

# **SAMPLE GRANT PROPOSAL 7**

**GRANT SEEKER:**

**HASHIB FOUNDATION, INC.**

**KAPTAI, BANGLADESH**

**DISCLAIMER:**

Names and addresses in this grant proposal sample have been changed. Similarities to actual programs, people or organizations are coincidental and not intentional.

# **Karnaphuli Reforestation Project**

**Submitted to: GAGRP**

**Submitted by: Hashib Foundation, Inc.**

## **SPECIFIC INFORMATION CONCERNING THE APPLICANT ORGANIZATION AND THE PROJECT**

### **I. INFORMATION CONCERNING THE APPLICANT ORGANIZATION**

#### **a. Purpose of Organization**

Hashib Foundation, Inc. was established as a leading foundation committed to the country's development by harnessing greater corporate social responsibility towards:

- a. Developing social technologies that provide better quality of life*
- b. Facilitating access to knowledge and learning.*

#### **b. Brief History of Organization's Activities**

Hashib Foundation, Inc. was formerly known as Kabirnika Foundation, Inc. in 1976. It was founded by Mr. Hashib Kabir and his wife Anika as a non-profit, non-political and non-sectarian organization. It was established to help improve the quality of life in Bangladesh by eradicating poverty. To mark its 20<sup>th</sup> anniversary in 1996, the foundation was renamed Hashib Foundation, Inc., when it transformed into a development-oriented institution.

In its early years, the foundation was primarily dedicated to the promotion of technical and vocational education, social science research, livelihood, and the arts. On its 20<sup>th</sup> year, the foundation expanded its programs to include Environment, Enterprise Development, Community Development, Institution Building, Community Organizing, Arts and Culture, and the establishment of an Electronic Library.

#### **c. List of Network and Federation the Foundation is Affiliated With**

- 1. Circle of Corporate Foundations
- 2. Foundations of Bangladesh

#### **d. Number of Personnel**

- 1. Number of Regular Staff - 76
- 2. Number of Project Staff - 31

**e. Sources of Total Income and Other Assistance for 1999**

<i>Revenues</i>	<i>Restricted (in taka)</i>	<i>Non- Restricted (in taka)</i>	<i>Total (in taka)</i>
Contributions from Hashib and non-Hashib Companies, Individuals, and Other Donors	10,651,484	63,285,356	73,936,840
Project Reflows	1,205,415	16,409,749	17,615,164
Income from Investment	4,781,042	8,461,797	13,242,839
Miscellaneous	-	P 3,323,064	P 3,323,064
<b>TOTAL</b>	<b>16,637,941</b>	<b>91,479,966</b>	<b>108,117,907</b>

\*taka (BDT) – Bangladesh currency

**II. INFORMATION CONCERNING PROJECT SITES AND TARGET GROUPS**

*1. Physical/Geographical location of the Project Site*

Karnaphuli Watershed, located in Kaptai covers the entire 2,700 hectares reservation area within the boundaries of Kaptai and Chittagong. Of its total area, only 1,000 hectares of forest area is left. The other 1,000 hectares is now denuded because of illegal tree cutting and squatting.

The project site can be reached either through the entrance of Kaptai Dam or by taking the Chittagong sea port.

*2. Types of Communities in the Project Area*

Being a watershed area, the project site should be uninhabited. But based on the project survey, approximately 100 families illegally reside here. Most of the illegal settlers originated from Dhaka.

The illegal settlers of Karnaphuli belong to the marginalized sector of the society. These families have no access to land and capital. In order to survive, they partially depend on the forest resources, cultivate their backyard gardens, or seek temporary income-generating activities elsewhere.

### 3. *Project's Target Group*

The project has no direct target beneficiary group. But once completed, the entire reforestation project will benefit the 160,185 residents of Kaptai in terms of adequate supply of potable water. Likewise, the reforestation of Karnaphuli and its effect on the water holding capacity will minimize flooding in nearby villages of Rangamati Sadar, Kawkahali, and Rajasthali. To benefit from this are hundreds of thousands of low and middle income families.

## **III. INFORMATION CONCERNING PROJECT ACTIVITIES**

### 1. *Situation in the area that led to the creation of the project*

Kaptai Dam is an important water source for Kaptai's 160,185 residents. In the past years especially during the advent of the El Niño phenomenon, Kaptai suffered from inadequate water supply. Part of the problem can be traced to the current state of Karnaphuli Watershed and its capacity to hold water before it goes to Bili Filtration Plant. The degradation of Karnaphuli forest area provides potential danger of flooding and water shortage in the future. Approximately 1,000 hectares of trees in this area were illegally harvested. If the current rate of forest destruction continues, an estimated 85% of the remaining forest area will also be devoid of trees in a span of 5 years.

For this reason, private water concessionaires like the Bangladesh Water Company and Kaptai Waterworks have partnered to respond to the forest denudation problem through their respective foundations. At the same time, the Karnaphuli Reforestation Project of Hashib Foundation started with the support of Bangladesh Foundation. Private response and public support at this point are necessary inasmuch as the government has no adequate resources to solve the problem.

### 2. *Contents of the Project*

Primarily, the project will include activities like the establishment of a nursery, plantation operations, forest protection through assignment of foot patrols and building of watch towers with mounted telescopes, and relocation of informal settlers.

### 3. *Proposed Schedule*

The entire project is projected to last for five (5) years, starting 2007.

### 4. *Project Goal and How It Will Affect the Local Population*

The overall goal of the project is to reforest 1,000 hectares of Karnaphuli Watershed. The completion of the project will result to the planting of 50,000 trees. This will specifically translate to increased water absorptive capacity for Karnaphuli Watershed. This will then provide additional water supply for Kaptai's 160,185 residents. In effect, those without access to potable water can be serviced by the water concessionaires and enable families to save at least 3% of their household income. The presence of trees will also help minimize flooding in the nearby areas of Rangamati Sadar, Kawkahali, and Rajasthali. Lastly, the trees can help in absorbing the carbon monoxide emitted by thousands of vehicles in Bangladesh.

5. *Percentage of the local population that will directly or indirectly benefit from the project*

As explained in Item 4 of this section, 100% of Kaptai's 160,185 residents will directly benefit from the project through the following:

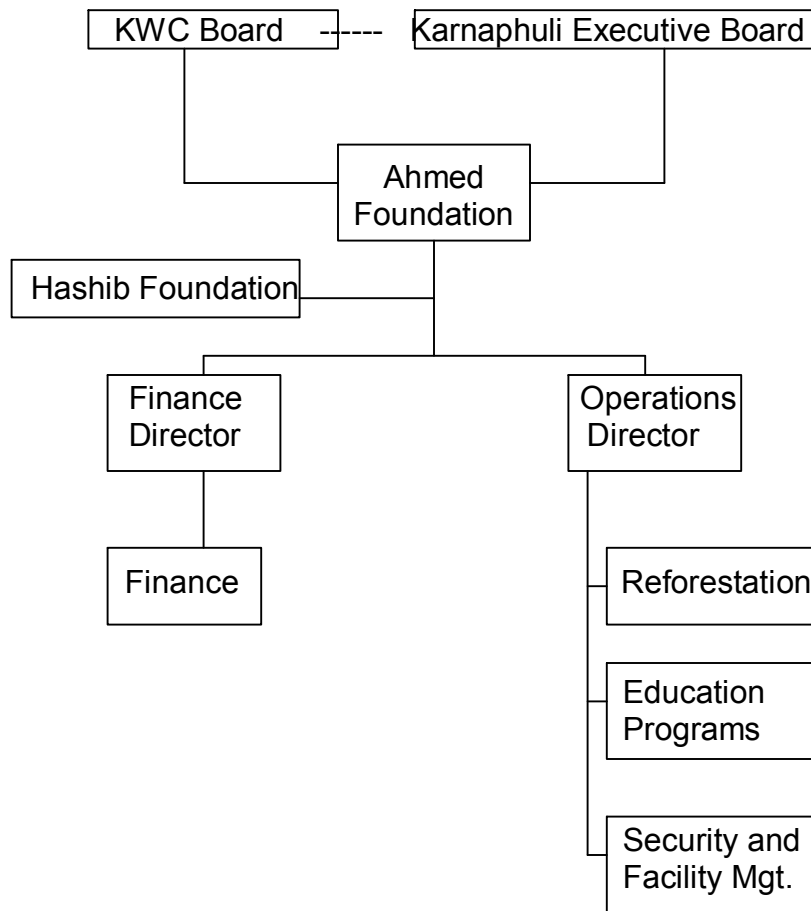
- 5.1. Increased supply of potable water.
- 5.2. Provision of potable water to unserved households.
- 5.3. 100% of families in nearby villages will be protected from flooding.
- 5.4. 100% of Kaptai residents will benefit from cleaner air because of lesser carbon monoxide in the air.

#### **IV. PROJECT MANAGEMENT**

1. Describe in detail your organization's project management system

The proposed sub-project is part and parcel of a bigger initiative of Bangladesh Reforestation. As a partner in development, the Hashib Foundation maintains a separate management structure under its 3 operating divisions. This particular proposal is lodged under the Center for Social Development headed by a Division Director. To implement the Karnaphuli Reforestation Project, Hashib Foundation has partnered with Bangladesh Reforestation because of its interest in environmental preservation. This was also done to get funds from companies and other donor agencies.

Karnaphuli Reforestation Project's management structure is illustrated below:



2. Explain your organization's plan for maintaining the facilities and equipment granted

a. *Power Sprayers*

To be assured of a 90% survival of the seedlings planted, it is important that seedlings are watered regularly. This can be very tedious especially during the summer. Hired workers have to hike to the nearest creek or source just to fetch water. As a result, limited hectares can be covered daily by this activity.

Power sprayer is a cheaper, less labor-intensive and faster alternative to manual spraying. With the aid of this equipment, workers can water larger area at a lesser time everyday. In effect, the frequency of watering activity can be increased to ensure the survival of trees planted.

*b. Backpack Pump Sprayers*

Another alternative is the backpack pump sprayers. Water can be loaded to an 18-liter capacity backpack pump sprayers to water the seedlings. The backpack sprayers will also serve as a fire fighting equipment especially during the summer months when forest fires are rampant in most reforestation sites.

*c. Hand-held radios*

Forest protection will require the fielding of forest patrols to secure the area from intruders. A necessary support for the foot patrols is the issuance of hand-held radios to facilitate communication. The vastness of Karnaphuli area will require communication facilities to relay messages quickly. At present, the project has no single radio facility that can provide immediate communication.

*d. Telescopes and view decks*

Another support needed by the project in terms of forest protection is the acquisition of telescopes. The telescopes will be mounted at the 4-view decks to be constructed at strategic sites of the reforestation area. Funding for the construction of 2 of the 4 view decks is being requested in this proposal.

Telescopes are vital in the protection activity because forest patrols can easily see illegal activities, illegal tree cutting and harvesting in the 1,000-hectare reforestation site which bare eyes cannot see.

*e. Betacam Camera*

The Karnaphuli Project is not a mere reforestation, conservation and protection activity. The project is also intended to be an ecological laboratory meant to increase environmental awareness of children. In this regard, audio-visual materials on the environment will be shown to visitors and school children. These materials will greatly enhance their learning process. These materials will promote environmental awareness, education and advocacy, deter violation of conservation laws, inspire people's initiatives towards more effective conservation actions and measures, and promote empowerment and encourage vigilance of citizenry.

All equipment and facilities will be turned over to Bangladesh Reforestation after the project is completed.

3. Explain in detail your organization's methods for monitoring and evaluating the project

For Hashib Foundation's part, monitoring and evaluation will focus on three main performance parameters:

- 1.1. How much funds are able to raise to finance the organization's commitment of 100 hectares in particular and the remaining 900 hectares in general.
- 1.2. How many hectares have been planted with seedlings
- 1.3. How many volunteer employees have been mobilized to offer their time and effort in tree planting

On a yearly basis, the foundation's staff assigned to the project will monitor the above-mentioned parameters. The bottom line goal is for both Hashib Foundation and Bangladesh Reforestation to have reforested 1,000 hectares after 5 years.

4. If the project will be implemented in conjunction with one or more counterpart organizations, please answer the following:

- (a) Provide pertinent background information for each counterpart organization

The counterpart organization of Hashib Foundation in its Karnaphuli Reforestation Project is the Ahmed Foundation, Inc. The project is implemented through the Bangladesh Reforestation program.

The Program Director for Karnaphuli Reforestation is Mr. Bushra Mondal of Hashib Foundation, Inc. You can reach him thru telephone number +880(3529)258-367.

- (b) Describe your organization's relationship with its counterpart organization

Hashib Foundation, Inc. is a partner of Ahmed Foundation, Inc. in the Karnaphuli Reforestation Project. As a partner, the Hashib Foundation has committed to fund the reforestation of 100 hectares over a period of 3 years. In addition, the foundation is committed to generate funds from other companies, donors, and individuals and involve its employees in the voluntary tree planting activities. For this year alone, the foundation and the Hashib Group of Companies, led by Kaptai Water Company, have generated more than BDT1 million and mobilized more than 300 of its employees for tree planting activities.

This relationship between the organization and the Ahmed Foundation regarding Karnaphuli Reforestation Project was put into a Memorandum of Agreement signed by its respective organizational heads.

- (c) If the properties to be acquired through the program are to be transferred to your counterpart organizations, please outline your plan for this transfer of properties and explain in detail any agreements that have been made concerning the transfer of these properties.

As a project partner, the Hashib Foundation is bound to transfer all funds, equipment, and properties it has mobilized for Karnaphuli Reforestation project to Bangladesh Reforestation. This transfer will be properly documented through a Memorandum of Agreement signed by the respective organizational heads stipulating the amount, equipment or properties transferred.

The Agreement will also stipulate that such funds, equipment or properties shall be used solely for the project, and for no other purpose. In addition, the responsibilities of the recipient/counterpart organization in terms of maintenance, registration, repair, insurance, vehicle usage logs and other related matters shall be specified.

## **V. INFORMATION PERTAINING TO THE PURCHASE OF AUTOMOBILES, MOTOR BIKES, TRACTOR REQUESTED THROUGH THE GAGRP PROGRAM**

1. Reason for acquiring the vehicles and ways in which it will be used:

4-Wheel standard drive vehicle, motorcycles and tractor

Mobility is important for a project like Karnaphuli Reforestation which covers 1,000 hectares. Without adequate transportation support, a number of project activities cannot be done immediately. Or if done, it will incur greater costs. It is for this reason that the following vehicles are requested:

- a.1. *4-wheel standard drive vehicle* - The road leading to Karnaphuli reforestation site is the rugged dirt type. This was done intentionally to serve as protection from intruders who will gain easy access if the road is asphalted or paved. Given this road condition, 2-wheel drive vehicles cannot definitely reach the reforestation site especially during the height of

reforestation activities during the rainy season. Therefore, a 4-wheel drive vehicle is a must.

The Hashib Foundation has no adequate funds to purchase a 4-wheel drive vehicle. At present, only the Program Director for Hashib Foundation has this type of vehicle. However, the Program Director has other activities to attend to necessitating the use of his vehicle. In instances when important visitors, donors, guests, and staff have to go to the site, they always have to rely on the availability of other vehicles of Hashib. In most cases, visit schedules have to be adjusted to the availability of the requested vehicle. The project cannot afford to hire 4-wheel drive vehicles which are an expensive option in the long-run.

#### *a.2. Motorcycles*

During reforestation, weeding and brushing activities, project supervisors have to be mobile in order to oversee all activities. This would mean going around the 1,000-hectare reforestation site daily to oversee the operations. At present, the project has only one (1) unit of motorcycle to service the entire reforestation project staff. Without adequate number of motorcycles, this would mean longer hours to cover the reforestation site. From experience, motorcycles are the most convenient and appropriate service vehicle within the reforestation site as it can traverse the trails even during the rainy season when trails get muddy.

Forest guards can also use the motorcycles to secure the reforestation area.

#### *a.3. Tractor*

A critical activity in the reforestation activity is the transplanting of seedlings. For the past year and after reforesting 303 hectares in 1999 and 2000, project management has realized that a tractor is a necessary vehicle support in transporting thousands of seedlings from one site to another. In the past, workers were hired to carry the seedlings from the nursery site to the reforestation site. In the long run, it would be cheaper if a tractor, which can traverse the rugged road of Karnaphuli, will be purchased. The task of transporting seedlings will also be faster. At present, the project has no adequate resource to purchase a tractor unit.

2. Outline of the organization's plan for the maintenance of the vehicles (4-wheel drive, motorcycles, and tractor)

As mentioned in the earlier part of this paper, the vehicles to be acquired under this sub-project proposal will be turned over to Bangladesh Reforestation after project completion.

The vehicles to be purchased as listed in this proposal are those that are easy to maintain, taking into consideration the availability and prices of spare parts in the market.

As a policy of the Hashib Foundation and Ahmed Foundation, all company-owned vehicles undergo regular check-ups. Normal procedures include the check of brakes, tires, battery, lights, and the regular change of oil once every 6 months. As non-government organizations, it also exercises prudence in spending making sure that it gets the value of money for services it seeks.

3. Under whose name will the vehicles be registered and who will manage?

If approved, the vehicles requested will be transferred by the Hashib Foundation to Bangladesh Reforestation after the project completion. It is then proper that these vehicles will be registered under Bangladesh Reforestation and managed by Hashib Foundation.

4. Who will be responsible for purchasing the gas for the vehicles?

Hashib Foundation will be responsible for purchasing gas for the requested vehicles. After it is turned over, though, Bangladesh Reforestation will take charge of the purchase of gas.

5. Who will be responsible for repairing and maintaining the vehicles?

Hashib Foundation will be responsible for repairing and maintaining the vehicles.

6. Describe the ways in which your organization will ensure that the vehicles and equipment will not be used for other purposes.

The restriction in vehicle use is expounded in Section IV-C of this paper. The Memorandum of Agreement that will cover the transfer of the vehicle from the Hashib Foundation to Bangladesh Reforestation will stipulate strict compliance of vehicle usage to be limited for project-related use. Usage of the vehicle for non-project related activities will be an outright violation of the Agreement.

7. Will vehicle usage logs be kept by your organization?

A standard operating procedure for Hashib Foundation and Bangladesh Reforestation is the accomplishment of usage logs for its vehicles. For this purpose, a form has been developed which provides information such as the name of the user, date, time, destination, and kilometer readings from start to end of use.

8. Will the vehicles be insured?

The vehicles acquired through GAGRP will be covered by a comprehensive insurance, as practiced by Hashib Foundation in its company-owned vehicle.

**V. PLANNED BUDGET FOR THE PROJECT\***

No.	Items	GAGRP Assistance (BDT)	In-house Funds (BDT)	Outside Funds (BDT)	Total (BDT)
2	Power Sprayers	44,000			44,000
25	Backpack pump sprayers	400,000			400,000
10	Hand-held radios	150,000			150,000
1	4-wheel drive vehicle	980,000			980,000
1	Betacam Camera-Ikegami HL-45	1,580,000			1,580,000
2	Motorcycles	130,000			130,000
1	Tractor	900,000			900,000
4	Telescopes	80,000			80,000
2	View decks	1,000,000			1,000,000
<b>TOTAL</b>		<b>5,264,000</b>			<b>5,264,000</b>

\*BDT (taka) – Bangladesh currency

*\*The project budget presented above represents the budget for vehicles, equipment and infrastructure requested from GAGRP alone. Hashib Foundation and Ahmed's counterpart funds for reforestation activities are in the main body of the proposal, specifically Item 7.*