**Application Form *for***

**Program Development Grants - PDG**

**December 2018**

|  |  |
| --- | --- |
| **OVERVIEW** | |
| Country: | Click here to enter text. |
| Grant agent: | Click here to enter text. |
| Coordinating agency: | Click here to enter text. |
| Proposed program name: | Click here to enter text. |
| Grant currency | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Euro | |  | | --- | |  | | Dollar | |  | | --- | |  | | |
| Total budget: | Click here to enter amount. |
| Total amount requested from GPE: | Click here to enter amount. |
| Agency fees (additional to PDG amount) | Click here to enter amount |
| Agency fees (as % of PDG amount) | Click here to enter percent |
| Application submission date: | Click here to enter a date. |
| Estimated start date: | Click here to enter a date. |
| Estimated end date: | Click here to enter a date. |
| Estimated ESPIG submission date: | Click here to enter a date. |
| Expected date of report submission: | Click here to enter a date. |

**CONTENTS**

1. **Sectoral overview** 
   1. Education Sector Plan (ESP) or Transitional Education Plan (TEP)
   2. Key players

**II. Background**

II.1. Context

II.2 Program development

II.3 Risk assessment

II.4 Grant agent

**III. Activities**

**IV. Timeframe and budget**

IV.1 Activity schedule

IV.2 Budget overview

**V. Submission**

V.1 Any additional information

V.2 Endorsement

V.3 Submission

**NOTE TO THE USER**

1. Before completing the application, **applicants should read the PDG guidelines**, which explain the grant and provide step-by-step guidance for the application process. In case additional information is needed, the applicant can contact the country lead at the Secretariat.

* **[PDG guidelines](http://www.globalpartnership.org/content/global-partnership-education-program-development-grant-guidelines)**

2. Applicants should use the following Excel template to establish a budget for the PDG and submit it together with this application form.

* [PDG budget template](https://worldbankgroup.sharepoint.com/sites/iTeam/GPETCS/CST/CSTTemplates/04%20-%20PDG%20Application/3%20-%20PDG%20Budget%20Template%20-%20Eng.xlsx?d=we2b22b21cd904097a6290daca23df576)

|  |  |  |
| --- | --- | --- |
| **I. SECTORIAL OVERVIEW** | | |
| **I.1 Education sector plan (ESP) or transitional education plan (TEP)** | | |
| Name of plan: | Click here to enter text. | |
| Education plan timeframe: | Click here to enter text. | |
| Date of plan finalization: | Click here to enter text. | |
| Link if available online: | Click here to enter text. | |
| **I.2 Key players** | | |
| Partner Ministry: | Click here to enter text. | |
| Representative: | Click here to enter text. | |
| Email: | Click here to enter text. | |
| Phone: | Click here to enter text. | |
| Coordinating agency: | Click here to enter text. | |
| Representative: | Click here to enter text. | |
| Email: | Click here to enter text. | |
| Phone: | Click here to enter text. | |
| Grant agent: | Click here to enter text. | |
| Representative: | Click here to enter text. | |
| Email: | Click here to enter text. | |
| Phone: | Click here to enter text. | |
|  |  |  |

|  |
| --- |
| **II. BACKGROUND** |
| **II.1 Context** |
| Describe the context for the proposed activities, including the status of the ESP or TEP, and whether it will be a stand-alone program or contribute to an existing one, in 400 words or less. |
| Click here to enter text. |
| **II.2 Program development** |
| Describe the overall approach and process for developing the proposed program, including the expected scope and depth of collaboration between the Government and the local education group, in 400 words or less. |
| Click here to enter text. |
| **II.3 Risk assessment** |
| Briefly describe context-specific risks are that may affect fulfillment of planned activities and what remedial action is considered to diminish these risks, in 400 words or less. Risks may relate to political commitment, the predictability of funding, and time and capacity constraints. |
| Click here to enter text. |
| **II.4 Grant agent** |
| Describe the internal procedures and processes of the grant agent in relation to the administration and monitoring of this grant, as well as its added value in terms of financial, technical, and/or other strengths, in 400 words or less. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **III. ACTIVITIES** | |
| Describe each activity to be undertaken with support of the PDG, in 250 words or less.  Note that the grant completion report will ask for copies of the outputs and knowledge products produced, and for an explanation if the proposed activities were amended, and why. | |
| Name of activity 1: | Click here to enter text. |
| Output or expected result: | Click here to enter text. |
| Click here to enter text. | |
| Name of activity 2: | Click here to enter text. |
| Output or expected result: | Click here to enter text. |
| Click here to enter text. | |
| Name of activity 3: | Click here to enter text. |
| Output or expected result: | Click here to enter text. |
| Click here to enter text. | |
| Name of activity 4: | Click here to enter text. |
| Output or expected result: | Click here to enter text. |
| Click here to enter text. | |
| Name of activity 5: | Click here to enter text. |
| Output or expected result: | Click here to enter text. |
| Click here to enter text. | |
| Name of activity 6: | Click here to enter text. |
| Output or expected result: | Click here to enter text. |
| Click here to enter text. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IV. PLANNING** | | | | | |
| **IV.1 Schedule** | | | | | |
| Provide a time schedule for the activities described in Section III, while ensuring the anticipated timing of the quality assurance review process for the Education Sector Program Implementation Grant (ESPIG) is taken into account. | | | | | |
| # | Activity: | Expected start date: | | Expected end date: | |
| 1 | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
| 2 | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
| 3 | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
| 4 | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
| 5 | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
| 6 | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
|  | Click here to enter text. | Click here to enter a date. | | Click here to enter a date. | |
|  | Overall timeframe: | Click here to enter a date. | | Click here to enter a date. | |
| **IV.2 Budget overview** | | | | | |
| Establish a budget in the PDG budget template (see link p.1) and transfer the sums for each activity in the budget overview below. The sums for the activity and the total sum should be fully consistent with the detailed budget established in Excel in order to avoid delays in processing the application. | | | | | |
| # | Activity: | GPE | PDG: | Co-financing: | | Co-financing source |
| 1 | Click here to enter text. | Amount | Amount | | Click here to enter text. |
| 2 | Click here to enter text. | Amount | Amount | | Click here to enter text. |
| 3 | Click here to enter text. | Amount | Amount | | Click here to enter text. |
| 4 | Click here to enter text. | Amount | Amount | | Click here to enter text. |
| 5 | Click here to enter text. | Amount | Amount | | Click here to enter text. |
| 6 | Click here to enter text. | Amount | Amount | | Click here to enter text. |
|  | Click here to enter text. | Amount | Amount | | Click here to enter text. |
|  | Total | Amount | Amount | |  |

|  |  |
| --- | --- |
| **V. SUBMISSION** | |
| **V.1 Any additional information** | |
| * In case the application is requesting more than US$200,000, explain the reason why the country requires additional effort and resources to develop the program. * In case the requested signatures cannot be obtained, explain the reasons why. | |
| Click here to enter text. | |
| * In case the grant agent wishes to submit other documents for consideration, list the documents below and attach them to the application. Note that such documents are optional and are not required to complete the application. | |
| Click here to enter text. | |
| **V.2 Endorsement** | |
| The government and the coordinating agency (on behalf of the development partners) are asked to endorse the application by signing below. If either endorsement is not possible, the reason should be explained in “Additional comments” above (V.1). | |
| Signature of partner Ministry representative  The below signatory endorses the application.  (Type or use an electronic signature below. It is not necessary to hand-sign and scan this document). | |
| Name of signatory: | Click here to enter text. |
| Signature: | Click here to enter text. |
| Date: | Click here to enter a date. |
| Signature of coordinating agency representative  The below signatory confirms that the development partners are aware of and agree to the content of the application and are informed.  (Type or use an electronic signature below. It is not necessary to hand-sign and scan this document). | |
| Name of signatory: | Click here to enter text. |
| Signature: | Click here to enter text. |
| Date: | Click here to enter a date. |

|  |
| --- |
| **V.3 Sending** |
| Once all sections of the application have been completed including the front page, the grant agent submits the application to the Secretariat via email to [gpe\_grant\_submission@globalpartnership.org](mailto:gpe_grant_submission@globalpartnership.org) copying to the Secretariat’s country lead and the coordinating agency.  The complete application consists of:   * Completed PDG application form * Completed PDG budget template in Excel |