

# Funding Request Application Form

## RSPO Smallholder Support Fund

### Roundtable on Sustainable Palm Oil

- RSPO will transform markets to make sustainable palm oil the norm •

1. Applicant : General Information			
<b>1.1 Name of the Organization</b>	Click here to enter text.		
<b>1.2 Acronym</b> <i>(where applicable)</i>	Click here to enter text.		
1.3 Contact Person			
<b>a. Name</b>	Click here to enter text.		
<b>b. Position</b>	Click here to enter text.		
<b>c. Address</b>	Click here to enter text.		
	Click here to enter text.		
<b>d. Telephone</b>	Click here to enter text.	<b>e. Mobile :</b>	Click here to enter a date.
<b>f. Email</b>	Click here to enter text.	<b>g. Fax :</b>	Click here to enter a date.
2. Project : General Information			
<b>2.1 PROJECT TITLE :</b> Click here to enter text.	<b>2.5 PROJECT PERIOD : FROM MM/YY TILL MM/YY</b>		
<b>2.2 COUNTRY(IES) OF IMPLEMENTATION :</b> Click here to enter text.	<b>2.6 TOTAL BUDGET :</b> <i>SPECIFY AMOUNT &amp; CURRENCY</i>		
<b>2.3 SUPPORTING ORGANIZATION (IF ANY) :</b> Click here to enter text.	<b>2.7 CONTRIBUTION REQUESTED FROM RSPO :</b> <i>SPECIFY AMOUNT &amp; CURRENCY</i>		
<b>2.4 DURATION OF THE PROJECT (MONTHS):</b> Click here to enter text.	<b>2.8 DATE OF SUBMISSION</b> CLICK HERE TO ENTER TEXT.		
<b>2.9 Brief Project Description</b> (refer item 4 below) :			

3. Background Information of Organization	
<b>Description</b>	<p>Provide background information about your organisation's track record and the type of projects in which you are or have been involved.</p> <p>Regarding the <i>legal status</i> of your organisation, please supply:</p> <ul style="list-style-type: none"> <li>- An excerpt of the official registration</li> <li>- A copy of the Articles of Association</li> <li>- Or another proof of formal registration.</li> </ul>
<b>Name of the Organization</b>	<b>Click here to enter text.</b>
<b>Type of Organization<sup>1</sup></b>	<b>Click here to enter text.</b>
<b>Legal Status<sup>2</sup></b>	Click here to enter text.
<b>Date organisation formed</b>	Click here to enter text.
<b>Number of staff and full time equivalent (if relevant)</b>	Click here to enter text.
<b>Average annual budget / turnover over the last three years (specify or indicate range)</b>	<p>[ below 20,000 USD]</p> <p>[20,000-50,000 USD]</p> <p>[50,000-100,000 USD]</p> <p>[100,000-500,000 USD]</p> <p>[&gt;500,000 USD]</p>
<b>Recent activities or projects that best characterise your organisation (max. three)</b>	1.
	2.
	3.
<b>Key references, e.g. donors or partners (max. three; provide name, organization, telephone nr and/or email address)</b>	1.
	2.
	3.
4. Description of the proposed Project	
<b>Description</b>	<p>Provide the following basic information that will allow RSPO to understand in broad terms what the proposed project is about, its relevance and justification, and the expected main results. This information should allow RSPO to make a first assessment.</p>
<p><b>4.1 SUMMARY DESCRIPTION OF PROJECT, DESCRIBING MAIN ACTIVITIES USED TO ACHIEVE THE RESULTS (MAX. 250 WORDS)</b></p> <p>Click here to enter text.</p> <ul style="list-style-type: none"> <li>• [Bulleled list item]</li> <li>• [Bulleled list item]</li> </ul>	
<p><b>4.2 JUSTIFICATION OF THE PROJECT (PROBLEM, OPPORTUNITY, POLICY RELEVANCE, ETC)</b></p> <p>Click here to enter text.</p> <ol style="list-style-type: none"> <li>1. [Numbered List item]</li> <li>2. [Numbered List item]</li> </ol>	

<sup>1</sup> Producer, Processor, Trader, Importer, Industry, Retail, Finance, NGO, other

<sup>2</sup> Association, Foundation, Limited Company, Public Listed Company, etc

**4.3 PROJECT'S MAIN OBJECTIVE IN ONE SENTENCE (FORMULATION IS PREFERABLY IN LINE WITH RSPO'S MISSION)**

Click here to enter text.

**NOTE :**

The *summary description* is an easy-to-understand narrative of what the project is essentially about and how it is carried out.

The project justification should explain why this project is important. It may refer to problem(s) being solved, opportunity (ies) being addressed or policy (ies) being applied. The justification should be convincing. It may refer to a sense of urgency.

**4.4 CONTRIBUTION TO THE RSPO OBJECTIVES. PLEASE CROSS TO WHICH OBJECTIVE/S THE PROJECT WILL CONTRIBUTE (SEE NEXT PAGE FOR FULL FORMULATION OF OBJECTIVES). IT MAY BE THAT THE PROJECT CONTRIBUTES TO MORE THAN ONE RSPO OBJECTIVE. IN THAT CASE INDICATE ALL**

1. CSPO production / Smallholder Certification		7. Biodiversity & HCV Conservation	
2. Good Agricultural Practices		8. Social development	
3. Innovative approaches		9. Organizational development / ICS	
4. Livelihood improvement		10. Market Access	
5. Yield Improvement		11. Others	
6. Capacity building and exchange			

**4.5 GEOGRAPHIC TARGET AREA OF PROJECT (ATTACH MAP OF LOCATION)**

Click here to enter text.

- [Bulleled list item]
- [Bulleled list item]

**4.6 TARGET GROUP/S OR BENEFICIARIES**

Click here to enter text.

1. [Numbered List item]
2. [Numbered List item]

**Expected results (max. 3), one sentence each, preferably with indication of quantities between brackets**

- 1.
- 2.
- 3.

**4.7 DESCRIPTION AND JUSTIFICATION OF PROJECT APPROACH OR MECHANISMS**

Click here to enter text.

- [Bulleled list item]
- [Bulleled list item]

**4.8 POSSIBLE PARTNERSHIPS AS PART OF PROJECT (INCLUDE CONTACT DETAILS)**

Click here to enter text.

1. [Numbered List item]
2. [Numbered List item]

**5. Results and Main Activities**

**Description**

Provide a list of *expected results* and describe *main activities* per expected result. Specify not more than 5 main activities per expected result. This may require some clustering of your initial long-list of activities.

Then also indicate the *time frame*, i.e. when each main activity will be implemented. For projects with duration of less than 6 months, we expect main activities to be planned per month. For projects with duration of more than 6 months, we expect main activities to be planned per period of 3 months (quarter).

Please note that activities that communicate the results of the project to other stakeholders and the wider public, as well as activities that enable to share lessons learned with relevant stakeholders, are much appreciated.

This includes a description of the main activities, with details as regards what will be done at what stage, where and how. In doing so, main activities are as much as possible specified in terms of quantities and timeframe.

*Main activity plan* (it could help to use an excel-file)

Expected results	Main activities	Time frame (per month or quarter)					
		1	2	3	4	5	6
1.	1.1						
	1.2						
	1.3						
	...						
2.	2.1						
	2.2						
	...						
3.	3.1						
	3.2						
	...						

*Applicants may use an excel format to develop the Expected Result, Main Activities, Timeframe, etc.*

**6. General Budget**

**Description**

Provide a break-down of the *budget per main activity* as identified above. Also indicate, per result and main activity, the different sources of funding. Specify other cost items for issues that can not be directly linked to an expected main result or activity.

A more specific budget, per budget item, should be provided as an annex, preferably also in (Excel) spreadsheet format.

**General Budget** (please use an excel-file)

Expected results	Main activities (from activity plan)	Budget per main activity (specify in columns: RSPO / co-funding / own funding)				
		RSPO	Co-funder 1*	Co-funder 2	Own funding	Total
1.	1.1					
	1.2					
	1.3					
	1.4					
	...					
Subtotal result 1						
2.	2.1					
	2.2					
	...					
Subtotal result 2						
3.	3.1					
	3.2					
	...					
Subtotal result 3						
<i>Sub-total results</i>						
Management (max 10%)	Management					
	Administration					
	Communication					
	Monitoring and evaluation					
	Financial Audit (see above)					
Other costs**						
<i>Subtotal Management and other costs</i>						
Contingencies (< 3%)***						
<i>Total</i>						
<i>% contribution</i>						

*Applicants may use an excel format to develop the Expected Result, Main Activities, Budget per Main Activities, etc.*

7. Monitoring Scheme																																																																													
Description	<p>Monitoring is an important element in the RSPO Smallholder project. For each of these monitoring activities is being made of indicators in order to assess whether there is progress. For each initiative, the following elements are to be considered:</p> <ul style="list-style-type: none"> <li>- Monitoring indicator framework</li> <li>- Monitoring plan</li> <li>- Reporting and evaluation</li> </ul> <p>Successful applicants are expected to provide 6 monthly and annual Project Progress and Impact Reports. Evaluation by external party may also be required on case to case basis. These are part of the monitoring measures.</p> <p><b>Definitions</b></p> <p><b>Indicators</b> are variables that measure to what extent or degree certain project objectives is being realised. Indicators should as much as possible meet SMART criteria, by being :</p> <ul style="list-style-type: none"> <li>• Specific: is well defined, no doubts about what is meant;</li> <li>• Measurable: allows quantification if possible;</li> <li>• Accurate: shows a clear linkage with programme elements;</li> <li>• Realistic: can be measured, cost-effective and timely;</li> <li>• Time-bound: allows differences to be observed within the programme period.</li> </ul> <p>However, in some cases it is useful to formulate qualitative indicators.</p> <p><b>Output indicators</b> are associated with the level of expected results. Outputs are the products or services delivered by the project to the target groups. They result from the execution of the project activities.</p> <p><b>Outcome indicators</b> are associated with the level of specific / project objective. Outcomes are the end-of-project situation/s to which outputs contribute. The project is held responsible to realise the outcomes / objectives.</p> <p><b>Impact indicators</b> are associated with the level of overall objectives. Impacts are the final benefits generated for people and nature. The project will contribute to these benefits (impacts) but cannot be held responsible for realising them because other factors are also involved (refer to assumptions).</p> <p style="text-align: center;"><i>Framework for result monitoring by project</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Level</th> <th>Type of indicator</th> <th>Value in yr 0 before project</th> <th>Target value after 1 year</th> <th>Target value after 2 years</th> <th>Target value at end of project</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Objective</td> <td>Outcome indicators</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3">Expected result 1</td> <td>Output indicators</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3">Expected result 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3">Expected result 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Level	Type of indicator	Value in yr 0 before project	Target value after 1 year	Target value after 2 years	Target value at end of project	Objective	Outcome indicators					1.					2.						3.					Expected result 1	Output indicators					1.					2.					Expected result 2						3.					4.					Expected result 3						5.					6.				
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<i>Monitoring plan for result monitoring by projects</i>			
<b>Outcome indicators</b>	<b>Sources of verification / method</b>	<b>Timing and frequency</b>	<b>Responsibility</b>
1.			
2.			
3.			
<b>Output indicators</b>			
1.			
2.			
3.			
4.			
5.			
6.			

*Applicants may use an excel format to develop the matrix*

8. Assumption and Risk													
Description	<p><b>Assumptions</b> refer to the factors and conditions that are not under direct control of the project, but which are necessary to be met in order to realise the project objective and expected main results. Assumptions cannot be related to factors internal to the project (e.g. staff motivation), as these must be controlled by the project itself. Proper definition of assumptions may help justify in case certain expected results or main activities are not realised by the project.</p> <p>Example: If the project provides technical assistance to farmers that conduct reforestation, the assumption may be that one week of training and monthly follow-up visits are sufficient for farmers to successfully perform good agricultural practices. This assumption should be checked by the project, and may lead to adjustments as soon as it becomes clear whether this assumption is correct or not.</p> <p>Assumptions may also be found in particular institutional or socio-economic conditions beyond the projects influence. For instance, it may be assumed that existing legislation on the deforestation ban for expansion of palm oil plantation is enforced by the government. If this turns out not to be the case, the project results may not be realised.</p> <p><b>Risks</b> are factors encompassing the project as a whole, and entirely beyond the project influence, e.g. political issues, climate events or security aspects.</p> <p>Example: The project is located in an area that is prone to hurricanes. If a hurricane strikes a planted area the yields may be lower than expected.</p> <p><i>Project risks and assumptions</i></p> <table border="1"> <thead> <tr> <th>Level</th> <th>Risk / assumptions</th> </tr> </thead> <tbody> <tr> <td>Project as a whole</td> <td>Risk/s</td> </tr> <tr> <td>Objective</td> <td>Assumption/s at objective level (maximum 2)</td> </tr> <tr> <td>Main result 1.</td> <td>Assumption/s at main result 1 level (maximum 2)</td> </tr> <tr> <td>Main result 2.</td> <td>Assumption/s at main result 2 level (maximum 2)</td> </tr> <tr> <td>Main result 3.</td> <td>Assumption/s at main result 3 level (maximum 2)</td> </tr> </tbody> </table> <p><i>Applicants may use an excel format to develop the matrix</i></p>	Level	Risk / assumptions	Project as a whole	Risk/s	Objective	Assumption/s at objective level (maximum 2)	Main result 1.	Assumption/s at main result 1 level (maximum 2)	Main result 2.	Assumption/s at main result 2 level (maximum 2)	Main result 3.	Assumption/s at main result 3 level (maximum 2)
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Project as a whole	Risk/s												
Objective	Assumption/s at objective level (maximum 2)												
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Main result 2.	Assumption/s at main result 2 level (maximum 2)												
Main result 3.	Assumption/s at main result 3 level (maximum 2)												

- END -



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<b>Issued By:</b>		<b>Date:</b>	
<b>Accepted By:</b>		<b>Date:</b>	
<b>Comments of review by Smallholders Fund Panel</b>			
<b>Approval Status</b>		<b>Date</b>	