Annex 1

Civil Society Capacity Building and Advocacy

Grant Program Application Form

## Cover Page

|  |  |
| --- | --- |
| Name of the Applicant Organization |  |
| Name of the Project |  |
| Name of Project Manager |  |
| Phone Number |  |
| Email |  |

### Partner Information *(if applicable)*

|  |  |
| --- | --- |
| Name of the Applicant Organization |  |
| Name of the Project |  |
| Name of Contact Person |  |
| Phone Number |  |
| Email |  |

*Please Note:*

Application form should provide detailed information on the project, specifically addressing how the project responds to or matches the goals and indicators of the Grant Program.

Following the submission, applicants will no longer be allowed to make changes to the application form; however National Project Officer, in which the country the application is submitted, may contact the applicant for further clarification where needed.

In addition to this application form, attached work plan (Annex 2) and budget template (Annex 3) should be submitted by each applicant organization. If formed a partnerships, a single application form, work plan and budget should be submitted along legal documents for each of the partner organization.

Application forms and all supporting documents listed on the checklist must be sent to email@email.com by **August 25th, 2016.** Only the submissions listed in the guideline and forms listed on the checklist (Annex 6) will be evaluated. Prospective applicants may send questions about the Grant Program or about the documents to be submitted to the same email address mentioned above until August 11th.

### Applicant Information

|  |  |
| --- | --- |
| Name of the Organization |  |
| Phone Number |  |
| Address |  |
| Website and Social Media Accounts |  |
| Type of Organization  |  |

|  |  |
| --- | --- |
| Head of the Organization |  |
| Phone Number |  |
| Email |  |

|  |  |
| --- | --- |
| Project Manager |  |
| Phone Number |  |
| Email |  |

### Project Information

|  |  |
| --- | --- |
| Name of the Project |  |
| Location (city, region, country) |  |
| Amount of Grant Requested (in Euro) |  |

### Project Details

* 1. What is the background of the problem the project is addressing? *(Also include general outline of the project)*
	2. What are the goals and objectives of the project?
	3. What are the expected deliverables and outcomes of the project?
	4. What is/are the target group(s) of the project and how does the Organization plan on reaching this group?
	5. Provide short explanations of the activities planned to reach the goals and objectives mentioned in 1.2. *(Include methodology and target group for the activities)*
	6. How does the Organization plan on measuring the outcome of the project, what are the indicators for measurement?
	7. What are the resources needed for the project *(As they appear on the budget provided with the application. Please also provide reasoning on the necessity of these resources)*
		1. Activities:
		2. Travel (in addition to the mandatory events included in the Grant Program):
		3. Equipment and Materials:
		4. Human Resources:
		5. Other:
	8. How will the Organization ensure sustainability of the impact the project will create?
	9. What are the indicators to measure the success of the project?

### Organization Details

* 1. What area/cause/problem does the Organization focus on? *(Please explain the main area of focus, rather than the activities. You may include the organization’s mission statement)*
	2. What is the methodology the organization uses to focus on the area/cause/problem mentioned above? (lobbying, public outreach, research, training…etc.)
	3. Give information on the Organization’s previous experience as they relate to the goals and indicators of the Grant Program.

Dates of Activity:

Explanation:

Outcomes:

Dates of Activity:

Explanation:

Outcomes:

Dates of Activity:

Explanation:

Outcomes:

\*If you would like to attach detailed information about the previous experience, please attach as appendices to this application form.