



How To Prepare an Executive Summary for your Action Plan

An ICP Training Document: 010323

The following considerations will help donors understand what you intend to do, why it is important and how they can measure the outcomes. Once the Executive Summary is written, donors will know who you are, what your plan is, who it will affect, and how to measure the outcomes of their contribution. In effect, who, where, what, when, why, and how.

1. Who is asking for the funds?
2. What is the title and a compelling vision of the long-range program?
3. What community challenge(s) are address by the program?
4. Who will directly benefit from the program?
5. What is the first project that will contribute to the long-term program?
6. What are the most important steps to complete the first project?
7. Are there partners, either funding, in-kind or volunteer, in this effort?
8. How will project success be measured?
9. What is the budget for both short-term project and long-term program?
10. What supporting materials will be available upon request by a donor?

The next pages of this training package will define the sections in more detail. You can use the headers and replace the instructions shown in brackets []. The final pages in this document are an example of a two-page Executive Summary. Your larger Action Plan will include much more information but you and potential donors will benefit from a concise introduction that includes:

- **Contact Information**
- **Title and vision of the overall program**
- **Importance of the challenge(s) addressed**
- **Beneficiaries of the program**
- **Description and timetable of the first project**
- **Potential partners**
- **Measurable outcomes of the project**
- **Short-term project and long-range program estimated budgets**
- **Support materials available upon request**

When fine-tuning an Executive Summary for a particular donor, always include how this program may benefit their mission and stakeholders.

Grant Request for [MINOVA, [SOUTH-KIVU], [DRCONGO] **Two-Page Executive Summary**

Submitted with respect by: JEREMY ARUSI

Title: COMMUNITY VIOLENCE REDUCE IN MINOVA **Organization:**

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IN KALEHE TERRITORY, IN SOUTH-KIVU PROVINCE

Title of Program:

[COMMUNITY VIOLENCE REDUCE]

Overall Program Vision:

[our vision is the consolidation of peace, the reduction of community violence, the stabilization and the sustainable development of eastern DRC through the restoration of state authority guaranteeing respect for human rights , the protection of civilians especially children and women and the protection of the environment]

Description of the Challenge(s):

[It is for more than two decades already that our province of south Kivu, north-kivu and ituri our cities and our villages undergo repeated wars and security instability, all this does not happen without very harmful consequences in the life of the population, particularly in the economic, social, education, health, environmental fields, etc. So far the security situation remains precarious. Since then, the efforts of the Congolese government and the international community have been felt through the operations that the FARDC continues to carry out to restore peace and restore state authority throughout the province. to do.

international city of peace Minova ICP Minova pour la Consolidation de la paix, COCIMI in acronym which is a permanent framework for exchanges and collaboration between civil society organizations and the Civic and Patriotic Education and Social Actions Department of the FARDC , organizes a series of activities in several areas aimed at bringing the military and civilians closer together and aimed at mobilizing all the living forces of the population (economic operators, religious denominations, young students, pupils, women, peasants, humanitarian workers, etc.) in order to become fully involved in the search for peace and the sustainable development of our country. international city of peace Minova wants to reconcile the efforts of the civilian population with those of the Congolese government and the international community through MONUSCO in the process of restoring peace throughout the province of North Kivu and everywhere to the east of the DRC. The international city of peace Minova aims very much to support everyone's efforts for the protection of civilians and community resilience.

international city of peace Minova is apolitical and all its members remain apolitical.]

First Project Steps:

[This project is designed as part of contributing to the reduction of community violence in the areas most affected by conflict, particularly in the BUZI groups in KALEHE and in the ZIRALO

group in KALEHE. Most of the conflicts and armed groups are fueled by unemployed young people and many young people who have previously joined the armies, this project is divided into 4 phases,

- Awareness and Identification,

- Training of young people, more than 360 identified young ex-combatants will be considered for training in Modern Agriculture, Sanitation, Development and Livestock, which we call AAAE training, and then they will be taken to the

- High Labor Intensity Works HIMO works, which will consist of rehabilitation an agricultural service road, of at least 12 km, During the training the young people will also follow courses in civics, local security and how they can be peacemakers in their respective environments.

- Organization of civil-military rapprochement activities, cultural and sports meetings, peace marathon, football, Salongo de la paix, reforestation:

=> The promotion of the agricultural sector and agricultural entrepreneurship is prioritized in this project because it offers a lot of opportunities at the local level, this project aims to train young people how to create their own sustainable jobs so that they can no longer give it to armed and banditry activities. Local authorities and mothers' groups will be included in training and road rehabilitation works and non-violent activities such as sports,

=> As a new strategy, young people and mothers will work together with certain elements of the FARDC and PNC soldiers who will be available in the region.

=> An appeal will be launched to request the intervention of certain MONUSCO contingents to intervene to gain the confidence of the population,

=> This project is really innovative and a great support for the MONUSCO stabilization mission. It is a project that aims to rebuild trust between FARDC soldiers, PNC and the population, "WIN HEART AND MIND Project"]

Who the Program Impacts:

[- Reduce community violence between the Hunde, Huntu, Tutsi, Tembo, Nande tribes and other communities, especially between young ex-combatants, soldiers and the civilian population in the territory of KALEHE through the reintegration of at least 360 Ex- combatants and through civil-military rapprochement activities, Civil-Military Interactions.]

Follow-up Steps:

[- Reduce community violence between the Hunde, Huntu, Tutsi, Tembo, Nande tribes and other communities, especially between young ex-combatants, soldiers and the civilian population in the territory of KALEHE through the reintegration of at least 360 Ex- combatants and through civil-military rapprochement activities, Civil-Military Interactions]

Potential Partners:

[The partners in the project the Congolese national police, the armed forces of the democratic republic of the congo, MONUSCO, local leaders, civil societies]

Outcomes of the Project:

[there will be a peaceful coexistence of communities and lasting peace will return]

How We Measure Success:

☑ Produce an awareness film on the demobilization of children in armed forces and groups, and on the protection of children's rights and the fight against violence against them

☑ Launch an awareness campaign for the various armed groups (rebel group and FARDC) working in the territory of Minova and its surroundings on the protection and promotion of children's rights; to their disarmament and their demobilization in their various respective groups and also to sensitize them to the promotion of human rights through the Film and documentaries of peace

☑ Increase the means of subsistence of 360 ex-combatants (ex-Kadogo) for their self-care through the work of high intensities of labor (HIMO), in particular the rehabilitation of agricultural service roads, and activities entrepreneurship, particularly in agro-livestock

☑ Constitute 15 solidarity groups of young women, girls and boys in work teams (road and agricultural brigade) for group work due to 20 people per group and to allow their monitoring and training in modern agriculture, sanitation, Amenagement et Elevage AAAE and in concept on the work and the management of an agricultural and artisanal cooperatives.

☑ Organize activities to bring civilians and soldiers (FARDC and PNC) closer together in Masisi territory through cultural activities (music, football, marathon, dance, etc.) and through community services such as sanitation, reforestation , to promote peace and peaceful cohabitation among young people; the different communities of Masisi and the men in uniform. Organize a peace festival in Minova The strategy of implementation by the ICP MINOVA is to carry out all our activities jointly between the civilians and the military (FARDC and PNC), by forming joint units composed of civilians and soldiers,

=) For awareness-raising work and screening of the film and the peace documentary in the villages and cities targeted by the project, especially in the sites occupied by armed groups
- A mixed civilian and military disguised team formed of 10 people including 6 men and 4 women, this team will be made up of musicians, actors and wise men and women from the community,

=) For road rehabilitation works:

- The sub-groups (road sub-brigade) of at least 20 people composed of civilians (young ex-combatants, peasant women) and soldiers, certain elements of the Engineering Service 342 FARDC garrison will be part of each sub-group to strengthen the technical capacity of each team. We intend to appeal to the engineering section of MONUSCO to support us, so for this project we propose to have 15 under road brigade, the works will be directed by a team of civil-military supervisors, military engineering and civil engineering

=) For training in Planning, Sanitation, Agriculture and Livestock AAAE

The project will hire 2 Agro-pastoral Engineers and Rural Engineering consultants to train 300 people for 15 days of training.

=) For outreach activities, cultural and sporting encounters

The project will hire 2 experts in conflict resolution, and in social organization, a police commander will have to be part of the team,

This project aims to organize a large peace festival in Minova center where the military and civilians will compete in sports competitions, peace marathon, football tournament for peace, and music and dance for peace]

Initial Project Budget:

[150 000\$]

No	Description	Qty	Unit price	Total cost	Local contribution	Requested from MONUSCO
Project staff support¹						
	<i>Prime des animateurs du projet</i>					
1	Chef de projet	1	300\$	1,800\$	-	1800\$
	Superviseurs	2	250\$	3,000\$		3000\$
	Assistants psychosociaux	6	150\$	5,400\$		5400\$
	Assistants technico – agricoles	6	150\$	5,400\$		5400\$
	Consultants (organisation communautés, entrepreneuriat,...)	2	800\$	1600\$		1600\$
	Sous total			17,200\$		17,200\$
Direct investment to the beneficiaries						
	Prime des jeunes participants aux HIMO	300	5\$	45,000\$		45,000\$
	Transport et restaurant pour les formés	300	3\$	13,500\$		13,500\$
	Identification des jeunes et Pre- Evaluation des besoins du projet	-	4200\$	4,200\$	4200\$	
	Sous- total			62,200\$	4200\$	58,500\$
Logistical support						
	Outils aratoires	-	-	3,390\$		3,390\$
	Location salles	-	-	3400\$	3400\$	
	Location champ communautaire	-	-	2500\$	2500\$	
	Fournitures bureau	-	-	3000\$		3000\$
	Transport et Communication	-	-	2000\$		2000\$
	Sous Total			14,290\$	5900\$	8390\$
Visibility and outreach						
	Impression T-Shirts	400	15\$	6000\$		6000\$
	Impression Calicots	10	50\$	500\$		500\$
	Pacarnets	10	100\$	1000\$		1000\$
	Impression Affiches	300	0,5\$	150\$		
	Production d'outil de sensibilisation, le film « Les LARMES D'UN ENFANT DE GEUREE »	1	3000\$	3000\$		3000\$
	Sous total			10,650\$		
	Total			104,340\$	10,100\$	94,240\$
Over-Head (5%)²						
	5% x 104,340\$			5,217\$		
				109,557\$	10,100\$	99,457\$

¹ Project staff are specifically the personnel recruited for the fulfillment of the previous operational activities.

² The Over-Head will cover all administrative fees generated by the implementation of the project. Invoice will be provided by the IP in the final report to justify the rational link of this amount with the project outputs.

No	Description	Qty	Unit price	Total cost	Local contribution	Requested from MONUSCO
	Total General					

Long-Range Program Budget:

[Expressed in phases of the project; budget must be mapped to specific outcomes and goals to make essential progress on the challenge]

		Calendar (by month)								
#	Activity	1	2	3	4	5	6	7	8	9
1	Conduct awareness campaigns: -For Demobilization, Disarmament and DDR Reintegration, -For the prevention of violence against women by the armed forces, - For the fight against the 6 serious violations of children's rights in the main villages and cities of the chiefdom of BUZI									
2	Organize vocational training for the socio-economic reintegration of young ex-combatants and build their capacity in entrepreneurship Agricultural = Agribusiness									
3	Organize HIMO (High Intensity of Labor) works to rehabilitate agricultural service roads, of vital interest to local communities									
4	Organize rapprochement activities between the FARDC, PNC and the local population to restore trust and collaboration between the population and its army									

Indicative Program Activity Plan Scheduled by periodical activities will be provided