**Tips for PD applications**

Below are some of the common mistakes made in PD applications

1. **Complete all the relevant fields in the logframe**. Many applicants are not completing all the relevant fields on the logframe including inputs, impact weighting, risk level and assumptions.
2. **All the activities mentioned in the PD should be included in the workplans and budgets.** Some of the workplans and budgets do not include all the activities mentioned in the PD. Ensure that the inputs (activities and budget) are sufficient to deliver the project outputs – often projects fail to include activities that enable consultation, awareness and capacity building among target communities (although these are often included in the PD, they are not provided for in the workplan and budget).
3. **Ensure the activities in the workplan correlate with the activities in the budget and the terminology is consistent across the PD.** Sometimes, the activities in the workplan do not correlate with the activities in the budget and the terminology is inconsistent across the PD, workplan, logframe and budget.
4. **Ensure the budget is comprehensive.** There is often an insufficient breakdown or failure to include all the necessary items in the budget. E.g. rain water harvesting, often I see a budget for the tanks but not for the pipework, filters and other ancillary equipment needed for rain water harvesting.
5. **Ensure there are measures in place to operate and maintain the facilities beyond project completion and to recover O&M costs.** Often with infrastructure interventions (eg rainwater harvesting) there are no provisions (including providing the community with training and tools so they can maintain the installed infrastructure) included in the workplan to operate and maintain the facilities beyond project completion or to recover O&M costs to ensure the long-term sustainability of the infrastructure. Applicants should be encouraged to establish and support infrastructure management committees and advise on appropriate tariffs (affordable to vulnerable households) where necessary.
6. **Try where possible and relevant to quantify the number of people who will benefit from the project.** Often the PDs do not quantify the number of people who will benefit from the project which makes it difficult to broadly assess the scale of impact and VfM.
7. **Be specific about which elements of the strategies are relevant to the proposed interventions.** National, sectoral and district development strategies (EDPRS II, ENR Strategy, the NAPA and the GGCRS) are often referred to but the specific priorities and relevant objectives are often not made explicit and references are not always for the figures quoted. A good proposal will go into detail on how the proposed interventions conform with specific elements of each of the key strategies.
8. **Think about how lesson learning can be maximised.** The learning and knowledge management component is generally quite weak in capturing and sharing lessons learned from project interventions compared to some of the iNGO applications.
9. **Explain how the outputs meet the project objectives and how the indicators will be used to demonstrate effectiveness**. Under the effectiveness section, applicants often fail to explain how the outputs meet the project objectives and how the indicators will be used to demonstrate effectiveness linking this to the "why this project is needed" section.