



Financial Inclusion Program Institutional Strengthening Fund

Grant Application Form

[Name of applicant]

Application No.	
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(For Official Use only)

SUMMARY DATA APPLICATION SHEET

1. Applicant

Full name	
Acronym	
Address	
Contact Person:	
Tel/Fax	
Email	
Website	

2. Partners associated to the action:

Name	Address

3. Title of the Action:

4. Specific Objective(s) the action aims to address (tick appropriate box(es))

- Generate on-lending resources through commercial credit sources, equity investments or deposit mobilization strategy;
- Improve governance mechanisms, internal management controls and functions including human resource base;
- Enhance strategic direction of the organization through preparation of business plans, branding, trainings and ratings;
- Employ cost reduction mechanisms for increasing outreach in rural and remote areas through product innovation, development or use of technology;
- Provide business development services to microfinance clients or improve quality of services; and
- Develop capacity for transformation of MFI into licensed microfinance banks.

5. Target beneficiaries:

6. Location(s): Region where action takes place:

Location/Region	Main target

7. Amount requested and duration

Total eligible cost of the Action PRK =

Requested ISF contribution PKR = and % of eligible costs

Durationmonths

8. Summary (Max. 15 lines)

Include information on:

- (a) the aim of the action, (b) how it intends to address the needs of target beneficiaries, and
- (c) the main activities and expected outcome.

I. THE ACTION

1. Relevance

1.1 Objectives (Max 1 page)

Describe the main goal and objective(s) of the action and the issues the project intends to address

1.2 Justification (Max 2 pages)

(a) How will the action proposed contribute to achieve the general and specific objectives set out for the Call? Demonstrate your understanding of the objectives and how your action aims to respond to them.

(b) Explain how the proposed action meets a perceived need, add value and fits within the microfinance sector development context (stage of development of the microfinance in particular). What market weakness does the action intend to address? (Identify the information source(s) used for this analysis.) Does the action complement other strategies or initiatives aimed at strengthening the capacity of microfinance actors? Especially mention if and how the action complements other initiatives supported by SBP. Does the action intend to build on a previous action, and if so, how?

(c) What is the target market or who are the direct and indirect beneficiaries of the action and what are their needs? Identify the strengths and weaknesses of the target beneficiaries and their potential capacity to contribute to an expansion of financial services to the poor.

2. Technical Approach and management

2.1 Detailed description of activities (Max 4 pages)

(a) Include the title and a detailed description of each activity¹ to be undertaken and their expected outcomes. Explain why you have chosen for the proposed methods.

(b) Specify where applicable the role of each partner (or associates or subcontractors) in the activities² and the choice of the partner.

(c) What are the risks and assumptions involved in the implementation of the action (risks that may delay or reduce effectiveness, factors beyond your control) and how will those be anticipated (contingency plan)?

(d) Detail procedures for internal monitoring, reporting and evaluation

2.2 Duration and action plan

Present the action plan for the initiative, making use of the format below. The action plan for the implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their action plan as a precaution. The action plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 2.1). Any months without activities must be included in the action plan and the duration of the action.

Year									
	Months								
Activity	1	2	3	4	5	6	7	Implementing

¹ In this respect, the detailed description of activities must not be confused with the plan of action in 2.2).

² Please note that applicants are requested to submit as an annex an overview of the responsibilities and tasks carried out by the applicant and each partner organisation where relevant.

									agency
1.	Preparation	<i>Examples</i>							Self
2.	Execution								Partner 1 & self
3.	Etc.								Partner 2

2.3 Performance indicators, Targets and monitoring plan

List performance based indicators, related targets or thresholds relevant to the project's purpose and a monitoring plan to measure performance. Targets should be quantifiable and results oriented and relate to at least the following categories:

- (i) management of the action (e.g. timeliness of TA in place, regular reporting to coordinator),
- (ii) output (e.g. actual realisation of deliverables)
- (iii) sustainability of the action (e.g. institutions strengthened, exit strategy, financial sustainability, leverage effect, spillover effects etc)
- (iv) impact (e.g. number of clients reached, and expression of their satisfaction, increase in efficiency of actors supported by the action).

Targets should be ambitious though realistic given that applicants and partners will be committed to these targets and held accountable for them during the course of the project.

The clarity and measurability of the indicators you propose will be taken into account in the assessment of the proposal in addition to the actual projected achievements.

3. Sustainability

3.1 Institutional and financial sustainability (Max 1 page)

What is the expected sustainability of institutional structures, such as alliances beyond the project phase? Explain efforts build in to the project to ensure this. How will activities be financed when the grant ends? Outline the financial viability of proposed activities, describing cost structure and pricing of services provision as well as the expected willingness of target market to contribute to proposed services.

3.2 Leverage effect (Max. 1 page)

Demonstrate how grant resources will be leveraged by financial or other resources. How will the grant maximise other private and public sector contributions and will mobilise skills and other resources?

3.3 Industry effects (Max. 1 page)

How will the programme advance industry learning? Provide evidence that the proposed project demonstrates significant impacts that could be applicable to other regions or alternative users. Explain approach to knowledge management and dissemination activities.

4. Expected impact (max 1 page)

Indicate what change over time is expected in the short run with regard to improvement of the institutional capacity of financial service providers or building of industry infrastructure and in the long run with regard to the expansion of outreach and wider range of financial services for the poor.

5. Budget for the action

Provide as annexure budget for the total duration of the action (12 months).

6. Expected sources of funding

Provide as annexure information on the expected sources of funding for the action.

II. The Applicant

Identity

Full legal name (business name):	
Acronym (where applicable)	
National Tax Number (NTN) (where applicable)	
Legal status	
Date and place of constitution/registration	
Official address	
Postal address	
Contact person	
Telephone number	
Fax number	
E-mail	
Internet site	

2. Description of applicant (Max. 1 pages)

2.1 Describe your organisation including at least information about its

- mission statement,
 - foundation and years of operational experience,
 - governance structure, list of members of the management board or committee (with name, profession, position and time they have served on the board)
 - main activities undertaken or products and services offered by the organisation, affiliations
- In case of a membership based organisation: number of affiliates and their locations.
In case of a financial service provider: number of clients and a description of their profile
Please note that you are requested to annex your statutes, annual reports, business plan.

3. Capacity to manage and implement actions

3.1. Experience in the field of microfinance and of similar actions

Briefly describe your track record in providing similar services and managing similar projects (Max 1 page per action). Provide a detailed description of all major contracts or grants managed by your organisation over the past three years in the fields covered by ISF, taking care to identify for each action:

- (i) the object and location of the action
- (ii) the results of the action (where possible show evidence of client satisfaction, cost effectiveness and impact)
- (iii) your organisation's role (lead manager or partner) and its degree of involvement in the action
- (iv) the cost of the action
- (v) donors to the action and amount contributed
- (vi) Contact information: name, address and e-mail, telephone number

This information will be used to assess whether you have sufficient experience of managing actions in the same sector of a comparable scale to the one for which you are requesting a grant.

3.2 Resources: Technical expertise and project management and monitoring capacity (Max 2 pages)

Please provide a detailed description of the various resources which your organisation has access to, and in particular, of the following:

(a) Describe the qualifications of the proposed project manager(s)/chief of party and other key personnel for the implementation of the project. Please note that you are requested to annex their CVs.

(b) Explain the resources at your disposal that ensure good management and monitoring of the performance of the financed activity especially on the ground (such as in house staff at organisation with an expertise in microfinance or the provision of services to the microfinance industry, Management Information System in place, other information and reporting systems, quantifiable performance indicators). Provide evidence of experience with performance based management of projects.

(c) Financial capacity: annual income over the last three years, mentioning where applicable for each year, the names of the main financial backers and the proportion of annual income each has contributed. Highlight your capacity to leverage funds (for instance with past experiences of co-funding).

4. Other applications made to SBP or any other institutions

4.1 Grants, contracts and loans obtained over the last three years from SBP or any other institution/s

Action title	Source	Amount (PKR)	Date Obtained	Current Status

5.2 Grant applications submitted (or about to be submitted) to SBP or any other institution/s

Action title	Source	Amount (PKR)

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

Description and choice of the partners

1.1 Present the partner organisations involved in the action (including their mission and products or services offered) and explain the reason why they were chosen (previous experiences of working together, strategic positioning...)

1.2 Complete the section below for each partner organisation. Any associates as defined in the same section need not be mentioned.

You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
Full legal name (business name)	
Legal status and date of Constitution	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Experience of similar actions in relation to role in the implementation of the proposed action	
History of cooperation with the applicant (length and nature of relationship)	

Please note that you are requested to annex an overview of the role and responsibilities of the applicant and each partner in the preparation and implementation of the action.

Important: This application form must be accompanied by a signed and dated partnership statement from the main applicant and from every partner included in the proposal, in accordance with the model provided in annex.

IV DECLARATION BY THE APPLICANT

I, the undersigned, being the person responsible in the applicant organisation for the action, certify that:

- (a) the information given in this application is correct;
- (b) I have read and completed this form with all due care; I fully understand that omissions cannot be rectified; if any information or document is missing, this application will be rejected; and
- (c) the applicant has the sources of financing and professional competence and qualifications submitted in this application to successfully deliver this project.

Name:	
Position:	
Signature:	
Date and place:	

Checklist

Before dispatching your application, please check that it is complete and specifically that:

The application form

- the application form is complete and complies with the application form's instructions
- one original and 2 copies of all documents are annexed
- an electronic copy of the file is included (virus-free floppy disk or CD-Rom, MS WORD/MS EXCEL compatible or equivalent, format clearly indicated.)
- the application is typed and is in English
- the declaration by the applicant (Section IV) is signed and attached
- if there are partners, the applicant has completed and signed a partnership statement, also included
- each partner has completed and signed a partnership statement and the statements are included as annexure
- the budget and the expected sources of funding are presented in the format of the application form as annexure, completed and drawn up in PKR
- in the budget ISF's contribution is identified and is a maximum of 75% of the total eligible costs of the action

Supporting documents

- the applicant's statutes or articles of association are included
- the statutes or articles of association of all partners are annexed
- The three most recent annual audited reports and financial statements of the applicants and its partner(s) (the profit and loss account and the balance sheet for the three previous financial years);
- the most recent accounts of the applicant are annexed (profit and loss account and balance sheet for the last financial year for which the accounts have been closed)
- the applicant's strategic and or business plan(s) are included
- an overview of the responsibilities and tasks carried out by the applicant and each partner organisation in preparation or implementation of the Action is annexed
- CVs of key personnel of the institution/consortium associated to the project are annexed

The supporting official documents requested must be supplied in the form of photocopies certified as true by an authorised independent body.

Additional Supporting documents to be presented by financial service providers involved in the action:

- key performance indicators (such as number of clients, adjusted return on assets, assets quality – portfolio at risk) and corresponding peer group indicators from the MIX (www.themix.org)
- if rated before, the latest rating report

Annex. Partnership statement³

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by SBP. To ensure that the action runs smoothly, SBP requires all partners (including the lead applicant that signs the contract) to acknowledge this by agreeing to the principles of good partnership practice set out below.

Principles of Good Partnership Practice

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to SBP.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with SBP and represent them in all dealings with SBP in the context of the action's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to SBP.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to SBP. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to SBP.

Statement of partnership

We have read and approved the contents of the proposal submitted to SBP. We undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

³ To be provided by the applicant and each partner included in the proposal in all cases where there is a partner in addition to the applicant.