

Appendix 2

Guidance for Applicants

A successful Results Monitoring Plan ensures that applicants focus on achieving project *results*, rather than just activities. Results are the outcomes and lasting impact the project. Activities describe specific actions undertaken over a specific time to achieve results.

The key elements of the RMP are:

- a) Project Objective(s): statement of the expected results of the project for which implementers will be held accountable***
- b) Indicators: measures used to gauge progress towards objectives — indicators should be direct, objective, adequate and practical.***
- c) Project activities: major actions carried out with grant funds; activities are directly linked to and adequate for the achievement of the project objectives.***
- d) Milestones: target date for the accomplishment of each major activity within the timeframe of the project.***

Grantees awarded under this opportunity will be required to report quarterly on their agreed-upon indicators and milestones, provide a narrative assessment of progress, and flag any issues affecting performance to NEA/AC project officers. As the project proceeds, NEA/AC grantees confer with NEA/AC project officers regarding any necessary actions to enhance performance over the life of the project.

Results Monitoring Plan (RMP)

Organization: _____

Project Title: _____

Instructions: The RMP template provides an outline for presenting the key elements which were described in the *RMP Guidance for Applicants* above. **All information in blue text should be deleted prior to submitting your RMP on GrantSolutions.gov or Grants.gov.**

Part 1: Project Context

This project is intended to support the following NEA/AC Goal:

NEA/AC Goal

Part 2: NEA/AC Objective(s)

This project will *contribute* to the NEA/AC Objective(s) listed below. The NEA/AC objective(s) should be project-specific and related to achieving the NEA/AC Goal selected in Part 1 of this document.

NEA/AC Objective(s)

Part 3: Project Objective(s) and Indicators

The project will be *accountable for achieving* the project-specific objectives listed below. The project will report against the indicators listed below to measure progress towards achieving its project-specific objectives.

Please limit to three objectives. The project objectives should be project-specific and related to achieving the NEA/AC objective(s) selected in Part 2 of this document (please see the ‘Results Monitoring Plan’ section of the Notice of Funding Opportunity for the list of relevant NEA/AC objectives and sub-objectives).

Project Objectives should relate to the project scope included in your Program Narrative.

Indicators should be direct, objective, adequate, and practical measures of the result(s) to be achieved.

Results Monitoring Plan (RMP)

Project Objective 1

<i>Example (Pluralistic Societies): Civic Involvement Increases</i>			
Indicator:	Number/Percentage of target citizens who show positive change in level of civic activity		
Definition:	Survey of pre-/post responses to questions regarding citizen knowledge and understanding of political institutions, laws, rights, skills necessary for participation. Implementer designs survey based on NEA/AC guidelines. Beneficiaries tested prior to treatment and three months after conclusion of treatment. Data should be disaggregated by sex and youth (ages 15-24).		
Target:	80%	Baseline:	0
		Data Source:	Survey

Project Objective 2

<i>Example (Participatory Societies): Participant Civil Society Organizations (CSOs) engage government on key issues</i>			
Indicator:	Number of CSO-government partnerships created by target CSOs to address key social, political, or economic issues		
Definition:			
Target:		Baseline:	
		Data Source:	

Project Objective 3

<i>Example (Prosperous Societies): Private sector engages government to advocate for improved business environment</i>			
Indicator:	Number of new policies supportive of the rights of foreign investors and minority shareholders adopted by the government		
Definition:			
Target:		Baseline:	
		Data Source:	

Part 4: Project Activities

The major activities the project will carry out to reach the project-specific objectives are listed below.

Project Objective 1: <i>(Insert Project Objective #1 from Part 3 above)</i>	
Activity	Milestone (Completion Date)
<i>Example: Training of Trainers Workshop</i>	<i>Example: Month 3</i>

Project Objective 2: <i>(Insert Project Objective #2 from Part 3 above)</i>	
Activity	Milestone (Completion Date)

Results Monitoring Plan (RMP)

Project Objective 3: (Insert Project Objective #3 from Part 3 above)	
Activity	Milestone (Completion Date)