# EU4Dialogue Component 2 Grant Scheme - Lot A

# **Annex A – Grant application form [[1]](#footnote-2)**

*Together with the below* ***Application template****, the following documents must be submitted in order for the submission to be considered:*

*1.* ***Proof of registration*** *of the organization including copies of registration certificate*

*2.* ***Curriculum vitae*** *(CVs) of key personnel that will be assigned to support the implementation of the proposed methodology*

*3. Reference letter(s) from previous project partners reflecting the nature of projects implemented (if any), their results and the role of the applicant (optional)*

**Section 1. General Information**

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| **Contact Information**  |
| Grant title |  |
| Grant Priority Area (select at least one) | ☐ Strengthening community infrastructure, including access to water and sanitation☐ Promoting digital inclusion☐ Meeting critical needs of vulnerable displaced persons☐ Increasing livelihood opportunities☐ Other:  |
| Name of the applicant organization |  |
| URL /webpage, social media link, if any  |  |
| Contact information of the person in charge of the grant in the applicant organization | Name |  |
| Address |  |
| Mobile |  |
| Email |  |
| Exact geographical coverage of the grant  |  |
| *Number of direct and indirect (Indicative) beneficiaries*  |  |
| *Duration of the grant (min.6 -max. 12 months), tentative start and end dates* |  |
| Total budget (USD)  |  |
| Requested funding (USD) |  |
| Share of co-funding, if any (USD and %) |  |
| Partner organization/institution if any |  |

**Section 2.**  **Grant description and implementation**

In this part, please provide information on problems that your grant application is designed to address as well as about activities, expected outcomes, and compliance with the set criteria.

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| **1. General profile and mandate of your organization (max. 300 words)** |
| *Please describe (1) main areas of experience of your organization as well as (2) why the grantee is uniquely suited to deliver on the objectives and how it works with the inclusion of the diverse target groups.* |
| **2. Problem statement (max. 300 words)** |
| *Please describe the (1) existing situation and highlight major challenges that the grant will respond to. Describe the process of community problem identification and the (2) ways community members were engaged in consultations.*  |
| **3. Brief description of the grant proposal and grant objective (max. 300 words)** |
| *Please provide (1) a brief and clear description of the grant. Justify why you believe the proposal meets the selection criteria and can improve the lives of conflict-affected communities. Please specify the (2) overall objective that your grant will contribute to.* |
| **4. Grant results and activities (max. 600 words)** |
| *Provide a description of the intended results (outputs) of the grant* *implementation and describe the specific activities to be implemented under the grant. and (3) short and mid-term results of the grant* *implementation. Pay close attention to grant beneficiaries, their specifics (especially from gender and ethnic perspectives).**Output 1**Activity 1.1:**Activity 1.2: (pls add as many activities as needed)* |
| **5. Contribution to social cohesion and creation of environment conducive for peace (max. 300 words)** |
| *Please describe how your proposal contributes towards greater social cohesion and supports creating an environment conducive for peace.* |
| **6. Target groups (max. 200 words)** |
| *Please elaborate on the targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. Provide evidence why the target conflict-affected group(s) faces increased vulnerability and why the needs should be prioritized.* |
| **7. Expected impact and sustainability (max. 300 words)** |
| *Please describe the (1) impact that the grant will bring about in a long-term perspective on local socio-economic opportunities, target groups and beneficiaries. Please describe how the grant will benefit local communities, women, youth, and ethnic minorities. Identify how (2) sustainability of positive results will be ensured, sustained, and expanded after the completion of the grant.*  |
| **8. Risk analysis and mitigation strategies**  |
| *Please describe potential risks which may affect the implementation of the grant, and measures for mitigation/management of such risks.*

|  |  |  |
| --- | --- | --- |
| **Risks**  | **Likelihood***(low, medium, high)* | **Risk mitigation strategy**  |
| **Internal** |  |  |  |
| **External** |  |  |  |

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**Section 3. Social and Environmental Safeguards Checklists**

This checklist will help us understand how your grant can enhance social and environmental benefits and reduce potential risks.

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| --- | --- | --- |
| **1. Will there be any building rehabilitation or new construction?** | **☐ No** | **☐ Yes** |
| *If yes, provide more information:* |  |
| **2. Are there buildings in the grant area with historical or cultural significance which could be affected by the grant?** | **☐ Yes** | **☐ No** |
| *If yes, provide more information:* |  |
| **3. Will there be any changes in land use due to the grant?** | **☐ Yes** | **☐ No** |
| *If yes, provide more information:* |  |
| **4. Will workers be contracted under the grant?** | **☐ Yes** | **☐ No** |
| *If yes, provide details on contracting arrangements:* |  |
| **5. Will the grant affect the natural ecosystem or agricultural land in the grant area?** | **☐ Yes** | **☐ No** |
| *If yes, provide more information:* |  |
| **6. Will there be any legal dispute with respect to the grant implementation (e.g. with private owners etc)?** | **☐ Yes** | **☐ No** |
| *If yes, provide more information:* |  |
| **7. Will there be any activities involving cooperation across conflict divides?** | **☐ Yes** | **☐ No** |
| *If yes, provide more information:* |  |
| **8. Which of the following groups will this grant engage with?** |
| **☐** Agriculture sector stakeholders☐ Ethnic minorities☐ Women ☐ Persons with disabilities☐ Displaced persons ☐ Mountainous population☐ Other (Please specify) |

**Section 4. Workplan**

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| --- | --- | --- |
| **PLANNED ACTIVITIES1** | **Timeline2** | **Planned Budget for the Activity** **(in grant currency)3** |
| **T1** | **T2** | **T3** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **USD** |
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| **Total** |  |

1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary
2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, annually). Use as many time periods as necessary.
3. Indicate the budget amounts in the grant currency.

**Section 5. List of past projects**

If applicable, list any projects/grants implemented by the applicant organization in the past four years (especially those implemented in target regions/municipalities)

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| --- | --- | --- | --- | --- |
| **Dates of implementation** | **Project/grant title** | **Brief description (the objective and achieved results)** | **Budget** | **Source of funding**  |
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**Section 6. COVID-19 Contingency Plan**

Provide the plan for alternative actions for implementation of proposed grant activities if affected by the restrictions imposed due to the COVID-19 pandemic.

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| **Grant activity** | **Alternative action** |
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**Section 7. Logical Framework**

Provide the logical frame of the Grant results in the following form:

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| --- | --- | --- | --- | --- | --- | --- |
| **Expected outputs** | **Activity** | **Indicator(s)** | **Baseline[[2]](#footnote-3)****(Value, Year)** | **Targets** | **Data source** | **Reporting period****Milestone/target** |
| Output 1 | Activity 1 | Indicator 1.1 | Baseline 1.1 | Target 1.1 |  |  |
| Output 1 | Activity 2 | Indicator 1.2 | Baseline 1.2 | Target 1.2 |  |  |
| Output 2 | Activity 1 | Indicator 2.1 | Baseline 2.1 | Target 2.1 |  |  |
| Output 2 | Activity 2 | Indicator 2.2 | Baseline 2.2 | Target 2.2 |  |  |

**Section 8. Budget[[3]](#footnote-4)**

**While putting together a budget please consider the following:**

* Proposed budget must not include overhead costs
* UNDP funded projects/grants are exempt from vat, therefore a proposed budget must not include vat tax

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Unit** | **# of units** | **Cost per unit** | **Estimated total** | **Requested from UNDP** | **Applicant’s Contribution, if any** |
|  |  |  |  | **USD** | **USD** | **USD** | **%**  |
| **OUTPUT 1**  |  |
| **Activity 1.1**  |  |
| 1.1.1   |   |  |   |   |   |   |  |
| 1.1.2  |   |  |   |   |   |   |  |
| 1.1.3  |   |  |   |   |   |   |  |
| ....  |   |  |   |   |   |   |  |
| **Activity 1.2**  |  |
| 1.2.1 |  |  |  |  |  |  |  |
| 1.2.2  |  |  |  |  |  |  |  |
| 1.2.3 |  |  |  |  |  |  |  |
| .... |  |  |  |  |  |  |  |
| **OUTPUT 2** |
| **Activity 2.1** |
| 2.1.1 |  |  |  |  |  |  |  |
| 2.1.2 |  |  |  |  |  |  |  |
| 2.1.3 |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |
| **Management costs (salaries, rent, travel etc.)** |
| 4.1  |  |  |  |  |  |  |  |
| 4.2 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
| **Total:** |   |   |   |  |

1. Can be completed in English, Georgian or Russian [↑](#footnote-ref-2)
2. If possible, highly enouraged [↑](#footnote-ref-3)
3. If desired, applicants can instead use Annex B – Budget form [↑](#footnote-ref-4)