

A Development Project Funding Request Form

**Submitted by
Non-Government Organizations**

**To
The Arab Gulf Program for Development
(AGFUND)**

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Terms of project nomination

Main Funding Requirements

The criteria of nomination of projects that meet AGFUND's funding requirements are as follows:

- **Conformity of project's objectives with AGFUND's goals:**

The objective of the project shall be in conformity with goals and development fields of AGFUND in terms of determination of the targeted groups and meeting of their needs.

- **Continuity of the project after execution:**

The project shall aim to achieve sustainable human development and continuity of its benefits to the targeted groups.

- **Possibility of executing the project:**

The executing entity of the project shall have the appropriate working environment and essential necessary capabilities and competencies that are capable to implement the project in terms of:

- The suitable human resources and administrative expertise that are capable to execute the project.
- Provision of the adequate financial organization and accurate auditing system, both internally and externally.
- Work plan and suitable execution program.

- **The suitable duration:**

The duration required for executing the project shall be suitable and compatible with the elements and activities of the project.

- **Cost-effectiveness and benefit of participation in the project**

The cost of the proposed project shall be reasonable and similar to that of projects of the same nature and size.

- **Competency of the executing entity**

The executing entity shall be approved and accredited by AGFUND.

- **Not funding the current expenses**

Funds required from AGFUND shall be allocated to the main items and components of the project. Such funds shall not be allocated for the current or operational expenses such as salaries, maintenance, etc.

- **Criteria of project feasibility assessment**

The NGOs shall provide comprehensive feasibility studies for the submitted projects to help assessing the project regarding:

- **Result Measurability:**

The clear and strong relationship between the project's objectives and its results and the ability to measure these results and determine how they achieve the project's objectives and therefore the goals of AGFUND are, in fact, important factors in evaluating the feasibility of the project and its impact.

- **Manpower and financial requirements**

- 1- Manpower requirements**

Specifying clear manpower requirements, including the required number, qualifications and experience, needed for the execution and supervision of the project.

- 2- Financial requirements**

Providing details of all the items to be funded, defining the available and the required funds and the efficiency of each of them.

- 3. Providing sufficient information about the project:**

Providing information about the proposed project to be funded, the number of beneficiaries and information about similar projects in the same country, if any, or projects executed by the same entity.

- **Reasonable Project Schedule :**

There shall be a project schedule for the activity execution and the total duration of the completion so that there is a harmony between the project schedule and the financial plans that clarify the funds required to execute the activities according to their milestones. This duration shall be reasonable in the light of the previous experiences.

- **Cost and return analysis:**

The analysis shows the relationship between costs of the project and the expected results and benefits for the targeted group and compares the results with other similar projects.

Criteria for trade-off between the submitted projects

Trade-off between projects proposed to be funded is a step that comes after verifying that they conform to AGFUND's funding criteria. The criteria of trade-off are applied according to the following:

- **The level of development in the country:**

Priority is given to projects serving the less developed and low-income countries as defined by the United Nations and the World Bank.

- **Beneficiaries:**

Priority is given to projects that serve a large segment of beneficiaries and targeted groups.

- **Supporting pioneering projects:**

When selecting projects qualifying to get AGFUND funding, the priority is given to pioneering projects that conform to AGFUND's goals and can be generalized.

- **Supporting successful projects:**

Priority is given to projects that are considered as an extension or a generalization of existing and successful projects and have proven to be useful to achieve AGFUND's goals. Examples of these projects are those awarded AGFUND International Prize or those that received high scores during the evaluation process.

- **Increasing the contributions of the executing agencies or other financiers:**

When trading-off between projects proposed to be funded, priority is given to projects where the contribution proportion of the executing agencies is high or there is a contribution from other financiers.

- **The existence of a previous successful experience of the executing entity, or in the beneficiary country:**

Priority is given to projects executed by entities with successful experience and previous execution expertise or to the beneficiary country having a previous successful experience.

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I: NGO Information:

1- Name of the NGO in Arabic, if existed:

2- Name of the NGO in English:

3- Mailing address:

P.O. Box: Postal code: Phone:

Fax: Email:

City: Country: Website:

4- Name of the Chairman of the Board of Directors:

Phone: Fax: Email:

5- Name of the General Manager:

Phone: Fax: Email:

6- Name of the person in charge of the project:

Phone: Fax: Email:

II: Background of the NGO:

• Date of association:

• Registration number:

• Main objectives:

1-

2-

3-

• Fields:

1-

2-

3-

• Number of associate members:

- Type of members:

() Females

() Males

- Region of the project:

Name of the region : _____

City/ Village : _____

- Nature of the economic activities in the region of the project:

Agricultural () Rural ()

Industrial () Commercial ()

Others ()

- Branches of the NGO:

Name and location of the Branch	Date of establishment

- Most important projects executed by the NGO:

Project Name	Supporting entities	Amount of Support(\$)

III: Information about the submitted project:

- Name of the Project in Arabic, if existed:

- Name of the Project in English:

- Reasons for the project execution:

- 1.
- 2.
- 3.
- 4.
- 5.

- Detailed description of the project:

- General objectives of the project:

- 1.
- 2.
- 3.
- 4.

- Detailed objectives of the project:

- 1.
- 2.
- 3.
- 4.

- Groups targeted by the project:

- Number of the groups targeted by the project:

Women () Children () Men ()

- Name, location and condition of the region/ regions for the project to be executed in:

- Duration for executing the project: () months.

- Budget of the project:

No.	Description of the item	Amount in USD
	Total budget of the project	USD

* Amount required from AGFUND:

* Amount committed by the NGO:

* Amounts committed by other bodies:

- Detailed explanation of the indicators of success and sustainability of the project:_____

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- Explanation of the potential risks that could affect the project and its outputs:

- Entities participating in funding the project:

Name	Value and type of contribution		
	Financial \$	In kind \$	Technical \$
1. NGO			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

To be filled by the NGO working in the field of credit:

IV: Statement of the local lending portfolio or the performance of the NGO in the field of microcredit

Average amount of the loan for each beneficiary	\$	Total number of loans disbursed since the start of the activity		
Total amount of loans disbursed since the start of the activity	\$	Type of loans	Individual ()	Joint ()
Amount of the active portfolio up to date	\$	Percentage of female beneficiaries		
Number of the active clients		Total disbursed loans		
Repayment rate	%	Average interest rate		

Fifth: Information on a Microfinance project submitted to AGFUND:

Average loan size for each beneficiary	\$	Total number of loans disbursed since the start of the activity		
Total amount of loans scheduled to be disbursed during the duration of the project	\$	Percentage of project operational costs		
Amount of the active portfolio to date	\$	Percentage of beneficiaries	men ()	women ()
		Interest rate		
Period needed for the project to reach operational sustainability	() شهر	Value of the operating costs of the project (following-up and disbursing loans, administrative costs, etc.)		

The project document was prepared by:

Name: _____

Relation to the NGO : _____

Educational background : _____

Occupation outside the NGO : _____

Other information you want to add:

)You can also provide additional information in separate pages on this form(

Name of the person submitting the form : _____

Occupation : _____

Address : _____

Signature : _____