



International Organization for Migration (IOM)
The UN Migration Agency

Annex A

Project Proposal		
Part I – Non-governmental organization (NGO)		
I.1 Name of NGO		
I.2 Name of activity		
I.3 NGO's contact address		
I.4 NGO's contact telephone number (with area code)		
I.5 NGO's fax (with area code)		
I.6 NGO's website and e-mail		
I.7 NGO's focal point	<i>Full name</i>	
	<i>Telephone number</i>	
	<i>Fax</i>	
	<i>E-mail</i>	
I.8 NGO's work experience		
I.9 Work experience and competence of the NGO in counter-trafficking sphere:		

Part II – activity of the NGO
II.1 Justification and background

II.2 General aim of the activity

General statement of the activity aim and its contribution to the national development.

II.3 Target audience

Specify the main target audience – the beneficiary of project implementation.

II.4 The expected number of the representatives of the target audience		II.5 The requested funding from IOM	
II.6 The planned starting date of project implementation		II.7 The planned performance time of the project (months)	

II.8 Enumerate the goals of the project

Make a list of short-term goals facilitating the long-term success of project implementation. These goals will be fulfilled by the initiative group of your organization.

1	
2	
3	
4	

II.9 Enumerate the expected results of the activity of NGO

State expected concrete and measurable results of the activity. The stated resulted concrete, evident and tangible.

1	
2	
3	

II.10 Give a draft implementation plan

The number of columns depends on the continuation of the project.

The date of implementation <i>month, year</i>	Activity/implementation <i>Goals and actions aimed to the implementation of the activity. List <u>all</u> the types of planned activities.</i>

II.11 Resources.

The activity implementation requires material and immaterial resources: persons, equipment, services and finances. Allocate the expenditures according to the three types of resources: the organization conducting the events, governmental agency and IOM (as a donor)

NGO's contribution

IOM's contribution

Governmental agencies' contribution

Part III – the budget of the activity

III.1 Developing the budget of the activity

Make up a financial estimate in the form of Excel table (see the Appendix)

Attention!

In case the application for funding is approved, the application will be the part of the agreement between the stakeholders and will be the grounds for avoidance of the agreement at the discretion of IOM if there appears any misrepresentation of facts.

Prior to the final submission of the documents, agree upon the performance time of the implementation of the proposed activity and events envisaged in the framework of the activity and the budget with the representative of IOM.

IOM reserves the exclusive right to approve or reject applications, propose changes, request additional information or ask for reports on the work done earlier before the final application approval.

Signed in two copies on ___... __2022, Bujumbura

International Organization for Migration,
Mission in Burundi

Chief of Mission

XXX

XXX

Annex B: Financial Proposal form

Project Title:

Organization Name:

Budget

Cost Item	Unit	Unit cost	Number of Units	Expenses
				IOM Contribution
ADMINISTRATIVE COSTS				
Administrative staff:		-		0,00
	month			
	month			
Administrative support:		-		0,00
	month			
SUBTOTAL ADMINISTRATIVE COSTS				0,00
PROGRAMME COSTS				
<i>Sensitization sessions</i>				
				0,00
<i>Immediate assistance and reintegration support</i>				
SUBTOTAL PROGRAMME COSTS - B				0,00
TOTAL				0,00

