**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.

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

**Part 1: Project Context**

This project is intended to support the following objective identified in 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.

**The project objectives should be project-specific and related to achieving the project 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.

**Example:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Objective** | | | | | |
| *Example* (Pluralistic Societies): Community Involvement in Trust Building Increases | | | | | |
| **Indicator:** | Number/Percentage of target population who show positive change. | | | | |
| **Definition:** | Survey of pre-/post responses to questions. Beneficiaries tested prior to project and three months after conclusion of project. Data should be disaggregated by gender, age and type. | | | | |
| **Target:** | 80% | **Baseline:** | 0 | **Data Source:** | Survey |

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| --- | --- | --- | --- | --- | --- |
| **Target:** |  | **Baseline:** | 0 | **Data Source:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Objective 2** | | | | | |
| (Insert Project Objective) | | | | | |
| **Indicator:** |  | | | | |
| **Definition:** |  | | | | |
| **Target:** |  | **Baseline:** |  | **Data Source:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Objective 3** | | | | | |
| (Insert Project Objective) | | | | | |
| **Indicator:** |  | | | | |
| **Definition:** |  | | | | |
| **Target:** |  | **Baseline:** |  | **Data Source:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Project Objective 4** | | | | | |
| (Insert Project Objective) | | | | | |
| **Indicator:** |  | | | | |
| **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 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)** |
|  |  |
|  |  |