

STRENGTHENING GOOD LOCAL GOVERNANCE IN BANGLADESH

Grants for women's initiatives

FACILITATOR'S GUIDE

(ON HOW TO PROVIDE SUPPORT TO UPs AND WOMEN'S GROUPS TO
DEVELOP GENDER SENSITIVE PROJECTS)

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SDC LOCAL GOVERNANCE PROGRAMME SHARIQUE

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Swiss Agency for Development
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BANGLADESH



Contents

Introduction	3
1. Background	3
2. Inclusion of women in local governance: the competition	4
3. Action Plan	7
4. Roles of the PNGOs in the process	8
5. Filling in the application form	14
Conclusion.....	14

Introduction

In 2013 Sharique conducted comprehensive studies on the local impact of women's empowerment and poverty alleviation. The purpose of the studies was to look at the pattern of women's and men's behaviours, changes in behaviour and perceptions as a result of Sharique's interventions. The newly developed gender mainstreaming strategy of Sharique Phase III indicated that gender mainstreaming will continue to be a cross-cutting theme, which is in line with the Swiss cooperation strategy for Bangladesh 2013-2017 and the HELVETAS country strategy. Gender mainstreaming implies that all development activities will continue to be planned and monitored based on appropriate gender analysis and gender-disaggregated data.

According to the Impact Study on Women Empowerment through Effective, Transparent and Inclusive Local Governance (June 2013) and the Gender Annual Report 2014, a series of issues regarding Gender Equality and Social Equity (GSE) have improved in the last years but according to the study findings women still face challenges, especially in cases of taking initiatives and exercising leadership. To provide women with more spaces for exercising their leadership skills Sharique has launched a call for project proposals from partnerships of UPs and groups of women. The proposed intervention includes a competitive process for UPs and groups of women for the best women-initiated innovative projects.

The current guide is designed for practitioners in the field and orients them on how to mentor UPs and women's groups through the process.

1. Background

Due to the following context

- **A challenging environment regarding equal rights and opportunities:** Gender equality is embedded in human rights; hence, strong commitment to the realization of the rights of all people, especially the rights of women, poor and marginalized groups is required. However, as both men and women have different needs social equity is a critical element in ensuring that both men and women get access to the services and goods that they need for a satisfying life.
- **Limited stocks of goods and services and challenging access to these services and goods:** Lack of access to services and resources and barriers to participation in decision-making are amongst the key structural causes of poverty. Equity between men and women especially regarding access to and control over assets is a key condition for poverty reduction.
- **Limited spaces for enhancing social justice:** The reduction of gender inequalities makes a strong contribution to social justice and sustainable development. Gender mainstreaming positively affects operational performance and impact of development interventions¹.

Sharique will partner with its LGIs to boost women's leadership ideas through a competition. Sharique will grant a special fund to tentatively ten Union Parishads within Sharique, which are able to propose innovative gender sensitive projects designed and managed by female leaders. The project must aim at ensuring inclusion of women in each stage of the project cycle management, from planning, design and implementation to monitoring and reporting.

¹Sharique Annual Gender Report 2013

2. Inclusion of women in local governance: the competition

All 207 UPs of the four regions covered by Sharique are invited to participate in the competition. The objectives and outputs of this initiative are as follows:

A. Objectives:

- a) To mobilize local governments (UP) to develop a practice for inclusive projects, particularly initiated by women
- b) To mobilize local governments to include women and specifically marginalized and disadvantaged persons in the project planning and decision-making processes
- c) To support local governments in developing a culture of dialogue with women for considering their needs in the scheme selection
- d) To set an example of spaces of interaction between women and local governments where women have the opportunity to take initiative, to be innovative and mobilize other women around one cause

B. Expected Outputs/Results:

1. Increased awareness for consideration of women's needs while planning and designing schemes and development projects throughout all 207 UPs
2. A series of model projects (10) spread across the four regions of Sharique's areas of intervention are initiated by women leaders and supported by UPs through funds from Sharique and results are shared among the project partner LGIs
3. A pattern of collaboration between women leaders and UPs members is developed and sustained in at least 10 UPs who develop partnership projects
4. 10 sharing events at UP level are conducted to celebrate the new initiatives
5. Selected projects are sustainable and receive acceptance and appreciation from citizens of the given Unions

C. Grants:

Sharique will award tentatively **10 grants of maximum BDT 800,000 each** to the best ten projects, which are initiated by women and strongly supported by UPs.

Selection criteria and procedure:

Pre-conditions:

- The project has to be initiated by a female citizen or a group of female citizens
- The project has to be supported by the UP
- The project has to address priority issues from the strategic plan of the UP

Criteria for the selection process:

- Innovative aspect (original, non traditional project and not likely to be addressed by other funding sources) (0-20 points)
- Project benefits a minimum of 150 poor and disadvantaged people (male and female but women will have the priority) in an effective way (0-20 points)
- Project is designed and supervised by women of the community, in collaboration with the UP (0-20 points)
- Females UP members are involved at each stage of the PCM (0-10 points)
- Quality of the monitoring and evaluation plan (0-20 points)
- Sustainability of the project (0-10 points)

Procedure:

Assessment of the applications will be conducted first at the regional level and then through the Project Implementation Unit (PIU) in Dhaka. The steps in the process are:

1. UP representatives or delegated women deliver to the Field Facilitators of their area the complete application. The FFs screen all applications ready for submission in the area of their supervision and return back to the UPs those that are incomplete (missing sections of application, missing signature or other requirements). Deadline for the FF to receive the application: 28th of September at 5pm (applications are either picked up by the FF upon request or returned by UP members or delegated women to the regional office).
 - This leaves 48 hours to the UPs and women to complete the application if something is missing (the final deadline is September 30th). No delay will be accepted.
2. The FFs sign on the applications with the date of receipt. They further submit the forms in due time to the designated focal point in the regional office (either the Regional Coordinator (RC) or a project officer designated by the RC). Delay due to FFs will not have effect on the application but will require written explanation from the FFs on the cause of delay. Final deadline: 30th of September at 5pm.
3. The focal point at the RO conducts a second screening of the application. Incomplete forms are separated and not considered for the competition.
4. Complete applications files are sent to the PIU, focal point Zahirul Islam, by the 4th of October.
5. The PIU evaluates the project proposals in two stages. Zahir, Alip and Monirul first screen the application forms and shortlist up to 5 best projects per region (20 projects in total) according to compliance with the criteria. Deadline: 22nd of October.
6. The Central Evaluation Team (Lilia, Tirtha and Halima) selects the tentative best ten projects out of the ones preselected. Deadline: 29th of October.

The winning projects will be announced on the 1st of November 2015.

The evaluation commissions shall make their decisions by consensus, rather than by formal voting. Final deliberations regarding a project shall take place in the absence of the project proposing UP. In all cases, the rationale for the decision will be documented.

Consideration:

1. The evaluation committee will not award more than 4 winners per region.
2. The evaluation committee will ensure if possible that each region gets at least one winner.

D. Budget:

The total budget for this project is

Awards (10 winning projects) BDT 8,000,000 (BDT 800,000 per project, maximum)

Events (10 campaigns) BDT 1,000,000

The winning UPs will present the mid-term results and conduct a gender awareness campaign in February. The local administration, NGOs, civil society and media (radio and print) will be invited to attend this event.

Miscellaneous BDT 500,000

Total BDT 9,500,000

3. Action Plan

What	How	When	Responsible
Training sessions	Training sessions for RCUs and PNGOs (Pilot in Khulna)	Pilot session: 2 nd week of June July: two other trainings	Zahir, Aline, Nayela, Habiba (pilot) Zahir for the others
Information to the UPs and flyers distribution: Inception meeting	Visit to the UPs and information about the competition. Once a date for the information session is set, the PNGOs distribute the flyers, inviting 2-3 women leaders per ward to attend the information session	Deadline: July 31	PNGOs (2-3 UPs per person)
Information sessions (with UP representatives and women)	PNGO's motivate the women interested in participating in the competition and guide them in the process of identifying needs and finding potential solutions	Deadline: August 15	PNGOs (2-3 UPs per person)
Validation sessions (with UP representatives and women)	PNGO's guide the women in the process of selecting one suitable project and answer their questions about how to fill in the form	Deadline: August 31	PNGOs (2-3 UPs per person)
Competition	1. Project design 2. Project submission	<u>Deadline:</u> <u>September 28 at 5pm</u>	PNGOs
Project Application screening and evaluation	RCs screen application for completion and compliance PIU evaluates applications and selects 10 project proposals	Sept. 30 - October 4 October 5 - 29	Assessment Teams
Project Award	Announcement of the winners in a sharing event	November 1	Central team (LT, TS, HK)
Implementation stage	Implementation of the winning projects	November 15 to May 16	UPs and women
Mid-term results and awareness event on gender sensitive projects	Presentation of the mid-term results by UPs and organization of an event	February 15 – 30, 2016	UPs and women
Evaluation	Mid-term review	March 2016	Third party/Grants Officer
Closure of the projects and community fair	Final evaluation Street fair with presentation of the results	May 15 – June 1	UPs and women ROs and PNGOs HSI staff from Dhaka Media Third party?

4. Roles of the PNGOs in the process

4.1. Objectives

- To convey the information about the competition, its objectives and expected outcomes to ALL 207 UPs
- To provide support to Unions (through reserved seat female members as well as through ward platforms) to mobilize women leaders, to bring together group of women to participate in the competition on gender-sensitive projects
- To support development of local partnerships between women groups and UPs over one specific project proposal
- To organize informative and validation sessions for women and UP at Union level. Though activities may get started at ward level, projects shall be finally developed at UP level. Women groups composed of women from various wards can come together. The facilitator must promote the idea that this is a Union project. This is not a competition between wards. The implemented project may take place in one ward or in several wards at the same time.
- **All project ideas must be in line with the strategic plan.** The role of the facilitator is to ensure that each project idea is resulted or aligned to a certain strategic issue in the strategic plan
- To support UP set up project development team (led by women)
- To advice and support the UPs and the women in filling in the application in a clear manner. The role of the facilitator in this regard is purely technical. Facilitator has no role in influencing the project idea, unless it does not match the criteria. In that case the facilitator will use the mentoring skills to direct the initiative group towards acceptable ideas.

4.2. Process

4.2.1. Inception meeting (1 hour). Audience: UP Chair, UP Secretary, UP members, UP female elected members (reserved seats)

The first steps to undertake are **to inform the UP representatives** about the competition and expected results.

1. The PNGOs need to visit and inform the UP representatives about the competition process. They specify to the UP that one of the pre-condition is that the project proposed will **have to** be in line with the strategic plan.
2. During the visit the PNGOs will agree with the UP for a date (information session).
3. During the initial visit the PNGOs will request the UP Chair to have a special meeting with the UP reserved seats female members. During this discussion the PNGOs will have to make sure that the female members of the UPs are available on the date set (male members can come as well but can't influence in the process of selecting ideas).
4. Once the date for the information session is set, the PNGOs go to the wards, distribute the flyers and invite the most active women (maximum 2 to 3 women leaders per ward) to the session.

Tips:

- ❖ Make sure every single detail is discussed and understood by the UP members. Do not make assumptions.
- ❖ Provide clear details about the competition and the involvement required from the UP throughout the process.

- ❖ Mention the benefits for the UP to participate in this competition (awareness about the women needs in the communities, opportunity to implement a project that goes in line with the strategic plan, visibility and funds if it wins etc...). Motivation is very important, do your best to motivate UPs to engage women in this competition.
- ❖ Be enthusiastic. Believe in the competition.
- ❖ Come to the meeting prepared. Have a few examples of what types of projects we are looking for and drop those ideas as examples.

4.2.2. Information session (3-4 hours). Audience: women leaders from the 9 wards, 3 women elected representatives, UP chair, UP secretary (and other UP members) upon their desire can attend

UP will organize an information session where the most active female leaders from the wards will be present (maximum 3 per ward). The PNGO staff will conduct the session.

Objectives:

- To provide detailed information to the women about the competition: objectives, expected outcomes and process
- To guide the women in the identification of the needs in the communities (of women, poor and disadvantaged people) and the selection of a certain number of solutions (project ideas)

FF need to come prepared with a flipchart with the list of criteria, a flipchart with key points about the competition, a flipchart with the list of potential projects, some empty sheets and a certain number of markers and cards.

The meeting will be organized through the following steps:

1. Welcome by the UP
2. Explanation of the objectives
3. Brief presentation on the background of the competition
4. Detailed explanations about the competition
 - Objectives/list of preconditions and criteria/deadlines/process
 - Women will be the initiators of the projects and generate the ideas and UP will help them in all the following stages (close collaboration).
 - Specify that innovation (non traditional projects) is one of the main criteria. Income generating projects, grants (cash) or projects related to water or infrastructure are less encouraged
5. Presentation by a UP member about the main issues of the strategic plan (ask the secretary or a member to briefly summarize them)
 - Write the issues on a flipchart, or have them prepared on a flipchart in advance
6. For each issue of the strategic plan brainstorming on the main difficulties faced by women, poor and disadvantaged in the communities
 - On another flipchart write down two problems maximum per issue of the strategic plan. The facilitator will pick up the strategic issues one by one and ask the following questions to the group:
 - What problems do you, women, see about this strategic issue?
 - What difficulties women, children, poor and disadvantaged face regarding the major strategic issues?

- Women may try to answer in a traditional way (for example they may say: bad communications, no roads, no water tubes, no hospitals). As a facilitator, you must know that these are very traditional issues, and normally the UP will deal with those. As a facilitator you need to really get into to the women's hearts and needs and get those out. They must be specifically related to women's values and their dreams. For example, if the women talk about bad roads, you could ask: how does that affect in particular women? Is it safety? Is it lack of safe transport means? Don't give the answer to the women, simply use an idea to ask if women have thought of it.
 - Ask the women to give specific answers. If they still cannot come up with ideas, tell them to list the different categories of women, poor and disadvantaged people in the communities (such as children, elderly people, sex-workers, disabled persons, students etc...) and to mention one or two difficulties faced by each
 - Make sure that out of all ideas, only two for each of the strategic issue are written on the flipchart
7. After the flipchart with the problems is completed (2 problems per strategic issue) divide the women into three groups. The tasks for the three groups should be written on a flipchart and posted in front of the audience:
- Tasks:
 - Read the problems in your group
 - Take 5 minutes to think about solutions on your own
 - In your group brainstorm ideas how you, as a group of women, can solve each of the problems listed
 - Come up as a group with one solution per problem
 - Write down the solutions on cards (if 12 issues have been determined then 12 feasible projects should be suggested – 4 per group)
 - Designate a woman who will present
 - Before starting the reflection, show to the women the list of potential projects (in order to help them generating ideas). A list of projects will be prepared on a separate flip chart in advance and displayed during the group work
 - While the women think about some ideas, draw two columns on a flipchart, one with the needs expressed (problems) and one for the cards with the solutions (projects)
8. One representative per group go in front of the audience and sticks the cards on the second column of the flipchart
9. The facilitator then goes through each of the ideas proposed and through group consensus eliminates the ideas that are not in line with the criteria. For that, the facilitator will pick up each card and ask:
- Does this solution correspond to our criteria? If yes, we keep it, if not, we put it in the 'parking lot' for other occasions
10. The role of the facilitator is to reduce the number of ideas as few as possible. The fewer the projects left, the better the concentration of women (for the next steps).
11. When a final list of eligible solutions is concluded the women are then asked to come in the front and to prioritize the solutions. The women are asked to come up with the first three that

they believe they can solve and are important. The facilitator reminds them that they shall not only consider which ones are the most important but also which solutions they can implement.

- This can be done either with stickers or colored markers. The facilitator can use sets of 3 colors: red, green, black (for example). Red is priority 1, green – priority 2, black- priority 3. The facilitator puts the markers on the table and asks the women to get up and choose – ONE project in red color (priority 1), one project in green color (priority 2) and one project in black color (priority 3). Every woman can pick up only 3 projects. At the end of the voting, the FF will count together with the women. The solution that gets most ‘red votes’ will become solution N1. Then the FF will count the green votes (solution N2), then the black votes (solution N3). Through consensus all will have to agree on the three most wanted solutions.
- FF will write the three potential projects on the flipchart and give some home work tasks to the women’s group.

12. **Home work tasks:** The facilitators inform the audience (UP and women) that they will come back in approximately one week (date to be defined immediately). Now that the issues and solutions have been debated, the women should go back to the wards and inform the other women about the three potential projects. They should think about which one is the more appropriate and how the project can be implemented and come back with ideas
13. The FFs ask the women from the reserved seats to supervise the process in their 3 wards. The reserved seats women must ensure that only one project is selected per Union. To make it easy, the Union can decide to have a project that is implemented in all 9 wards. However, this is not mandatory. Finally the women will have to decide the location of the project – which must be justified and match the criteria.
14. At the end of the session the FF repeat the whole sequence of what is going to happen next.

Tips:

- ❖ Go in groups of two facilitators. If someone forgets to mention something, the other facilitator can add it.
- ❖ Be as clear as possible. Make sure that UP males do not intervene too much during the sessions.
- ❖ Even if the women don’t win they should not be disappointed but take it as a great opportunity to raise the issues at stake and develop a project proposal together with the UP. Explain that Sharique will continue providing a variety of grants derived from the strategic plans, so there will always be an opportunity to reapply later through other grants lines
- ❖ Check the time and interrupt the women when necessary (if there are repetitions or someone does not let others speak)

4.2.3. Validation session (2 -3 hours) Audience; the same!! Women and same group as during the information session

The validation session should not last more than 2 hours. The PNGOs play a very important role in this process! They need to guide the women towards understanding if they chose a project that has chances to win. For that the facilitator will have to start with review of the final decision for the project proposal.

Objective:

- By the end of the session the women will have selected one idea for project proposal

- The women will have a clear idea how to fill in the application

The Content:

1. Brief summary about the last meeting
 - Facilitator summarizes what happened at the previous meeting and displays the three project ideas that the group was to choose from
 - Facilitator conducts a discussion with the group: which project out of three the groups decided on?
 - The women are to come with one idea and to explain how and why this one project was selected by them. The following must points need to be justified:
 - The project is innovative
 - The project matches the list of criteria
 - The project in line with the strategic plan (priorities issues of the UPs). Cross check with UP is essential
 - The project is accepted by the wards
 - If the project idea is in line with the criteria, then it is validated and all the further work will be conducted around this specific idea.
2. Once the project is selected, the facilitators distribute the application form
3. Detailed explanations on how to fill in the form are given and questions are answered. A hypothetical budget proposal is added to understand what exactly they are supposed to develop.
 - Facilitator takes time to explain each chapter of the application form. It is recommended that FFs prepare some bullet points for each one.
 - Facilitator asks one of the women elected representatives to have a 'master' copy and to take notes.
 - Facilitator will do his best to ensure that women understand what they need to do.

Project management team (PMT) setting:

- The facilitator will ask the women to select a group of 3-5 women to be part of the PMT. FF explains that these women must be able to write, to travel to different wards if needed and to work with the UP to prepare the application form.
- It may happen that the women are not ready to identify the three to five members of the PMT. In that case, the task will be delegated to one of the women elected representatives in the meanwhile. However, it would be easier if the PMT would be set during the session. The exercise can be conducted in the following way:
 - The facilitator asks the women: Who wants to volunteer to be part of the project management team and prepare the application? If there are many volunteers, their names should be written on a flipchart.
 - If there are up to 5 women volunteers, the FF asks other women to decide by consensus. If some women disagree then a silent vote can take place (women write on a paper the name of one person they think should be part of the PMT).
 - If there are no volunteers then the FF asks the women to propose names. The names can be proposed openly or secretly on papers.
 - All suggested names are written on the flipchart. A vote takes place and 3-5 women are identified.

- Ideally this group will be formed by the end of the session and ready to start the work on the project proposal.
 - A woman elected representative will be in charge of supervising the process. This woman elected representative can volunteer herself for this or be appointed by the UP Chair (in consultation with her).
- **Set the home work tasks:**
- The project management team needs to receive a formal approval by the UP (and a confirmation that the UP will support them throughout the whole application process)
 - The project management team needs to write the project proposal as required in the application. They need to fill in all the information and develop a proper budget
 - The group must prepare some questions if something is not clear
 - The group must have a draft application ready in one week, or at the latest in two weeks
4. Next steps. The PNGOs inform the women and UP members that they will come back in one or two weeks for a questions & answers session. Date needs to be arranged immediately.
 5. After the session the facilitator will further orient UP bodies about the form. The UP female members will be present. Make sure that one female representative agrees to take the responsibility of convening the next meeting between UP members and women for answering questions. A big job shall be delegated to the PMT, which hopefully is already formed at the end of this session.

Tips for facilitators:

- ❖ It is ok if the group picks up one of the potential projects from the given list by the FF but it needs to be adjusted and fit the context
- ❖ Be clear and use your facilitation skills at best

4.2.4. Follow-up

The PNGOs will come back upon request. It is important to keep in mind that the women and UPs are the drivers of the whole process and that the PNGOs should only be here as advisors and support. If they don't receive any news from the UP the PNGOs should call after one week to make sure that they have started filling in the application.

- ❖ Go back only if it is necessary. Try to answer all their questions at once.
- ❖ Remember that **incomplete forms will not be accepted**. Make sure that the structure of the application is observed and that all submitted applications are complete.
- ❖ It is recommended that the PMT uses the Information Center of the UP and types the application. For that the FF must ensure to send a soft copy of the application form to the UP. However, handwritten applications will also be accepted if the writing is very clear.

4.2.5. Collection of the forms

Before submission of the project application to the regional office the facilitator will be the first screening authority. The facilitator will check that the application is complete and send it back if something is missing. Deadline for receiving the first draft: 28th of September at 5pm.

One member of the UP needs to submit the final signed application. The submission can go via two routes: Route 1: through the facilitator. Route 2: directly to the regional office.

After the first screening, all final applications must be submitted to the Sharique regional office by the 30th of September at 5 pm and signed by the field facilitator responsible for the region. The projects must be submitted in a sealed envelope. Projects submitted after the submission deadline will not be accepted.

The regional office will organize a register book with the following sections:

1. Name of UP, UZP
2. Project Number (write down on the application cover page the first two letters of the region and the order of arrival of the application. Examples: KH01, SU08...)
3. Date and time of submission (hour and minutes)
4. Name of person who received the application
5. All applications will be stocked in a secure place (safe if possible) until further screening by RO

5. Filling in the application form

Instructions attached separately

Conclusion

This competition is a great opportunity for women to be involved in a project that would satisfy their needs and for the UPs to receive a grant and implement a gender-sensitive project. The inclusion of women in local governance is very important as we have seen it and with your support, Helvetas Swiss Intercooperation expects to receive as many innovative and inclusive project proposals as possible.

Your role as field facilitators is thus very important. Take it seriously, encourage and support the women and the UPs in the whole process and do your best in order for them to come up with a project that could win. Be clear, precise and enthusiastic!

Annex 1: The APPLICATION FORM

PROJECT PROPOSAL COVER SHEET

Project No. _____ (This part will be filled in by Sharique regional office)

Project Title: _____ (Use the format, title must align to focal areas)

Applicant

Name of the UP and UPZ _____

Mailing Address: _____

Physical Address: _____

Telephone: _____

Mail: _____

Project Contact²: _____
(Name and Position)

Signatures

Name & signature of the Chairman _____

Name & signature of a PMT member _____

Project

Proposed Project Duration (maximum 6 months): _____

Sources of Fund

Total project cost: [BDT] _____

² the project contact must be a UP female representative

Work plan with implementation of activities and monitoring schedule. Describe the activities for each objective mentioned above First objective of the project (write it):						
List the activities necessary to fulfil this objective. Point out who will be responsible for the activity and provide an indicator.			Duration of the Activity in Months (or Quarters)			
Activity	Responsible Person	Indicator	1	2	3	4
1.1						
1.2						
1.3						
Name(s) of the person(s) responsible for the monitoring and progress reports:			Monitoring Frequency / Reporting			
Monitoring and record keeping						
Progress Reports						

Please indicate the **sequence of all major activities and implementation and monitoring schedule**, including the beginning and ending dates for each step. For each objective a new list of activities shall be drawn. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the initial stage (current one) to the situation at the end of the implementation process. The applicant should include in the plan all required reports.

Project Budget Information Sheet

Project Funding Summary

Funding Source	Funding Plan, [BDT]		Total (BDT)
	Q1 - 2015	Q2 - 2016	
SHARIQUE			
Other sources (if already committed or planned to be committed) ³			
Total Project Cost			

Estimated Costs

Expenditure Category	Q1 (BDT)	Q2 (BDT)	Total (BDT)	% of Total
1. Training / Seminars / Travel Workshops				
2. Materials				
3. Services/Fees (including monitoring)				
4. Others				
Total Cost				

The budget is only an estimate. It will be revised and adjusted if the applicant wins the grant.

Tips: When preparing a project budget:

- Include only costs directly related to the project.
- The budget should be realistic and include all costs associated with managing and administrating the project, such as the cost of monitoring and evaluation.
- "Indirect costs" or administrative overhead costs such as staff salaries and office rent are not funded by the SHARIQUE. These should not be part of the funding request.
- The figures contained in the Budget Information Sheet should coincide with those on the Proposal Cover Sheet and in the text of the proposal.
- SHARIQUE grant requests should not exceed BDT 8,000,000 per project.

Provide information on UP's bank account.

Account Name: _____

Title (current, savings, etc): _____

Account Number: _____

Branch: _____

Bank Name & Address: _____

Routing Number of the Bank: _____

Submission:

Checklist for your project proposal submission:

1. The project application (incomplete forms will not be considered)
2. Evidence of women participation from the community (annex: attendance list from the meetings held)
3. Signature of UP chairperson and the project management team members