



LAW & JUSTICE COMMISSION OF PAKISTAN, ISLAMABAD

PROPOSAL FORM

**Section A: Organizational Profile:**

1	<b>Full name:</b>
2	<b>a. Legal Status</b> ( type of registration e.g government body, non-governmental Organization, partnership, etc, registration number) <b>and date of registration of Organization:</b> <b>b. Profession</b> ( in case of individual):
3	<b>Type of Organization/work</b> (e.g service delivery, advocacy, research, educational, other):
4	<b>Postal Address:</b> <b>Contract No.</b> <b>Cell No.</b> <b>E-mail address:</b>
5	<b>Organization's outreach</b> (Local, provincial, national, urban, rural, other):
6	<b>Number of Offices and appropriate staff strength</b> (including practicing lawyer):
7	<b>Publications</b> (if any):
8	<b>Previous donors</b> (i.e. name of the organizations or bodies from which the proposer has received any funding):
9	<b>Details of previous donor and projects undertaken in the past 3 years:</b> <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	<b>Appropriate funds received from other donors:</b>
11	<b>Other partners</b> (Organizations with which proposer has collaborated over the last three years):

**Section B: About the Project:**

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

	<i>Proposed designation and responsibilities: Previous relevant experience ( please attach resume alongwith testimonials)</i>
12	<b>Other partners</b> (Other organizations/donors that will be involved in the grant and their role):
13	<b>Monitoring and Evaluation mechanism</b> (please attach):
14	<b>Reporting Schedule</b> (Please attach):
15	<b>Sustainability</b> (attach your plans for sustainability of grant outputs):
16	<b>Total cost of the project and grant requested from LJCP</b> (please attach budget indicating unit, number of units and total grant requested , see Part-B ):
17	<b>Counterpart resources</b> (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:** \_\_\_\_/\_\_\_\_/2012

**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 include 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) Project completion certificates (if any).
- (vi) Copies of publications and research work (if any).

## 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, 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					
	<b>Grand Total</b>				

**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:**-----