development etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Project name | Funded by | Total funding amount | Currency | Start date | End date |
| 1 |  |  |  |  |  |  |
| List the main activities undertaken and results achieved: | | | | | |
| 2 |  |  |  |  |  |  |
| List the main activities undertaken and results achieved: | | | | | |
| 3 |  |  |  |  |  |  |
| List the main activities undertaken and results achieved: | | | | | |

1. **Section III: Proposed Approach and Methodology**

Please answer the following questions:

|  |
| --- |
| **3.1 Please mention which provinces have you chosen as target provinces? Please provide your justification for choosing those provinces.**  **(Maximum word count 300 words)**  Response: |
| **3.2 Please provide your general approach and methodology to deliver the intended results of the project.**  **(Maximum word count 1000 words)**  Response: |
| **3.3 Please provide your work plan to deliver the project.**  **(Maximum word count 350 words)**  Response: |
| **3.4 Please describe how your proposed intervention will address Equality, Diversity and Inclusion (EDI) ?**  **(Maximum word count 300 words)**  Response: |
| **3.5 Please identify major risks that you foresee for the project and what would be your risk management strategy?**  **(Maximum word count 300 words)**  Response: |

**Section IV: Commercial**

4.1 Please provide Indicative project value in figures and words in NPR. Detailed budget needs to be provided in the budget template. Co-funding by the Organisation is not mandatory but is highly encouraged.

|  |  |
| --- | --- |
| **Approximate Budget** | |
| Approximate co-funding amount proposed (If applicable) (NPR): | *Please write the total amount here if you intend to contribute fund to the project. Please specify whether the co-funding is ‘in cash’ or ‘in kind’.* |
| Total grant budget (NPR): | *Please write the total budget here in NPR as per the financial proposal template.* |
| Total grant budget (GBP): | *Please write the total budget here in GBP as per the financial proposal template. Please use 1 GBP = 161 NPR as the conversion rate,* |

**Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Confirm acceptance of the guidelines for call for application, including any changes made via clarifications during the tender process. |  |
| 2. Completed application and all associated documentation requested as part of that document. |  |
| 3. Audited Financial Accounts (the most recent two years) |  |
| 5. Completed pricing in the budget Template |  |
| 6. This checklist signed by an authorised representative |  |

**Declaration:**

By affixing my signature below, I certify that I am authorised to submit this application to the British Council on behalf of [*insert name of applicant Organisation*]. I also certify that, to the best of my knowledge, the information provided in this application is accurate and correct:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Organization stamp)