



## LAW & JUSTICE COMMISSION OF PAKISTAN, ISLAMABAD PROJECT PROPOSAL APPLICATION FORM

### Section A: Organizational / Researcher Profile:

1	Full name:
2	a. Legal status ( type of registration e.g government body, non-governmental organization, partnership, etc, registration number) and date of registration of organization: b. Profession ( in case of individual):
3	Type of organization/work (e.g service delivery, advocacy, research, educational, other):
4	Postal Address: Contract No. <span style="float: right;">Cell No.</span> E-mail address:
5	Organization's / Researcher's outreach (local, provincial, national, urban, rural, other):
6	Number of offices and appropriate staff strength (including practicing lawyer):
7	Publications (if any):
8	Previous donors (i.e. name of the organizations or bodies from which the proposer has received any funding):
9	Details of previous donor and project(s) undertaken in the past 3 years: Project name: Donor name: Project duration i.e. start/end date: Contact person/ designation: Email address: Contact number: (Please provide details of all previous projects).
10	Appropriate funds received from other donors:
11	Other partners (organization(s) with which proposer has collaborated over the last three years):

### Section B: About the current project proposal:

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 up to 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 line (please attach, see Part-A of Annexure-I):
11	Personnel (details of proposed roles and responsibilities of key staff):  Name:  Proposed designation and responsibilities:  Previous relevant experience ( please attach resume alongwith testimonials)
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: \_\_\_\_ / \_\_\_\_ /2026

Name: \_\_\_\_\_ Designation \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Social media link (if any): \_\_\_\_\_

## BUDGET AND ACTIVITIES SAMPLE FORMAT

### PART-A

#### PROJECTED TIMELINES FOR ACTIVITIES

#	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):-----  
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### PART-B

#### BUDGET ESTIMATE

No	Description	Unit	Rate	Unit Cost	Total Cost
A					
B					
C					
D					
	Grand Total				

#### **Example:**

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:-----

## **DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE PROJECT PROPOSAL**

Interested institutions/organizations are required to attach the following documents:

- (i)** Registration certificate,
- (ii)** Detail of previous donors and projects executed about legal empowerment,
- (iii)** Details and particulars of office bearers and project executing team (which include at least two lawyers),
- (iv)** CNIC, curriculum vitae, two reference letters and evidence of educational qualification & professional experience,
- (v)** Organization profile, Registered postal address of the NGO/Organization,
- (vi)** Field of expertise and 3 years latest audited statements,
- (vii)** Project completion certificates (if any),
- (viii)** Any previous researchers / workings (by researchers),
- (ix)** Detail of previous projects with funding organizations,
- (x)** The proposals can be submitted at: [proposals@ljcp.gov.pk](mailto:proposals@ljcp.gov.pk)

**GUIDELINES FOR FILLING FOR  
PROJECT PROPOSAL/ THE APPLICATION FORM**

Name of main Thematic area: (Insert name of the main thematic area for which the proposal is being submitted).

Name of relevant topic/ Title of the proposed project: (Insert the name of the proposed scheme/project)

S. #	Component/Areas	Explanatory Notes
A	Problem statement	<p>a) Identify the problem for which the project is being proposed.</p> <p>b) Describe how stakeholders have been consulted.</p> <p>c) Briefly introduce the idea of the proposed project, indicate the location, and justify why the identified problem needs to be addressed through the proposed project and how the proposed project presents the right solution. Also indicate the outcomes/benefits/ opportunities associated with the proposed project.</p>
B	Objectives	Describe the main objectives of the proposed project.
C	Beneficiaries/ target group	Describe who and how many will directly and indirectly benefit from the project.
D	Arrangements for Implementation and sustainability	<p>a) Describe the institutional structure for managing the proposed project, functionaries responsible for each proposed activity and coordination arrangements.</p> <p>b) Indicate how the implementing agencies and stakeholders will ensure that activities and/or benefits resulting from the scheme shall continue after the scheme comes to an end.</p> <p>c) Indicate any recurring cost implications for sustaining the projected activities/outputs.</p>
E	Work plan/activity schedule.	Summarize key features of the work plan/activity schedule as explained in Annex-1 of the application form.
F	Monitoring and evaluation arrangements	<p>a) Describe the arrangements to monitor the timelines/ implementation and the risks confronting the scheme.</p> <p>b) Identify quantifiable indicators against each output.</p> <p>c) Link your description to quantity, quality, time, and gender consideration, if relevant/applicable.</p>
G	Counterpart resources	<p>a) Describe the resources (in kind or cash) the proposer will provide in the implementation of proposed project.</p> <p>b) Monetize the proposed resources, if possible.</p>
H	Resources from other sources	If there are other donors who shall also provide funds for this proposed project, indicate if a concrete commitment exists.
I	Budget estimate	Identify the total cost in Pak rupees with breakup of major cost components as provided in Annexure-1 Part-B
J	Impact on the area and society	The impact of undertaking such projects on the project area in particular and on society as a whole.
K	Methodology	The procedure undertaken for the completion of the project activities.

