**BRIEF PROPOSAL**

**Small Grant Program “Staying Resilient Amid the Pandemic in Southeast Asia”**

Thank you for submitting this brief proposal to SEA Junction. Please fill in all the sections of this form as concise as possible for a maximum of three pages. After we review it, we will contact you as soon as possible to get clarifications if any or inform you of our final decision. If the grant proposal is accepted, an MoU will be signed with information on the transfer of funds and the required financial and narrative reports.

**Contact Information**

|  |  |
| --- | --- |
| Name of contact person |  |
| Name of applicant organization (if applicable) |  |
| Name of Activity/Project/program |  |
| Address |  |
| Country |  |
| Telephone/wa/line |  |
| Email |  |
| Bank details |  |

**Date of Submission:**

**Activity Period:**

**Background/Rationale**

*[Why is the project undertaken? Describe an opportunity or problem that the project is to address]*

**Objectives**

*[Activities’ general and specific goals]*

**Activities and Timeline**

*[Detailed Description of the project activities – what, who, when and where]*

**Expected Contribution**

*[What do you hope to contribute to (achieve) with your activities]*

**Summary Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Budget Items** | **Amount** | **Requested Amount** |
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| **TOTAL** |  |  |

Please also include detailed xl budget

**References**

[*Please give 2 contacts who are familiar with your organization/activities*]

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