ANNEX A

LOW VALUE GRANT PROPOSAL TEMPLATE

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Date: dd/mm/yyyy

Project Name: 01004820 – Plastics Circularity Project

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES[1]	Timeline[2]			Planned Budget for the Activity (in grant currency)[3]
	Trance 1 (30%)	Trance 2 (40%)	Trance 3 (30%)	
Output 1: Local implementation arrangements are established, and the implementation team is prepared				
1.1. Complete preparation during January–March 2027: confirm the implementation team and responsibilities, conduct initial site visits, identify proposed target communities and map stakeholders and local waste-management services.	???	N/A	N/A	$
1.2. Prepare a preliminary implementation plan covering target groups, activity locations, participant –mobilization, local government coordination, proposed partnerships, participation barriers, measures to achieve a minimum of 30% women's participation, logistics and implementation risks	**???**	N/A	N/A	$

1.3. Complete onboarding and ToT beginning in April 2027.	???	N/A	N/A	$
			Total Output 1	$
Output 2. Target communities participate in behaviour-change activities and put promoted practices into use				
2.1. Mobilize target groups and deliver predominantly offline learning sessions and practical activities using the materials, messages and facilitation guidance provided or approved by UNDP.	N/A	???	N/A	$
2.2. Involve at least 500 distinct community members in Medan, including a minimum of 150 women.	N/A	???	N/A	$
2.3. Provide practical tasks and follow-up support to help participants apply the promoted practices in their households, schools or other participating groups.	N/A	???	N/A	$
			Total Output 2	$
Output 3. Participants demonstrate improved knowledge and adoption of priority plastic-circularity practices				
3.1. Conduct initial assessments before sampled participants' first campaign activity and follow-up assessments after sufficient time to apply the promoted practices.	N/A	???	N/A	$
3.2. Support participants to reduce unnecessary plastic use, reuse or refill products, separate waste at source, or deliver recyclables to appropriate collection and recovery services.	N/A	???	N/A	$
3.3. Establish partnerships between participating communities and relevant local waste-management actors	N/A	???	N/A	$
			Total Output 3	$
Output 4. Implementation results, lessons and sustainability measures are documented				
4.1. Maintain complete and verifiable records of participants, activities, assessments, partnerships and expenditures.	N/A	N/A	N/A	$
4.2. Track progress against the four indicators and quarterly milestones.	N/A	N/A	N/A	$
4.3. Prepare final narrative and financial reports covering participant reach, sex-disaggregated assessment results, knowledge improvement and practice adoption, assessment limitations, partnerships established, community and stakeholder feedback, expenditure, challenges, corrective actions and lessons.	N/A	N/A	N/A	$
			Total Output 4	$

Total	$

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary
2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
3 Indicate the budget amounts in the grant currency.

3- STAKEHOLDER MANAGEMENT

State the stakeholder that will be involved within implementation and map its importance to implementation, level of resource, tendency toward implementation, influence to others/system. Stakeholders mapping completeness will shows level of experience CSO to implement the grant:

Stakeholder	Stakeholder Type	Mapping (use scale -2 tp +2 for each parameter			
		Importance	Resource	Tendency	Influence
1.1					
1.2					

4- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

5- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium / Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

6- **GRANT BUDGET OF RECIPIENT INSTITUTION** (state currency)

PERIOD COVERING FROM_____ TO_____

General Category of Expenditures	Tranche 1 (30%)	Tranche 2 (40%)	Tranche 3 (30%)	TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/ Workshops, etc.				
Contracts (e.g., Audit)				
Equipment/Furniture (Specify)				
Other [Specify]				
Miscellaneous				
TOTAL				

* *Please note that all budget Lines are for costs related only to grant Activities.*

** *These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

*** *Add as many tranches columns as necessary*

**** *The prevailing UN Guideline for Harmonized Cost Rates with Implementing Partners shall be used to implement this agreement.*