

Instructions Aqua for All/Akvo application form, version v1

12 December 2011

The Application form has various aims.

1. For the purpose of application and monitoring by Aqua for All
 - summary of the most essential elements of a project for approval procedure Aqua for All (and Akvo); both for pre-screening and final selection
 - provision of information that could be absent in the original project document
 - standardization of project info for Aqua for All data base and monitoring purposes
2. For the purpose of web-based communication, fund raising and information sharing
 - automatic supply of data for project info on websites of Aqua for All and possibly Akvo
 - possible fund raising and informing back donors

Project form

Please fill in the required fields. If a field has a limited number of characters, it is indicated below the input box. Move your mouse over the input boxes for more information on the fields.

Start by entering a title and saving the form. Change the name to something logical, such as project_name PROJECTNAME.pdf, with PROJECTNAME a short name of the project. Please save your work often, to avoid loss of data.

IMPORTANT! This form is designed to be filled in using Adobe Acrobat Reader. It can be downloaded for free. At the top of this form, you should see a banner with the text: 'You can save data typed into this form'. If you don't see it, please contact Aqua for All for a new form. Do NOT save the file using 'save a copy', or you will be unable to save data typed into the form.

General information

Title (max 80 characters)

Subtitle (max 80 characters)

Start date End date

Threshold criteria

I have read and comply with the Aqua for All threshold criteria: [Click here to access the threshold criteria](#)

I don't comply with the threshold criteria, for the following reason: (max 2000 characters)

Focus areas

Drinking water Hygiene Education


Sanitation Training and capacity building

Business Development Water resource management

The Akvo related Aqua for All projects' website is meant for fundraising, short reporting and to publish updates to funders and support partners and information sharing to the general public in The Netherlands and abroad (including your local partners!). (see <http://projecten.aquaforall.nl/>). If you disagree with the publication of this information, please inform Aqua for All and state the reason.

Filter on project name or subtitle All continents All countries All partners **Filter** [Reset filter](#)

77 projects << previous 1 2 3 4 next >>

Name	Location	Status	Partners	Updated	Funding
 Banda Kyandazza Water System Banda Kyandazza Water system is a community-based project founded in Nagisunga sub county. This organisation was founded by committed members of a very poor rural community, to tackle the numerous problems and challenges of life which are existing...	Uganda Africa	Needs funding	Aqua for All SamSam Water Weebale WvW 2012	Not yet	€ 30,000 0 % Donate

Initially, this form serves as a pre-screening of the project. Aqua for All might ask for additional information or project documents and will indicate whether the project is admissible for further appraisal.

This form might not be the only required information:

- Next to the Application File, your organization details and those of your partners need to be known with Akvo. Therefore you will be asked to fill in an organizational form. Publication on Akvo requires a fee, which will be covered by Aqua for All if your project gets financial support from us. All projects in which Aqua for All is requested to be a 'support partner' will receive a quick screening by Aqua for All, even when there is no funding from our side.
- For some projects with a WASH budget below € 50.000, this Application File may be sufficient as project document. In most cases, however, Aqua for All requires a formal 'project document' explaining the project, including context, reason for your involvement, target group, aims, results, outputs, intervention strategy, sustainability, organizational set-up, planning, and budget. For technical projects, an additional technical (pre-)design report may be required. For business development and innovative projects, a business plan is generally required.
- The Application form asks you to provide a main representative project photo (about 1 MB and preferably .jpg), to be sent separately or by filling the 'url' in the form through which they can be downloaded.

IMPORTANT:

Please restrict the total size of your attachments to max 7 MB; otherwise the e-mail will not be processed by the Aqua for All mail server.

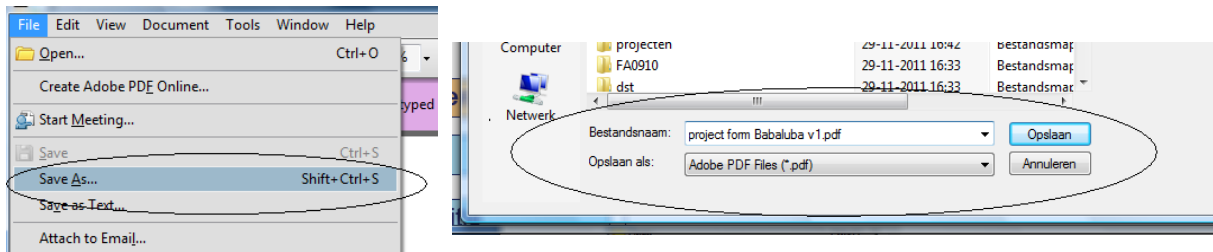
General instruction

The text may be in Dutch or in English, but not mixed. We recommend to use English, except when you intend to communicate with Dutch primary school children, like projects involved in “Wandelen voor Water”.

Please fill in all required fields. If a field has a limited number of characters, this is indicated below (or above) the input box. Move your mouse over the input boxes for more information on the fields. Try to use words and phrases that everybody can understand. Be short but complete and smart in your formulation. Have in mind that the text might be used on websites.

The form is mainly designed for common WASH projects. For other type of projects, some questions will be more difficult to respond to. This can be explained in the boxes.

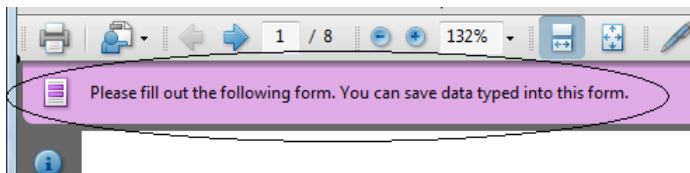
Start by entering a title and saving the form in one of your own directories. Change the file name to something logical, such as “project_form_PROJECTNAME.pdf”, with PROJECTNAME a short name of the project. Please save your work often, to avoid loss of data. This form is designed to be filled in using Adobe Acrobat Reader. It can be downloaded for free from the form.



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Do **NOT** save the file using ‘save a copy’, or you will be unable to save data typed into the form.



Specific instructions

Threshold criteria Aqua for All

You can download the threshold criteria by clicking on ‘Click here to access the threshold criteria’. Please read and check them all. If you fulfill them all: please give a mouse click when cursor is in the box. If there are one or more criteria that you cannot fulfill: please explain in the text box below. Not fulfilling a threshold does not always lead to disapproval. But we need at least to know the exceptions.

Focus areas

More than one option is possible (recommended), but at least 10% of the budget should go to the focus areas. Water Resource Management is related to the management of the natural resources

(environmental aspects), not to management of the water supply system. Training for better management of care takers and the water supply committees is categorized under 'training and capacity building'.

organizations

The applying organization is the organization with which Aqua for All will make the contract. Commonly this a registered Dutch organization. A support organization is an organization (usually Dutch) that is requested to support the application, whether in screening, advise or in fund raising. If there is more than one support organization, you can mention the most important in the first box and add others under 'additional partners'.

location

The geographical position of the project is required. The latitude and longitude should be provided in decimal degrees. These can be found on the itouchmap, in which you can zoom to your project area, move the cursor to the project site and click with the (left)mouse. In the left column below the map, the long/lat are provided. You can remove the pointer (blue drop) and select another site if there are more locations. In case of a project with more than three project locations, please provide the most central point and the two most important sites. In the text box you can indicate the name and dimensions of the project area and number of project sites.

websites

Among the additional links can be the website of the local partner.

Project summary

Try to make an attractive short text that gives the essentials of the project. Under the *local context*, you are asked, amongst others, to give the present coverage on drinking water and sanitation, the number, condition, safety and reliability of the present water supply and sanitation facilities and base line health information, especially on child mortality, diarrheal and other water borne diseases. Also the current institutional setting is relevant to mention here.

Project description

Distinction is made between the overall aim/objectives (that to which the project will contribute), the outcome (the results at the end of the project period) and the outputs (concrete results of activities). As an example the project may construct 12 school latrines for girls and 4 latrines and 4 urinals for boys and train all 600 pupils on hygiene (outputs), which will result in safe sanitation for 600 pupils (outcome), which will improve the health situation by 50% reduction of diarrheal consults among children between 5 and 14 years and at least 10% more school attendance and 25% increase of girls' enrolment (aim). Especially the outputs, but also aim and outcomes should be formulated as smart as possible (specific, measurable, attainable, relevant and time bound).

For the target group involvement, it is essential to indicate the level of participation of both men and women during each project phase, such as preparation, implementation and management of the facilities. In

Latitude	<input type="text"/>	Latitude	<input type="text"/>
Longitude	<input type="text"/>	Longitude	<input type="text"/>

If you have more than three locations, please specify below

[Link to itouchmap, used to find lat/long](#)

Location 3

Latitude and Longitude of a Point



Note: Right click on a blue marker to remove it.

Clear/Reset All Markers Center Red Marker

Get the Latitude and Longitude of a Point

When you click on the map, move the marker or enter an address the latitude and longitude coordinates of the point are inserted in the boxes below.

Latitude:

Longitude:

	Degrees	Minutes	Seconds
Latitude:	<input type="text" value="-1"/>	<input type="text" value="50"/>	<input type="text" value="7.5588"/>
Longitude:	<input type="text" value="36"/>	<input type="text" value="47"/>	<input type="text" value="48.8538"/>

case of a school project we would like to know whether these are boarding or day schools and how many shifts there are during a day.

The activity plan details may elaborate specific activities and explain for example on gender specific measures.

Sustainability

Many projects in the end fail on sustainability aspects. This risk can be reduced if sufficient care is given to financial, institutional, environmental, technical and social aspects (FIETS). Please include the risks for each of these aspects, and how these are approached by the project. The measures to minimize the risk of fraud during the project implementation and operation of facilities is to be dealt with later (under Planning, Monitoring and Evaluation). Be as open as possible.

Indicators

Aqua for All needs to report to the Dutch Ministry of Foreign Affairs on the number of facilities and beneficiaries and specify those that fall within the formal MDG-7 criteria (see list in margin). Mind that for drinking water we put a maximum of 500 users to each water supply point (tap (faucet) or pump); for family latrines we normally put a maximum at the average family size; for group latrines 25 people and for school latrines 75 pupils per shift. We need to know how many of the target group are pupils supplied through school facilities as they are no permanent users and do not fit into the MDG-7 criteria.

For the number of sanitation facilities we ask you to fill the number of seats/cubicles or urinoirs and not units or blocks.

We apply the principle of partiality. If an improvement is made on an existing scheme/facility, the total number of beneficiaries is reduced by the value of the new investment divided by the total value of the scheme/facility. For CLTS (Community Led Total Sanitation) we apply a fixed ratio of 1/3 for beneficiaries that have constructed good latrines (by own means).

Please indicate in the 'comments' when you have applied this reduction yourself, already.

Aqua for All has the right to adapt these figures afterwards, so that they fit into our standards.

Funding

We ask you to make an activity based cost break down of your project budget. The easiest way is:

- to calculate the sub-budgets for direct costs of the different categories water supply, sanitation, hygiene education, training, water resource management and other direct activities and to fill them in the first column (white fields)
- the program/form calculates the percentage of each of this sub-budgets.
- after you have included the general/indirect costs in the country and in the Netherlands in the first column (white fields), the program/form redistributes these costs over the different direct categories proportionally.

All amounts in Euro

	Budget	Percentage	Budget including indirect costs
Drinking water	0	0	0
Sanitation	0	0	0
Water resource manag.	0	0	0
Hygiene education and social marketing	0	0	0
Capacity building	0	0	0
Other direct cost *	0	0	0
Subtotal direct costs	0	0	0
Indirect costs local	0		
Indirect costs NL	0		
Subtotal indirect costs	0		
Total costs	0		

IMPROVED DRINKING WATER SOURCES

- > Piped water into dwelling, plot or yard
- > Public tap/standpipe
- > Tubewell/borehole
- > Protected dug well
- > Protected spring
- > Rainwater collection

UNIMPROVED DRINKING WATER SOURCES

- > Unprotected dug well
- > Unprotected spring
- > Cart with small tank/drum
- > Bottled water^a
- > Tanker-truck
- > Surface water (river; dam, lake, pond, stream, canal, irrigation channels)

IMPROVED SANITATION FACILITIES^b

- > Flush or pour-flush to:
 - piped sewer system
 - septic tank
 - pit latrine
- > Ventilated improved pit latrine
- > Pit latrine with slab
- > Composting toilet

UNIMPROVED SANITATION FACILITIES

- > Flush or pour-flush to elsewhere^c
- > Pit latrine without slab or open pit
- > Bucket
- > Hanging toilet or hanging latrine
- > No facilities or bush or field

^a Bottled water is considered improved only when the household uses water from an improved source for cooking and personal hygiene.

^b Only facilities which are not shared or are not public are considered improved.

^c Excreta are flushed to the street, yard or plot, open sewer, a ditch, a drainage way or other location.

* Please specify type of other direct cost

We need to make a few remarks.

- If there is a budget under 'other direct costs' this needs to be specified. Aqua for All will rarely support other type of activities than WASH related (such as school building, electricity supply or bath rooms within institutions).
- Also Indirect/general expenses in the Netherlands need to be specified. They are mostly excluded from Aqua for All support (such as communication) and may not be higher than 4.5% of the budget.
- If the general costs are >10% of the budget, they need to be explained in more detail. This can be done in the last box.
- Aqua for All has an indicator that calculates the investment per beneficiary (water sanitation and water resource management are separately dealt with). The difference of this unit price between the project plan and the final reporting is a measure to evaluate the efficiency of the project. The unit price plays a role in the judgment during the approval procedure. Unit prices above € 25 per beneficiary are analyzed in more detail and might require an additional justification. Aqua for All makes corrections in the application form in line with the mentioned principles on beneficiary counting, as explained before.

There might be more funding partners than the 3 indicated fields. In that case indicate the major ones and combine groups (like Wandelen voor Water). If the project is (expected to be) fully funded, please indicate under the third party: 'others' and include the full remaining part.