*Annex 1.*

**Grant Project Application Form**

1. **General Information:**

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| Project Title |  |
| Name of Applicant institution/Organization, Registration Date, Identification Data, Address, E-Mail and Web-Page  |  |
| Name, Surname of Authorized Representative(s), Identification Data and Contact Information (telephone, e-mail)[[1]](#footnote-1)  |  |
| Signature and seal of an authorized representative  |  |
| Identification data, address and contact information of partner organization(s)[[2]](#footnote-2)  |  |
| Possible duration of the project starts and end dates |  |
| Target area of the project (community, village, city, municipality, region) [[3]](#footnote-3) |  |
| Project target group and number of beneficiaries [[4]](#footnote-4) |  |
| Number of engaged persons[[5]](#footnote-5) |  |
| Total amount of money requested within the project proposal by the applicant [[6]](#footnote-6) |  |
| Amount of co-financing by the applicant (if any) [[7]](#footnote-7) |  |
| Full amount (budget) of the project [[8]](#footnote-8) |  |
| Please indicate to which Output(s) of the CFP corresponds initiated project  |  |

1. **History, capability and previous experience of the Applicant (maximum 250 words):** (Please describe the history of the Applicant, as well as the previous experience (please explain experience working in this field by years and cases) in the relevant field and capability to implement similar projects)

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1. **Project Idea and situation analysis (maximum of 250 words):** (The reason why the applicant is interested in this project and what role the project will have in the development of the applicant and its capacity building, what's the connection between the Project and the goals and directions declared in the grant project proposal)**:**

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1. **Used Methodology (maximum 100 words):** (What kind of methodology will be used by the applicant and how will they contribute to the achievement of the goals of the call):

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1. **Description of the Project (results to be achieved):**

**5.1. Describe in the narrative form expected outputs and activities that lead to outputs (**maximum 100 words**).**

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5.2. Provide the logical frame of the Project in the following form:

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| --- | --- | --- | --- | --- | --- | --- |
| **Expected outputs** | **Indicator** | **Baseline****(Value, Year)** | **Targets** | **Means of Verification** | How often, when | Responsible party |
| Output 1 | 1.1/Indicator 1.2/Indicator  | Baseline 1.1Baseline 1.2 | Target 1.1Target 1.2 | 1.1.1.2. |  |  |
| Output 2 | Indicator 2.1Indicator 2.2 | Baseline 2.1Baseline 2.2 | Target 2.1Target 2.2 | 2.1.2.2. |  |  |
| etc. |  |  |  |  |  |  |

**5.3. Workplan:**

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| --- | --- |
|  | Y.Y. |
| **Description of Activities** | Month | Month | Month | Month | Month | etc. |
| Output 1 |  |  |  |  |  |  |
| Activity 1.1  |  |  |  |  |  |  |
| Activity 1.2, etc. |  |  |  |  |  |  |

1. **Detailed information on project beneficiaries:** project target groups, direct and indirect beneficiaries, age and gender distribution (maximum 100 words).

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1. **Management Arrangements:** (Please describe the management arrangement of the project. Outline roles and responsibilities of partner(s) and respective management staff. Maximum 200 words).

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1. **Budget[[9]](#footnote-9)**
	1. **Requested Grant budget. To be filled per template below:**



Note: the project staff salary costs (administrative costs) are not exceeding **20%** of the total budget of the grant project application, infrastructure improvement and equipment costs, which are directly related to this assignment, do not exceed **50%** of the total budget.

* 1. **Budget of co-financed funds. To be filled in case of co-financing:**



Note: *Under co-financing considered financing of real funds (money) only.*

1. **Describe the roles of partner organization(s)** (if any) **and show the outcomes of their engagement (maximum 50 words):**

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1. **Describe activities** raising awareness on grant activities.

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1. **Risk management** – please describe the specific instruments of risk assessment and management:

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| Risks Associated with the outputs from the log frame: | Management responses for mitigation of risks | Risk owner |
| 1/2/  |  |  |

1. **Project sustainability and replication possibility (maximum 50 words):** (Please verify how the project sustainability will be ensured after completion of the project, including during the implementation period. In terms of sustainability please provide the possibility of project reoccurrence and replication in other places)

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1. Information indicated in this entry will be used to contact applicant during the project proposal consideration process. [↑](#footnote-ref-1)
2. This entry shall be filled out in case of partner organization/organizations. [↑](#footnote-ref-2)
3. If there is indication possibility based on the project content [↑](#footnote-ref-3)
4. If there is indication possibility based on the project content [↑](#footnote-ref-4)
5. Describe how many persons will be engaged in the project implementation, including gender distribution: Man and Woman. [↑](#footnote-ref-5)
6. Shall indicate the total requested grant amount which will be clarified in the full project proposal. [↑](#footnote-ref-6)
7. Shall indicate the total co-financing (real funds (money) to be planned to be withdrawn by the applicant) amount which will be clarified in the full project proposal. [↑](#footnote-ref-7)
8. This entry shall indicate the amount requested by the applicant for project funding and summed amount of co-financing. If there is no co-financing amount, then the co-finance entry shall indicate zero and the full amount of the project will be same as the amount requested by the applicant. [↑](#footnote-ref-8)
9. Respective attachments of budget forms provided in Excel formats. [↑](#footnote-ref-9)