**PROJECT PROPOSAL**

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| **PROJECT TITLE:** | **(The name of the project should not be longer than 8 words)** |

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| **PROJECT APPLICANT:** |  |

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| **PARTNERS ON PROJECT:** |  |

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| **PRIORITY AREA:** |  |

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| **TARGET GROUP/ NO OF DIRECT BENEFICIARIES (number and percentage of both sexes representation):** |  |

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| **LOCATION OF THE PROJECT IMPLEMENTATION:** |  |

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| **DURATION:** |  |
| **(number of months)** |  |

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| **BUDGET:** |  |

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| **SUMMARY** |
| *Although this section is given at the very beginning, the project summary is written only after all other sections of the project proposal are completed. The project summary contains all elements of the project proposal, such as:*   1. *The need/issue within the local community* 2. *Reasons and importance of the project for the local community* 3. *Goals* 4. *Target group/s and gender representation* 5. *Duration of the implementation and budget* 6. *Methods utilized to achieve project goals* 7. *Benefits of proposed activities for the local community*   ***This section should not be longer than one page****. The goal is to provide information related to all seven above mentioned sections and to provide summary information for the Evaluation commission. The Summary is the first section of the project proposal that the Evaluation Commission takes into consideration and it therefore has to be short, structured and to the point.* |
| **1. PROJECT OWNER’S INFORMATION** |
| *Please have in mind that the data contained in this section will be used to evaluate the eligibility of the applicant. All information provided will be reviewed by the Evaluation commission and evaluated in evaluation table under eliminatory sections related to the financial and operational capacities of the applicant. Provide detailed information on your organization and its qualifications for proposed project implementation. You should briefly describe the history of your organization (****when and how it was founded****), its* ***mission and vision****, what makes your organization special, its main objectives and strategies for achieving these objectives.*  **INFORMATION ON ORGANIZATION**   |  |  | | --- | --- | | **Mission:** |  | | **Vision:** |  | | **Date and manner of establishment:** |  | | **Main goals and strategies for achieving the goals, in accordance with the statute:** |  |   **Governing Board of the Civil Society Organization (CSO)/ Key persons in the Civil Society Organization**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name and Surname** | **Profession** | **Function** | **Sex** | **Years of experience in the CSO** | |  |  |  |  |  | |  |  |  |  |  |   **Persons you plan to engage for the project implementation - *Please provide CVs of key personnel to be engaged in the project.***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name and Surname** | **Profession** | **Function** | **Sex** | **Years of experience in the CSO** | **Full time/Part time** | |  |  |  |  |  |  | |  |  |  |  |  |  |   *If the above table includes partners and/or consultants, please list the original organization that employs them into the column Profession.*  **CURRENT PROJECTS AND PREVIOUS EXPERIENCE IN COOPERATION WITH DONORS**  **Project implemented in the last three years:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Theme/Area** | **Project name** | **Donor** | **Duration** | **Value** | **No of engaged staff (gender disaggregated)** | **Location of the implemented project** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Current projects:**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Theme/Area** | | **Project name** | **Donor** | **Duration** | **Value** | | **No of engaged staff (gender disaggregated** | | **Location of the implementing project** | |  |  | |  |  | |  | |  |  | |  |  | |  |  | |  | |  |  |   **Office space:**   |  |  | | --- | --- | | **In ownership or rented:** |  | | **In ownership or rented with other CSOs:** |  | | **Square meters:** |  | | **Do you have a telephone/fax:** |  | | **Do you have access to internet:** |  | | **Do you have all equipment necessary for implementation of the project?** |  | |

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| **2. INTRODUCTION** |
| *When completing this section, it is important to assume that the donor has no previous knowledge of your local community and the problems you are trying to resolve. Please describe in which manner the project relates to one or more of the public call priorities. Please shortly explain situation analysis and the importance of the problem you are trying to resolve. Whenever possible, give clear statistical indicators on the problem you are trying to resolve. A well perceived and described problem is the primary justification of the project.*  *This section requires answers to several questions: Why is your project actually necessary? Describe what important need should be met? Whose need, is it? How will it affect men/boys and women/girls in the community?*  *The problem you are trying to resolve or the need that has to be serviced should be related to the purpose and goals of your organization. If the project described in your proposal does not relate to the activities of your organization, the chance of getting the financial support will be reduced.*  ***All information provided will be reviewed by the Evaluation commission and evaluated in the evaluation table under eliminatory section RELEVANCE, question 2.1.***  ***This section should not be longer than one page.*** |

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| **3. PROJECT DESCRIPTION** |
| *Provide a description of what you want to do and how you intend to achieve your goals. Please provide information on any additional qualities of your project, such as its innovative approach and examples of good practice. Please bear in mind that the proposal will be evaluated higher if it advocates a right based approach, gender equality and has an impact on vulnerable groups.*  *If the project involves partnership, please describe the role of the partner and the level of its involvement in the implementation.*  ***All information provided will be reviewed by the Evaluation commission and evaluated in the evaluation table under eliminatory section RELEVANCE, questions 2.4 and 2.5****.*  ***This section should not be longer than one page.*** |

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| **4. TARGET GROUP** |
| *Clearly define the target group and their needs. Please ensure the exact benefit indicators for the target group. If possible, analyse a number of men/women and boys/girls within the target group. Please also list all interested parties, such as intermediaries and end-beneficiaries of the project.*  ***All information provided will be reviewed by the Evaluation commission and evaluated in evaluation table under eliminatory section RELEVANCE, questions 2.2 and 2.3.***  *Specify the target group and indicate the benefits it will receive from the project. The project should contain a detailed description of the size and importance of the target group, the gender representation, and in particular the people who will directly benefit from the project. Detailed analysis of the target group may be done as per its ethnic composition, age, social status, etc, always having in mind that each group has to have a gender structure analysis. If detailed analysis is prepared, please enclose it as a supplement to the project proposal.*  **Please ensure that the presentation of the target group is done in a gender sensitive manner (always separate the number of women, men, boys and girls) along with their different status and effect to different sexes.** |

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| **5. OVERALL PROJECT GOAL** |
| *The overall goal explains the core of the problem and importance of the project, i.e. long-term project benefit for the target group. Rules to determine the overall project goal are:*   1. *Project can have only one overall goal.* 2. *Overall goal should be related to the development vision.* 3. *Although it is hard or even impossible to measure the success in achieving the overall goal by means of verifiable indicators, its contribution to the realization of the vision nonetheless has to be determined.* |

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| **6. PROJECT OBJECTIVE** |
| *The project objective is to find a solution to the problem, which in a broader definition describes the desired outcome of the project. Objectives are verifiable project results, presented in such a way that it may be determined whether and to what extent the project is realized. For example, if the main objective is establishing a Youth Council at the level of the entire Kosovo, then the sub-objectives are establishing youth councils in municipalities, strengthening their structure, networking, etc. Project proposal usually has 2 to 3 specific objectives, although in practice having only one specific objective is also possible. It is important that all or at least one of the objectives is gender sensitive.* ***When developing this part of the proposal, please ensure the connection with the logical framework.***  *Please do not forget initial research necessary to correctly measure success of the project implementation.* |

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| **7. EXPECTED RESULTS** |
| *In this section, you should list the project results. This forms the basis on which the project will be evaluated. Expected results are more detailed than the overall goal and objectives and have to be verified through objectively verifiable indicators (OVI). This section should not be longer than one page.*  *OVI must be:*   * *Specific: clearly define what, where, when and how and for whom the situation will change; clearly define gender representation.* * *Measurable: the goals and benefit s are quantifiable; analysis of the benefits for both sexes is possible.* * *Achievable: the goals can be achieved (taking into consideration the available resources and capacities within the community).* * *Realistic: possibility to achieve the level of change that reflects the goal.* * *Time-bound: determine the duration during which each goal will be realized.*   ***Please ensure the connection with the logical framework when developing this section.*** |

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| **8. ACTIVITIES** |
| *This section should include an overview and description of the activities that will allow the achievement of the set results. They also have to be specified in the Activity Plan, one of integral annexes to the project proposal. Activities have to be clear and specific. Define the clear relation between the activities and project goals and then describe why those particular activities have been chosen. Expected activities have to be grouped and connected to the relevant project results.*  ***This section should not be longer than four pages.*** |
| **9. ASSUMPTIONS AND RISKS** |
| *This section should identify assumptions and possible risks that could jeoperdize the project implementation and/or success. Please give due attention to this section as it is very important to identify future events and circumstances as possible threats to the successful implementation of the project. This will allow you to prepare a strategy to circumvent any potential risk.* ***Please ensure the connection with logical framework when developing this section.***  **s and risks** |
| **10. PROJECT DURATION** |
| *This section should indicate the duration of the project implementation.* |

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| **11. MONITORING AND REPORTING** |
| ***Monitoring****:*  *Monitoring is the systematic collection and analysis of information on the project’s progress. The goal is to improve the efficiency and effectiveness of the project. Monitoring is based on the set results and planned activities as defined in the planning phase. It helps to ensure the project implementation is on the right track and allows the management to have timely information on possible issues. If performed correctly, it represents a priceless tool for good management and gives a good basis for evaluation. Monitoring enables the confirmation on whether the available resources are sufficient and utilized efficiently, whether the existing capacities are adequate and whether everything that has been planned has been carried out.*  *Monitoring:*   * *Is a reflection of the project plan?* * *Occurs during project implementation,* * *Is carried out in accordance with a previously defined time framework.*   *It is performed on the basis of quantitative and qualitative data (indicators).*  ***Please provide information on who will monitor the project implementation, in which manner and when. Monitoring is an option and is not necessary for all projects. However, complex or long projects can benefit from the monitoring.***  ***Reporting*** *on project implementation progress and financial reporting should be specified by the project proposal and should be submitted in the form of bi-monthly reports on the project dynamics (activities/finance) of project implementation within the set time frames. Also define when the final report (narrative) will be submitted.* |

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| **12. BUDGET (see the form attached in the call)** |
| *The budget is a translation of the project into monetary values. This section should describe expenditures expected during the project duration. The budget should follow the logic of the project proposal. Budget lines should be a logical sequence of the method of work and activities. Please ensure that as many lines as possible are based on clearly determined expenses, not on approximate assessments. It is also desirable to indicate (possible) funding sources by other donors. Do not forget your contribution to the project (voluntary work, equipment from previous projects, space, etc). Information in this section should be realistic, e.g. you will not request a purchase of a new photocopier costing 1,500 if it is not required for the project implementation.* |

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| **13. VISIBILITY (see the form attached in the call)** |
| *Visibility should be properly planned for all project activities. Visibility should focus on developments and achievements during project implementation, not on administrative or procedural milestones.*  *The visibility plan has to be included into the Work plan and properly budgeted. The Project’s visibility has to inform the project partners, target groups and general public on its initiatives and successes of the project. Determine the promotional tools and explain how and in which phase you plan to utilize them, including public events (press conference, publications and newspaper articles, web pages, banners, plaques, promotional material, photographs and other audio-visual material, public visits, etc). This section should describe what you need to do and how you plan to promote your activities. Promotion activities have to be clear, specific and gender sensitive.* |

**LIST OF ANNEXES**

**Annex 1 *Form on application for a project/programme***

**Annex 2 *Form on budget proposal***

**Annex 3 *Logical Framework***

**Annex 4 *Activity and Visibility Plan***

**Annex 5 *Administrative Identification Form***

**Annex 6 *Financial Identification Form***

**Annex 7 *Eligibility Statement***

**Annex 8 *Form of Declaration of Partnership* (if applying in partnership)**

**Annex 9 *Statement Form that indicates absence of double funding***

**Annex 10 *Check List***