



LAW & JUSTICE COMMISSION OF PAKISTAN, ISLAMABAD

PROPOSAL FORM

Section A: Profile of Organization / Researcher:

1	Full name:
2	a. Legal Status (type of registration e.g government body, non-governmental Organization, autonomous body, partnership, etc with registration number) and date of registration: b. Profession (in case of individual):
3	Type of Organization/work (e.g service delivery, advocacy, research, education, other):
4	Postal Address: Contract No. Cell No. E-mail address:
5	Outreach (Local, provincial, national, urban, rural, other):
6	Number of Offices and appropriate staff strength (including practicing lawyer):
7	Publications (if any):
8	Donation received earlier (i.e. name of the organizations or bodies from which the proposer has received any funding):
9	Details of donations received and projects undertaken in the past 3 years: <i>Project name:</i> <i>Donor name:</i> <i>Project duration i.e. start/end date:</i> <i>Contact person/Designation:</i> <i>Email address:</i> <i>Contact number:</i> <i>(Please provide details of all previous projects).</i>
10	Appropriate funds received from other donors:
11	Other partners (Organizations with which proposer has collaborated over the last three years):

Section B: Proposed Project Details:

1	Project title:
2	Objectives:
3	Rationale/Problem statement:
4	Justification:
5	Expected output/impact:
6	Target area and group (District, city, town where project would be implemented and for whom):
7	Project duration (maximum upto one year):
8	Methodology (description of the approach, tools and techniques for implementing the activity):
9	Key activities and description, including outputs/deliverables and indicators being used:
10	Workplan / activities time-lines (please attach, see Part-A of Annexure-I):
11	Personnel (details of proposed roles and responsibilities of key staff): <i>Name:</i>

	<i>Proposed designation and responsibilities: Previous relevant experience (please attach resume alongwith testimonials)</i>
12	Other partners (Other organizations/donors that will be involved in the grant and their role):
13	Monitoring and evaluation mechanism (please attach):
14	Reporting Schedule (Please attach):
15	Sustainability (attach your plans for sustainability of grant outputs):
16	Total cost of the project and grant requested from LJCP (please attach budget indicating unit, number of units and total grant requested , see Part-B of Annexure-I):
17	Counterpart resources (indicate the other resources for the proposed project i.e. cash or in kind):

Undertaking:

- (1) The facts stated above are true to the best of my knowledge and nothing has been concealed.
- (2) Certification that the Organization / individual has not claimed or received funding from any other Organization for the proposed project.

Signature & Stamp: _____ **Date:** ____/____/2019

Name: _____ **Designation** _____

Address: _____

Contact: _____ **Email:** _____

Documents required to be annexed with proposal:-

- (i) Copy of registration certificate (for organizations),
- (ii) Details and particulars of office bearers and project executing team (which includes at least two lawyers),
- (iii) CNIC, curriculum vitae, two reference letters and evidence of educational qualification & professional experience,
- (iv) Three years audited statements (for organizations),
- (v) Any previous research/work (by researchers)
- (vi) Project completion certificates (if any),
- (vii) Copies of publications and research work (if any),
- (viii) Organization profile, registered postal address of the NGO/Organization,

ANNEXURE-I

PART-A

ACTIVITIES TIMELINE

#	Activities	Month 1				Month 2				Month 3				Month 4			
		Weekly				Weekly				Weekly				Weekly			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Activity I																
2	Activity II																
3	Activity III																

Nature of above activities (as a whole):-----
(Example: Walks, radio programs, seminars, research, etc.)

Level of activities: (either to be conducted at village/Union Council /town or district level):--

PART-B

BUDGET ESTIMATE

No	Description	Unit	Rate	Unit Cost	Total Cost (Rs.)
A					
B					
C					
D					
	Grand Total				

Illustration:

No	Items of Expenditure	Unit	# of Units	Unit Cost (Rs)	Total Cost (Rs)
A	Consultants/Experts cost	Person month	10	10,000	100,000

Total share of the NGO in cash:-----

Total amount requested from LJCP for the project:-----