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**W+ Project Idea Note (PIN) Template**

*This template is for the development of W+ projects. The key elements of the W+ PIN are*:

1. *W+ Standard Project Identification*
2. *Applicant Details*
3. *Location of W+ Project*
4. *General Information on domains selected and associated activities*
5. *Project Implementation team and W+ measurement team*

*Instructions for completing the PIN:*

*TITLE PAGE: All items in the box on the title page must be completed. The box (on following page, below) must appear on the title page of the final document. Project descriptions may also feature the project title and preparers’ name and logo more prominently on the title page, using the format below.*

*PROJECT DESCRIPTION: Instructions for completing the project idea note template are given under the section headings in this template. This template must be completed in accordance with the W+ Standard, Program Guide, and any other relevant guidance documents, and the preparer will need to refer to these program documents to complete the template. Note that the instructions in this template are intended to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer should provide under each section of the template.*

*All sections must be completed. Where a section is not applicable, “not applicable” must be stated under the section and the section must not be deleted from the final document.*

*Use a sans serif font (such as Arial or Calibri), 12pt, black, regular (non-italic) font.*

***All instructions, including this introductory text, should be deleted from the final document.***

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**W+ PROJECT IDEA NOTE (PIN)**

|  |  |
| --- | --- |
| **Country:** |  |
| **Title of Project:** |  |

**1. Project Identification**

|  |  |
| --- | --- |
| **Title of Project** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Bref Summary of Women’s Empowerment Activity(ies):** |  |
| **W+ Domains applied:** |  |
| **W+ Labeling:** | *If seeking W+ labeling, describe associated standard (e.g. CDM, VCS), applicable domains and timeframes* |
| **Date of submission:** |  |

**2. Applicant Details**

|  |  |
| --- | --- |
| **Applicant** |  |
| Name |  |
| Type of organisation | ⃝ Government agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Private company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ NGO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of contact person |  |
| Address |  |
| Phone |  |
| E-mail |  |
| URL |  |

|  |  |
| --- | --- |
| **Co-Applicant(s) (if applicable)** | *[if more than one, please copy this part of the table]* |
| Name of co-applicant(s) |  |
| Type of organisation(s) | ⃝ Government agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Private company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ NGO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of contact person(s) |  |
| Address |  |
| Phone |  |
| E-mail |  |
| URL |  |

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| --- | --- |
| **W+ Project advisor(s) (if different than applicant)** | |
| Name |  |
| Type of organisation | ⃝ Government agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Private company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ NGO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of contact person(s) |  |
| Address |  |
| Phone |  |
| E-mail |  |
| URL |  |

**3. Location oF project**

|  |  |
| --- | --- |
| **Location of Project** |  |
| Country |  |
| Region/State/Province etc. |  |
| City/Town/Community etc. |  |
| Brief narrative description of the project location |  |
| GPS coordinates of the project’s activity(ies) |  |

**4. WOMEN’S EMPOWERMENT ACTIVITIES**

|  |  |
| --- | --- |
| **General Information** |  |
| Provide a brief description of the rationale for applying the W+ Standard and selected domains  (reason or opportunity) |  |
| Describe number of women benefiting from activities associated with the project. |  |
| If the Project intends to generate W+ Units *and* seek W+ labelling of carbon credits, explain how the applicant will differentiate W+ Units from W+ labelling to ensure there is no double-monetizing of units. |  |

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| **W+ domains applied and associated activity(ies)** |  | |
| For each W+ domain applied, describe associated activities and expected benefits  Specify start date and end date (if applicable) for each activity |  |

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| **Additional information** |  |
| Summarize potential concerns and mitigating measures, and how they have been identified |  |

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| --- | --- | --- |
| **Linkages to other types of projects** |  | |
| Is this project registered under any other standard or certification scheme? | * CDM * Gold Standard * Voluntary Carbon Standard * Social Carbon * Plan Vivo * Fair Trade * Forest Stewardship Council * Organic Certification * SA 8000 * GlobalGAP * Other (please specify) |
| Crediting period under the other Standard or certification scheme  Name of certification body |  |

**5. PROJECT IMPLEMENTATION & W+ MEASUREMENT TEAM**

|  |  |
| --- | --- |
| **Project implementation team** |  |
| Describe the organisations and persons that carry the responsibilities related to:  - planning and implementing activities  - monitoring and evaluation  - gender/women’s empowerment  *The essential qualifications and experiences should be briefly presented.* |  |

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| --- | --- |
| **W+ measurement team** |  |
| Qualifications related to:  - Monitoring and evaluation  - Gender/women’s empowerment  *The essential qualifications and experiences should be briefly presented.* |  |

|  |  |
| --- | --- |
| **Schedule** |  |
| Current status of women’s empowerment project activities (if applicable) | ☐ planning stage☐operating less than 2 years☐ operating more than 2 years |
| Status of financing women’s empowerment activities |  |
| Has permission been obtained from relevant authorities, if needed? | ☐ yes  ☐ no  ☐other (please specify): |

|  |  |  |
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| **PIN Template Revision History (box to be removed from final document)** | | |
| **#** | **Date** | **Description** |
| 1 | 2015 (version 1.0) | Original |
| 2 | May, 2017 (version 1.1) | Edits to nomenclature for consistency. Removal of redundant information requests. Addition of time-frames and specificity regarding multiple domains and prevention of double-counting. |
| 3 | May 2019 (version 1.2) | Addition of overall start and end dates of project, number of women per activities, expected benefits instead of indicators (indicators would be required at the PDD level) |
| 4 |  |  |