**Insert Organization Name**

**Project Title:**

**Transition/Exit Strategy and Sustainability Plan**

The Transition/Exit Strategy and Sustainability Plan describes the desired end-state of the sub-award when Rapid Fund funding has ended. ***The goal of preparing this document is to identify what will be sustained and develop a scheduled process that facilitates a gradual and systematic transition or hand-over of project outputs /results to respective local institutions and/or government authorities.***

The sub-award transition/exit strategy and sustainability plan should be **no longer than two (2) pages** (font: Times New Roman 11 Justified Text) when filled. Applicant must remove instructions/guidelines herein and given under each section of this template.

Extant \\

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| **Describe what is to be sustained when the sub-award ends and the approach that will be used.** |
| Under this section, please describe which activities/services/results in the project proposal will be sustained when sub-award ends. For example, this could be knowledge and skills, physical infrastructure (drinking water pump, shelter etc.), micro-enterprise, community organizations etc. For each planned activity/service/result that will be sustained, please describe how the project design and implementation will ensure continuity of services/benefits. For example, integrating disaster risk reduction (DRR); capacity building/institutional strengthening; assets recovery (individual/communal); linkages development with existing public or private sector institutions etc. Where possible, the steps to ensure sustainability should be reflected in the project implementation plan. |
| **Describe process and action to hand over activities/results prior to end of funding and responsibilities.** |
| List specific activities/actions, which will be undertaken to ensure continuity /sustainability of planned outputs/results. For example, the village organizations formed/existing in the communities will be supported by Operation & Maintenance committees formed during the course of the project for ensuring sustainability. In the context of your organization, provide details of each relevant stakeholder/s (particularly beneficiaries) specific responsibilities along with timelines in handing-over processes. |
| **What will be criteria/conditions for sub-award transition/exit?** |
| In this section, please provide criteria/conditions, which will trigger the transition/exit of the sub-grantee. For example, achievement of project outcomes’ indicators or benchmarks can sometimes be used as exit criteria. Sufficient local institutional and human resource capacity to sustain the delivered outputs/services/results. Communities’ higher ownership/commitment to continue project outputs/results. Relief/recovery projects have limited time dictated by funding cycles. Time limit may increase a project’s focus in establishing a system of sustainability. Describe the criteria in your own context. |
| **How will the transition of activities be communicated to relevant stakeholders?** |
| In this section, please provide how the transition/exit strategy will be communicated to relevant stakeholders during sub-award cycle. |
| **For activities that are not sustainable, describe how they will be appropriately stopped or decommissioned.** |
| In this section, please explain which program activities will end and describe the plan for ending them appropriately. |