**Emergency Fund Utilization Action Plan Format (For INGO)**

1. **Name of INGO**
2. **Name & Duration of Approved PA**
3. **Need Assessment**
4. **Objectives for the utilization of Emergency Fund**
5. **Co-ordination with Government Agencies & Pre-consensus letter**
6. **Implementing Partner ( If any)**
7. **Project Location**
8. **Beneficiaries’ selection Criteria**
9. **Major Activities**
10. **Results**
11. **Operation Plan & Duration**
12. **Funding Source**
13. **Activities wise Budget Breakdown**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N** | **Activities Details** | **Total Unit** | **Unit Cost** | **Total Amount** | **Location** |
|  |  |  |  |  |  |

**14. Name and contact Num. of Co-Ordinator / Focal Person:**