**Top-up fund**

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| ***Section 1: Overview of response*** |
| Project Title  | Click here to enter text.*Write the name of the project (top-up fund) / response*  |
| Location  | Click here to enter text.*Country*Click here to enter text.*Region, province, department, state, city, village, district, etc.* |
| Project start date  | Click here to enter a date. |
| Duration of project | Click here to enter text. (months) |
| Budget (USD) | Click here to enter text. (USD) |
| Sector(s) |

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| --- | --- |
|[ ]  Shelter / NFIs |[ ]  Food Security |
|[ ]  Health / Nutrition |[ ]  Protection/Psychosocial |
|[ ]  WASH |[ ]  Education |
|[ ]  Early recovery / Livelihoods |[ ]  Unconditional Cash |

*Tick the relevant sectors of intervention*

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|[ ]  Other sector | Click here to enter text. *(e.g. camp management, community resilience)* |

*Tick the relevant sectors of intervention* |
| Forum | Click here to enter text. |
| Requesting members  | Click here to enter text.*List the requesting members who will be involved in carrying out the actions within the Appeal* |
| Local partners  | Click here to enter text.*List all local implementing partners that will be carrying out the actions in collaboration with the forum members* |
| Impact (overall objective) | Click here to enter text.*Explain what the forum and its implementing partners are hoping to achieve as an overarching goal; Ideally this should be a copy/past from your logical framework* |
| Target beneficiaries | Click here to enter text.*List and quantify when applicable who will be specifically targeted by the actions undertaken by the forum and its implementing partners. Please note, it is good practice and encouraged to disaggregate the data by gender and any other relevant category (age, persons with special needs (pregnant/lactating women, widows, unaccompanied children, etc.) and potential vulnerable groups (ethnic minorities, people of lower class, landless/bonded workers, etc.) if the data is available.* *For example:*

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| **Beneficiaries** |
| 0 - 5 yrs | 6 - 18 yrs | 19 - 65 yrs | above 65 yrs | Total |
| M | F | M | F | M | F | M | F | M | F |
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| Expected outcomes | Click here to enter text.*List the outcome(s) that are expected to be generated through the Appeal; ideally this is a copy/paste from your logical framework* |
| Expected outputs | Click here to enter text.*List the results that are expected to be generated through the Appeal; ideally this is a copy/paste from your logical framework* |
| Main activities | Click here to enter text.*List (in bullet point) only the main activities that will be carried out to achieve the above mentioned results; ideally this is a copy/paste from your logical framework*  |
| ***Section 2: Narrative Summary*** |
| **Background *(maximum 2 paragraphs)***Click here to enter text.*Describe nature of the disaster, people affected and response of other actors to date.* *Key information:* 1. *Date/time;*
2. *Type of disaster;*
3. *Geographical areas affected;*
4. *Statistics on impact on human lives and damage.*

*This is basically the information from the Alert with any additional information that has been collected since the Alert that may be relevant to the actions proposed in the Appeal.* |
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| **Humanitarian Needs *(maximum 2 paragraphs)*** | **Capacity to Respond *(maximum 2 paragraphs)*** |
| Click here to enter text.*Describe the dire humanitarian situation resulting from the disaster and highlight the most urgent priorities based on unmet needs (based on preliminary results of a rapid needs assessment and identified gaps highlighted in coordination meetings).* *Key information:*1. *Outline findings (needs) of RNA by sector (health, WASH, shelter, etc.) then very briefly explain the potential consequences if the needs are not met.*
2. *Outline any key gaps and statistics presented in sectorial meetings.*
 | Click here to enter text.*Describe Forum’s/member’s realistic capacity to respond to the identified needs (left side of this table).**Key information (based on members capacity analysis and EPRP):*1. *Prior experience in this area/country responding to similar needs*
2. *Scale of capacity already established*
3. *Global capacity available to support*
4. *Actions already taken*
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| **Proposed response *(maximum 3 paragraphs)***

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| *Does the proposed response honour ACT’s commitment to Child Safeguarding?* Please see the Top-up fund Guidance Note for concrete examples; for additional guidance please refer to <http://actalliance.org/documents/act-alliance-child-safeguarding-guidance-document/>  | [ ]  Yes | [ ]  No |

Click here to enter text.*Describe Forum’s/member’s proposed response; this should be a narrative version of your logical framework. Summarize the needs in one sentence then narrate the logframe and explain how these actions will alleviate the dire situation and strengthen the resilience of the affected populations.**Key information:*1. *Target areas and target population*
2. *Overall goal, specific objectives, expected results, activities*

**Coordination *(maximum 2 paragraph)***Click here to enter text.*State how coordination, will be effected among members, through a forum, with other agencies, local government structures, affected populations, etc.**Key information:*1. *Roles and responsibility of the different members*
2. *Explain coordination with other agencies and relevant stakeholders*
3. *Explain how ACT members fit into the country-wide inter-agency response and the UN cluster system*
4. *Visibility in the country and communication/advocacy strategy*

**Basic implementation plan***Using a Gantt chart (cut and paste from Excel in picture format) provide a broad overview (monthly) of the implementation of the different activities which are to yield the expected results.**Key information:*1. *Gantt chart with activities*

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| **Monitoring and evaluation *(maximum 2 paragraphs)***Click here to enter text.*(State how monitoring will be conducted, who will undertake key monitoring roles and when. This should be in accordance with monitoring and evaluation guidelines and policies). Please note that any complaint mechanism and beneficiary accountability should also be stated here.*  |
| ***Section 3: Budget Summary*** |
| *cut and paste from Excel in picture format*  |
| ***Section 4: Annexes (mandatory)*** |
| *Provide the following annexes:**Key information (mandatory):*1. *Annex 1 - Contact and bank details*
2. *Annex 2 – Summary table*
3. *Annex 3 – Logical Framework (use specified template)*
4. *Annex 4 – CHS checklist (use specified template)*
5. *Annex 5 – Budget overview*

*Other (optional):*1. *Maps*
2. *Results of RNA*
3. *Various reports,*
4. *Press releases*
5. *Etc.*
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| ***Applicant information*** |
| Name of Organization | *Name of forum lead with registration* |
| Address | *Address of organization* |
| Phone | *Phone number and name of focal point for the organization*  |
| E-mail | *Email of the focal point for the organization* |
| Web site | *Organization website if applicable* |

*Add this section at the very top if using this top-up fund to apply for back donor funding – if not, please delete this section*

**Please kindly send your contributions to either of the following ACT bank accounts:**

**US dollar Euro**

Account Number - 240-432629.60A Euro Bank Account Number - 240-432629.50Z

IBAN No: CH46 0024 0240 4326 2960A IBAN No: CH84 0024 0240 4326 2950Z

**Account Name: ACT Alliance**

UBS AG

8, rue du Rhône

P.O. Box 2600

1211 Geneva 4, SWITZERLAND

Swift address: UBSWCHZH80A

For earmarking of pledges/contributions, please refer to the spread sheet accessible through this link <http://reports.actalliance.org/ReportServer/Pages/ReportViewer.aspx?%2fAct%2fAppeals&rs:Command=Render>. The ACT spread sheet provides an overview of existing pledges/contributions and associated earmarking for the appeal.

**Please inform the Head of Finance and Administration,** **Line Hempel (****Line.Hempel@actalliance.org****) with a copy to the Regional Representative/Regional Programme Officer, …, of all pledges/contributions and transfers, including funds sent direct to the requesting members.**

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information please contact:**

ACT Regional Representative, Carlos Rauda (cra@actalliance.org)

ACT Regional Representative, Gorden Simango (gsi@actalliance.org)

ACT Regional Representative, Gezahegn K. Gebrehana (gkg@actalliance.org)

ACT Regional Representative, Anoop Sukumaran (ask@actalliance.org)

ACT Web Site address: <http://www.actalliance.org>

Alwynn Javier

Global Humanitarian Coordinator

ACT Alliance Secretariat