



2023/2024 CALL FOR APPLICATION
CAPACITY BUILDING PLAN TEMPLATE
FOR
AGENT/ REPRESENTATIVE/ CONDUIT

1. **Sector:** Choose only the sector relevant to your organisation.

Arts, Culture & National Heritage:	
Charities:	
Miscellaneous Purposes	
Sport & Recreation:	

2. **Contact persons details:**

Agent/ Representative/ Conduit	Assisted Organisation/ Community
Name of main contact person:	Name of main contact person:
Telephone:	Telephone:
Cellphone:	Cellphone:
Email address:	Email address:



3. Organisational Assessment:

Please describe your assessment of the assisted organisation's capacity in the following areas:

Competence	Comments	Rating (1-5)
Leadership/ governance		
Financial Planning		
Project/ programme planning & management		
Monitoring, evaluation and reporting		
Human Resources management		
Organisational learning and growth		

Rating scale:

- 1 = no capacity or substantial assistance required
- 2 = basic capacity, some assistance required
- 3 = some capacity, moderate assistance required
- 4 = adequate capacity, minimal assistance required
- 5 = good practices, little or no assistance required

4. Capacity Building Plan:

Please describe how you intend to assist the organisation to improve in the areas where improvement is required (where none, indicate N/A).

Intervention could be training, mentoring, coaching, review etc.

Competence	Nature of intervention	timeframe	Cost of intervention
Leadership/ governance			
Financial planning & management			
Project planning & management			
Monitoring, evaluation & reporting			
Other (specify):			



Total Estimated Budget:			



5. Progress monitoring and evaluation:

Please describe how **both** the assisted and assisting will monitor progress and evaluate the impact of the capacity building intervention/s.

For the assisting organisation:

Compiled by:

Name: _____ Designation: _____

Date: _____ Signature: _____

For the assisted organisation:

Plan accepted by:

Name: _____ Designation: _____

Date: _____ Signature: _____