

**Plan for Community Development Training**

1. **General Guidelines and Submission**
2. (Preparation) Each implementing Party should prepare a plan for the community development training course using the template provided below. The maximum number of pages is 4 pages (excluding Annex) with a font size 11.
3. (Submission) Each country should submit the plan together with an official cover letter signed by the representative of the Party to AFoCO. The letter including the plan should be submitted to Soozin Ryang, Program Officer (soozin.ryang@afocosec.org).
4. (Notification) The training plan on community development will be reviewed and evaluated based on the responsiveness of the plan and the alignment with the overall capacity building of AFoCO. Notifications on the plans that pass the review process will be sent to the respective Party within two weeks upon the receipt of the plan.
5. **Plan for Community Development Training Course**
6. **Course Information**

|  |  |
| --- | --- |
| Title:  |  |
| Country:  |  |
| Focal Official: | Name/Position:Organization:Contact (e-mail/phone):[focal official to communicate with AFoCO for details of the training] |
| Implementing Agency: | [Entities who actually deliver the training program] |
| Location: | [need to be within the territory of each Party] |
| Target Participants: | [Local communities (citizens of the Party)] |
| Duration: | 1. From DD-MM to DD-MM (for # day(s))
2. From DD-MM to DD-MM (for # day(s))
3. Continue..
 |
| No. of Trainees: | Approximately # persons per training  |
| Learning Objectives: |  |
| Target Area:*(refer to AFoCO Strategic Plan)* | Primary Target Area:Secondary Target Area:  |
| Budget Plan and Source of Finance: | Total: US$* AFoCO: US$
* National Budget: US$
* Others: US$
 |
| Previous experiences of the training for the past 3 years | Title / target / output … |

1. **Program Activities**

[Please describe the specific objectives, activities, outputs and others]

- Objective 1

- Activities:

- Outputs:

- Objective 2

- Activities:

- Outputs:

1. **Budget Plan**

The AFoCO will cover the financial support up to USD 8,000.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **Unit Cost** | **No. of Unit** | **Total Amount** |
| **Local Currency** | **USD** | **Local Currency** | **USD** |
| **A. Budget Source: AFoCO** |
| A.1  |  |  |  |  |  |
| A.2  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total (A):**  |  |  |
| **B. Budget Source: National** |
| B.1 |  |  |  |  |  |
| B.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total (B):**  |  |  |
| **C. Budget Source: Others** |
| C.1 |  |  |  |  |  |
| C.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total (C):** |  |  |  |  |  |
| **Total (A+B+C)** | **US$**  |

*\*Exchange rate: 1USD =*

1. **Budget Request**

The Parties need to provide information of budget request as follows:

|  |  |
| --- | --- |
| Requested Amount: |  |
| Bank Name: |  |
| Address: |  |
| Swift Code: |  |
| Account Name: |  |
| A/C No.: |  |
| Currency\*: | USD |

*\*Only USD can be transferred*