**Guidance for Applicants**

A successful Performance 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 PMP are:

1. ***Project Objective(s): statement of the expected results of the project for which implementers will be held accountable***
2. ***Indicators: measures used to gauge progress towards objectives — indicators should be direct, objective, adequate and practical.***
3. ***Project activities: major actions carried out with grant funds; activities are directly linked to and adequate for the achievement of the project objectives.***
4. ***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 the Grants Officer.

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| --- | --- |
| **Organization:** |  |
| **Project Title:** |  |

**Part 1: Project Context**

This project is intended to support the following objective identified in Section II of the NOFO:

|  |
| --- |
| **NOFO Objective** |
|  |

**Part 2: 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 NOFO objective selected above.**

**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.

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| **Project Objective 1** | | | | | |
| *Example* (Pluralistic Societies): Civic Involvement Increases | | | | | |
| **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. 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 |

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| **Project Objective 2** | | | | | |
| *Example* (Participatory Societies): Participant Civil Society Organizations (CSOs) engage government on key issues | | | | | |
| **Indicator:** | Number of CSO-government partnerships created by target CSOs to address key social, political, or economic issues | | | | |
| **Definition:** |  | | | | |
| **Target:** |  | **Baseline:** |  | **Data Source:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Project Objective 3** | | | | | |
| *Example* (Prosperous Societies): Private sector engages government to advocate for improved business environment | | | | | |
| **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 3: Project Activities**

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

|  |  |
| --- | --- |
| **Project Objective 1:** (Insert Project Objective #1 from Part 3 above) | |
| **Activity** | **Milestone**  **(Completion Date)** |
| *Example: Training of Trainers Workshop* | *Example: Month 3* |
|  |  |
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| **Project Objective 2:** (Insert Project Objective #2 from Part 3 above) | |
| **Activity** | **Milestone**  **(Completion Date)** |
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| --- | --- |
| **Project Objective 3:** (Insert Project Objective #3 from Part 3 above) | |
| **Activity** | **Milestone**  **(Completion Date)** |
|  |  |
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