



CALL FOR CAPACITY BUILDING PROPOSALS 2025-2026

Application Template

1. Project Summary

- **Project Title**
- **Name of the primary coordinator** (include agency affiliation and contact information.)
- **Status with INQAAHE** (full/associate member)
- **Partnering organizations (if any)** (include primary contact information.)
- **Amount requested** (up to 10,000 USD)
- **Project summary** (250 words)

- **Statement of the purpose or goals of the project** (250 words)

2. Narrative

Proposals should include a narrative that explains the abovementioned elements for **any** of the areas for which you seek to build capacity – it does not need to be for all of them.

For your capacity building focus area, please explain:

1. Your assessment of the current state.
2. The desired state you hope to achieve after the planned intervention.
3. The stakeholders you consulted.
4. The planned intervention to achieve the desired state, for which you are applying for funding.
5. Your evaluation plan – how you will know if your intervention was successful.
6. The time frame for:
 - a. implementing the intervention
 - b. executing your evaluation plan
7. The individual and/or organization unit that has the primary responsibility for this capacity building project and their authority and expertise to execute it.
8. Dissemination plan (indicate how you will share the findings of the work and how INQAAHE will be kept informed prior to the dissemination).

3. Budget

Your budget for the project in USD (please include information on other funding sources as well as the INQAAHE funding you are requesting). Expenditures eligible for funding can include:

- Consultancy services (local and international).
- Staff costs.
- Organization of seminars, workshops, trainings.
- Travel costs and costs of stay (capacity building).