**APPLICATION FOR AWARDING GRANT**

1. Information about the GRANT APPLICANT:

|  |  |
| --- | --- |
| *Full Legal Name of the Applicant* |  |
| *Abbreviation* |  |
| *Organization creation and registration date* |  |
| *Legal status* |  |
| *Registration number* |  |
| *Official address* |  |
| *Mailing address* |  |
| *The contact person* |  |
| *Phone number* |  |
| *Email* |  |
| *Name of company* |  |

Banking details

|  |  |
| --- | --- |
| *Account name* |  |
| *Account number* |  |
| *Swiftcode* |  |
| *Bank's name* |  |
| *Address of the bank* |  |

* Name of the project manager:
* Project manager contact details:
* The total cost of the project:
* Grant requested: up to 42,000 (forty-two thousand) US dollars
* Own contribution (if any):
* Contribution of other organizations (if any):
* Planned duration of the project:
* Planned number by coverage of beneficiaries (by gender):
* Planned number to cover target groups:

**II. Organizational experience in project implementation:**

*Describe what your organization is doing, the profile and structure of the organization, the presence and activities of regional offices in any of the marzes of Armenia, experience in the implementation of similar or related projects (no more than 1 page):*

**PROJECT FORMAT PLAN**

1. **Goals and objectives of the project proposal**

*Briefly describe the current situation and describe the problem (or problems) that you propose to solve as part of your project proposal. Write down the goals and objectives of your project proposal (no more than 1 page)*

1. **PROJECT IMPLEMENTATION ACTIVITIES**

*Describe all activities to achieve the set project goals in accordance with the grant goals and objectives according to the grant guidelines. Describe your project approaches and activities that will impact on increasing women's participation and engagement in electoral processes.*

1. **EXPECTED PROJECT RESULTS**

*Describe your project expected results (quantitative and qualitative) and how your actions / activities will correspond to them.*

1. **PLANNED PROJECT DURATION**
2. **WORK PLAN**

*The project work plan should explain how the project will be carried out with*in order to achieve the objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives of the grant** | **Tasks and activities** | **Dates of events** | **Terms of tranches** | **Budget** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **MONITORING AND EVALUATION**

*Describe who will monitor and evaluate project implementation and how. How the quality of the work performed will be monitored. How will the principle of transparency and reporting on the use of funds be ensured.*

1. **RESPONSIBLE EXECUTORS FOR THE PROJECT IMPLEMENTATION**

*Performers:*

1. **PARTNERS**

*Indicate all project partners (if any), indicating the type of support*

1. **RISKS**

*Describe the perceived risks during the implementation of this project and your actions to reduce their negative impact on the project*

1. **PROJECT BUDGET**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Budget item | Unit | Number of units | Price per unit | Total amount | of them | | |
| own contribution | contribution of partners (if any) | UNDP |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*\* Note. The budget should be drawn up in Armenian drams.*

**XIII. ANNEXES TO THE APPLICATION**

* *A copy of the registration certificate of the applicant's organization;*
* *A copy of the charter of the applicant's organization;*
* *Support letters from co-sponsoring parties (if any);*
* *Statement on the bank dram account indicating all the necessary data such as the name of the organization, current account, BIC, currency, etc., signed and stamped from the bank;*
* *Originals / copies of documents issued by the relevant competent authorities, confirming that the organization has no current debts in the social fund and tax authorities of Armenia (dated within 1 month before the closing date of the tender).*

*We, the signatories below, acting on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by our signature certify the authenticity of all facts and information provided here. In case of providing false information, the organization will be excluded from further participation in the competition.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Applicant / leader's name is legible) (Signature) (Date)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Name of the accountant is legible) (Signature) (Date)*

*Signatures are certified by the seal of the organization.*