# Adopt-a-River Core Fund: Application Template

*(Please be as concise as possible, the entire application should be no more than 4 pages, excluding attachments)*

**Name of Project :**

**Date :**

**Amount Requested (USD) :**

**Name of Waterbody and Site Name :**

**Rotary Club (and District) :**

**Club President :**

**Adopt-a-River Lead Person(s) :**

**Contact details for project :**

1. Tell us a little about your project.

*What are the main objectives of the project, what activities will be carried out and who will benefit from them? Be as concise as possible further details can be added later in the application.*

1. When and where will your project take place?
2. How will you measure (monitor and evaluate) your project’s impact*? Use only measures that are clearly linked to your objectives and will demonstrate the project’s impact on the waterbody and/or the lives, knowledge, or health of the community.*

|  |  |  |  |
| --- | --- | --- | --- |
| Measure (Indicator) | Collection Method | Frequency | Intended Impact  |
|  |  |  |  |
|  |  |  |  |

1. Who and how will the information for monitoring and evaluation be collected*? Please provide their name and contact information and briefly explain how this person or organization is qualified for the task.*
2. Provide the name, website and location of each cooperating organization*. A cooperating organization can be a nongovernmental organization, community group, or government entity. Please attach (Rotary’s) memorandum of understanding signed by a representative of the organization.*

|  |  |  |
| --- | --- | --- |
| Name | Website | Location |
|  |  |  |
|  |  |  |

1. Why did you choose to partner with this organization and what will its role be?
2. Detail any laws, legal impediments or other regulatory issues that are relevant and how they will be overcome. *E.g. access to private or public land, restrictions on planting types or numbers of tree or other flora, restrictions on modifying river flow.*
3. Detail how communication, awareness raising and sharing of lessons from the projects will be carried out. *Note: it is an obligation to provide the Adopt-a-River Steering Committee with one news-type story to publish on the Adopt-a-River Webpage. This story may be also be published and used elsewhere.*
4. Describe the long-term plans in terms of project or impact sustainability and how it may be scaled up or out if successful. *i.e. How will the project or the impacts of the project continue beyond the funding period?* *Have you found a local funding source to sustain project outcomes for the long term? If yes, please describe this funding source.*
5. Tell us about any additional funding you have secured for this project.

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| --- | --- | --- | --- | --- |
| # | Source | Details | Amount | Total |
|  |  |  |  |  |
|  |  |  |  |  |

1. Will any part of the project generate income for ongoing project funding? If yes, please explain.
2. Will you purchase items from local vendors? Explain the process you used to select vendors. *Did you use competitive bidding to select vendors? If no, please explain*

## Expected Results Framework

(add additional outputs as required)

Output 1:

Activities (responsible parties): *Who is doing what?*

Output Targets : *What will be achieved?*

Indicator (success) : *How will you know when you have achieved it?*

Baseline : *What is the starting point?*

Timeframe : *When will it be done?*

Output 2:

Activities (responsible parties): *Who is doing what?*

Output Targets : *What will be achieved?*

Indicator (success) : *How will you know when you have achieved it?*

Baseline : *What is the starting point?*

Timeframe : *When will it be done?*

### Project Workplan:

Summarize each step of your project’s implementation

|  |  |  |
| --- | --- | --- |
| **Activity** | **Responsible party** | **Year 2021** |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** |
| *Assessment of Proposals* | *AoR Steering Committee* |  |  |  |  |  |  |
| *Notification of Clubs* | *AoR Steering Committee* |  |  |  |  |  |  |
| *Receive Project Funds* |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| *Final Reporting Completed* |  |  |  |  |  |  |  |

### Indicative Budget

*Please modify and add lines as required in white sections. Please do not change major section headings in grey.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **General Category of Expenditures** | **Description** | **Other Funding (USD)** | **Adopt-a-River Core Fund (USD)** |
| 1 | **Supplies, commodities and equipment** |  |  |  |
| 1.1 | Equipment purchase and/or rental |  |   |  |
| 1.2 | Materials, goods |  |   |  |
| 1.3 | Supplies |  |   |  |
| 1.4 | Other |  |  |  |
| **2** | **Personnel** |  |  |  |
| 2.1 | Project staff costs |  |  |  |
| 2.2 | Local consultants |  |   |  |
| 2.4 | Travel |  |   |  |
| 2.5 | Other |  |  |  |
| **3** | **Training and Awareness** |  |  |  |
| 3.1 | Meetings, Trainings (including travel, rental of premises etc.) |  |   |  |
| 3.2 | Other |  |  |  |
| **4** | **Contracts (including sub-contracts to third parties)** |  |  |  |
| 4.1 | Institutional Contracts (Sub-contracts) |  |   |  |
| 4.2 | Other  |  |   |  |
| **5** | **Other Direct costs** |  |  |  |
| 5.1 | Audio, visual & print production costs |  |   |  |
| 5.2 | Translation |  |   |  |
| 5.3 | Postal |  |  |  |
| 5.5 | Other  |  |   |  |
| **6** | **Total Costs** |  |  |  |
| **9** | **Total Funds Requested** |  |  |  |