

FORMAT FOR GRANT APPLICATION (MPOGCF)

1. EXECUTIVE SUMMARY

2. INTRODUCTION

- 2.1. Background of the project
- 2.2. Problem Statements
- 2.3. Goal and Objectives
- 2.4. Project Scopes
- 2.5. Expected short-term and long-term results
- 2.6. Literature Reviews / Theories

3. IMPACT OF THE PROJECT TO PALM OIL INDUSTRY GREEN CONSERVATION

- 3.1. Beneficiaries of the project
- 3.2. Problem solved by the project
- 3.3. Capacity development and empowerment
- 3.4. Project justification
 - a) Relevant to the National Agricommodity Sustainability Agenda
 - b) Positive impact to the biodiversity
 - c) Effectiveness of project implementation
 - d) Project sustainability

4. CONTENT OF THE PROJECT

- 4.1. Theme and main issues to be covered
- 4.2. Methodology of project implementation
- 4.3. Activities to be implemented
- 4.4. Further needs to continue the project

5. PROJECT LOCATIONS AND TIME SCHEDULE OF ACTIVITIES

- 5.1. Location of activities
- 5.2. Duration of the project
- 5.3. Starting and ending dates of the project
- 5.4. Schedule for individual activities
- 5.5. Summarised timeline of the project
 - a) Workflow
 - b) Gantt Chart

6. RESOURCES

- 6.1. Human resources
- 6.2. Financial resources
- 6.3. Infrastructure

7. COST/INCOME SOURCES

- 7.1. Total budget of the project
- 7.2. Detailed budget by activities and cost types
 - a) Personnel Expenses
 - b) Direct Project Expenses
 - c) Administrative Expenses
- 7.3. Rate and form of own contribution
- 7.4. Potential funders and sources of income

8. DESCRIPTION OF IMPLEMENTING ORGANISATION AND PARTNERS

- 8.1. Description of the implementing organisation
- 8.2. Analysis of capacity and capability
- 8.3. Description of cooperative partners
- 8.4. Analysis of partners' capacity and capability

9. PROJECT TEAM AND MANAGEMENT

- 9.1. The project coordinator
- 9.2. Communication method of project team
- 9.3. Communication strategy and practice with the external environment

10. MONITORING, EVALUATION AND FOLLOW UP

- 10.1. Success criteria of the project
- 10.2. Methods and timing of monitoring and evaluation
- 10.3. Further plans and follow up

11. ATTACHMENTS