Annex A: Grant application form

Cover Page

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| --- | --- |
| Name, address, phone/fax number, and email of the organization |  |
| Title of proposed project |  |
| Name of contact person |  |
| Requested amount for 2022 ($): |  |
| Duration of project |  |
| Contacts: | *Person name, position, phone, email* |
| Date of submission |  |

Summary of the action

Fill in the table below:

|  |  |
| --- | --- |
| Objectives of the action |  |
| Target group(s) |  |
| Final beneficiaries |  |
| Estimated results |  |
| Main activities |  |

A Organizational Capacity and Past Performance

Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) in program management, technical assistance as well as their experience in managing similar-scale projects in the past.

A1 Purpose, structure and focus

Please, describe the purpose, history, organization form, decision making and management, key activity areas and thematic focus.

A2 Organizational capacity to manage projects

Please, describe experience in project implementation relevant to this Call for Proposals.

If the applicant is a consortium: provide expiation of the purpose, membership, roles and responsibilities, decision-making process including leading organization for management.

Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) in program management, technical assistance as well as their experience in managing similar-scale projects in the past.

Information in this section should include (but is not limited to) the following:

Brief description of organizational history/expertise.

Past experience and examples of accomplishments in developing and implementing similar scale projects.

Relevant experience with proposed approaches.

B Proposed work

B1 Background

Briefly describe the context of the situation in which the project will be implemented.

Explain the need for the project, using evidence and data to support your justification.

B2 Goal, objectives, and outputs

Please, provide program goal and SMART objectives. Each objective statement should be followed by a background explaining why this objective is core to the program.

B3. Key activities

Please, describe project activities and their results.

C Coordination and Collaboration

Grantee must demonstrate close cooperation with regional and national NGOs, national sub-recipients of SoS project (see 1.3) and other NGOs at the regional and national levels and in the selected countries. Such cooperation must be proved with letters of support, agreements on cooperation.

C1 Synergies

Please describe with other ongoing work over the period and key outputs from previous work to be used. Describe roles and involvement of various parties and stakeholders in grant activity, including local authorities, target groups and partners, and explain why these roles have been assigned to them.

C2 Coordination

Describe how the grant activity will be coordinated with regional and national authorities.

D Key personal

This section shall address the composition and organizational structure of the proposed project team and a description of each long-/short-term key or non-key team member’s role, technical expertise, and estimated amount of time to be devoted to each relevant activity. The Applicant should specify the structure of the entire program team, including home office support and other engage staff.

Applicants shall propose key personnel. Detailed information about key personnel should be added, including CV, experience and other information.

Key personnel must have appropriate education and at least 3 years of relevant experience in the development/advocacy of documents/stages/mechanisms in EECA.