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| **GRANT APPLICATION COVER SHEET** |
| **1. RfA #: CEP-PG-01**      | **2. Legal Name of Organization:**      |
| **3. Legal Address:**      | **4. Current Address (only if different from legal):**      |
| **5. Office Tel Number :**      | **6. Tax Identification Number and Date of Registration:**      |
| **7. Name and Contact Information (e-mail and telephone) of the Executive Director:**      |
| **8. Title of the Proposed Project:**      | **9. Project: Start Date: End Date:**           |
| **10. Will this project be sent or has it been sent to other donors?****[ ]  No** **[ ]  Yes (if yes, list donors and amount requested on separate page.)** |
| **11. Does the proposal and/or budget contain any assistance to the government, both direct and indirect?****[ ]  No** **[ ]  Yes (If yes, please describe.)****Please describe here:**       |
| **12. Does the proposal and/or budget contain any lobbying activities? Lobbying is an attempt to influence specific legislation at the local or national level.****[ ]  No** **[ ]  Yes (If yes, please describe.)****Please describe here:**       |
| **13. Project Director or person responsible for the project (name, position, tel., e-mail):**      |
| **14. Finance Manager or person responsible for financial reporting (name, position, telephone, e-mail):**      |
| **15. We are applying for a Partnership for Change Grant in the amount of USD$**     **Project Manager/Coordinator/Director Executive Director/Chair**Type Name:       Date:       Type Name:      Date:      Please add your signatures and the date to the line above. *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.* |

***Proposals that do not use and comply with this form and its instructions may be disqualified***.

GRANT APPLICATION

I. Project Description

Section 1: Problem Statement

Describe in brief the current situation related to the key political, economic, social, and/or cultural problem(s) or need(s) that this project will address. These problem(s) and need(s) should be in line with your CSO alliance’s strategic goals and internal capacity development goals. Why pursue the proposed actions? Who are the groups affected by these problem(s)? How are the problems/topics of priority interest to Macedonian citizens in the areas of good governance, public service improvement, rule of law, anti-corruption, human rights, economic growth, business enabling environment, and monitoring and oversight of public institutions affecting the community that your CSO alliance serves? What has been done so far by other organizations or the government to address this problem? *(maximum 300 words)*

[Problem Statement]

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the project. What is your broad purpose? What are the specific objectives that you aim to achieve both in terms of your advocacy, policy proposal, and/or public education goal and your organizational capacity development? Specifically, how will the problem be solved or the situation be improved as a result of the project? *(maximum 100 words)*

[Purpose and Objective of the Project]

Section 3: Proposed Approach (Project Implementation Plan)

Describe in brief the approach you plan to take to address the problem(s) and achieve the above-stated objectives. What are the strategies that you will pursue? How are these strategies innovative? What groups and institutions will be mobilized in support of this initiative? What decision-making institutions will you target? What other organization(s) are working on this issue? How will you cooperate/network with them? *(maximum 300 words)*

[Proposed Approach]

Section 4: Project Activities and Timeline Worksheet

Please describe in concrete terms the activities you plan to carry out to execute your project and the order in which you plan to implement them. Please complete the project activity (Annex A) and timeline sheets (Annex B). Include activities to achieve your advocacy, policy analysis, and/or public education objectives and your organizational capacity development objectives.

[Proposed Activities]

Section 5: Communication Strategy

Please describe how you plan to use media and information tools to raise public, government, and media interest in both the issues addressed by the project and the project activities? How will you deliver your message to a wide audience? What information materials will be produced, and how will you distribute them? Which media outlets will you use to disseminate information, and will this be through radio, TV, print, and/or internet? How will you use web-based platforms, new media, and other information technologies to achieve your project goals? *(maximum 300 words)*

[Communication Strategy]

Section 6: Project Team

Please attach brief biographies (*maximum 250 words per bio*) of the project team and indicate how much work time for each will be devoted to the project.

Section 7: Project Beneficiaries and Location

List in the table below the target groups that will benefit from this project. Identify the % of women, youth, and ethnic minorities, **where applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Beneficiary target group* | *% of women* | *% of youth* | *% of ethnic minorities* | *How will each of these groups benefit?* |
|       |       |  |  |       |
|  |       |  |  |  |

Name the town(s), city(ies) or region(s) where the project will take place.

[Towns and cities where project will take place]

Section 8: Mainstreaming of Gender, Youth, Ethnic Minorities, and Vulnerable Groups

Please provide more information about how the project will ensure the active engagement and participation of women, youth, ethnic, religious, and sexual minorities, people with disabilities, and/or other vulnerable groups, or how the project will benefit them. Describe how project activities, public outreach materials, and reporting will consider the needs and ensure the participation of diverse people. For example, the project may aim for 50% of the project activity participants to be women, collect information on the number of people with disabilities benefitting from the project, etc.*(maximum 250 words)*

Description of mainstreaming of gender, youth, ethnic minorities and vulnerable groups

Section 9: Project Risks

Please explain any external or internal problems/factors/events that may slow down or interfere with the project. Explain how the organization would respond to these problems. *(maximum 300 words)*

[Project risks]

Section 10: Project Sustainability

How will you ensure sustainability of this project and/or its results after completing the project implementation? *(maximum 250 words)*

[Project Sustainability]

Section 11: Budget

Please attach the anticipated budget. Complete **Attachment B - Budget Template** and follow Budget Guidelines found on the last page of this application form (Annex C). All budget expenditure should be shown in USD.

II. Project Monitoring

Project Monitoring & Evaluation (M&E) Plan

An indicator is a quantitative or qualitative measure to describe whether the intended results have occurred and to show that the organization is reaching the objective. For example: one petition signed by 2,000 citizens; one web platform developed and 200 volunteers registered through it; 1000 copies of informational materials produced and distributed; 10 public meetings attended by at least 400 people organized with local government officials; one monitoring report produced and 300 copies published and distributed, etc.

List the overall goal(s) and specific objectives that the organization expects will be achieved through this project. List a **maximum** of 3 indicators for each objective.

|  |
| --- |
| ***Project Goal****: (Example: Enhance women’s involvement in decision-making at the local government level.)* |
| **Objective** | **Indicators** | **Baseline**(Current level) | **Target** |
| **Example:** Increased attention by local government to issues that particularly affect women. | Percentage of local government meetings at which issues of particular relevance to women are discussed. | 10% | 40% |
| Number of local government representatives participating in project activities. | 0 | 10 |
| Number of local government policy decisions influenced by the participation of women. | 0 | 4 |
|       |       |       |       |
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***Attach more sheets as needed to explain all indicators for all project objectives.***

III. Organizational Background

A. Date when the organization was legally registered: [Date Organization Registered]

B. Date when the organization began its activity: [Date Organization began its activity]

C. Organization’s mission and main programs *(maximum 250 words).*

[Organization's mission and main programs]

D Approximate number of people working in the organization:

Full-time: [Full time employees] Part-time: [Part time employees] Volunteers: [Volunteers]

E. Organizational structure (Board, staff, members) and respective responsibilities. Please provide a list of the Board members and their community and employment affiliations (maximum 500 words).

[Organizational structure]

F. Organization’s annual operating budget for the past year: [Organizational annual operating budget]

G. List in the table below three international and foreign partnerships (if any) that the organization was involved in in the last two years (including current initiatives).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner Institution** | **Start and end date** | **Aim / Focus of Partnership** | **Total budget in USD $** | **Name of donor(s)** |
|       |       |       |       |       |
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G. Organizational practices, procedures, and publications used to ensure financial transparency and disclose funding sources (e.g., funding sources listed on the organization’s website, in a publicly available annual report, in a public outreach fact sheet, etc):

[Organizational transparency practices]

ANNEX A: Project Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activities** | **Inputs Required** | **Start Date** | **End Date** | **Expected Results (Outputs/Outcomes)** |
| *Example:**Organize advocacy effort in support of the enforcement of laws protecting the rights of religious minorities* | * *Facebook page established;leaflet prepared and distributed; petition prepared*
* *Invite citizens, local government, and media, and ensure their participation*
* *Event activities and agenda*
 | *May 28, 2016* | *June 15, 2016* | * *Petition signed by 250 citizens*
* *100 people accept event invitations on Facebook*
* *500 leaflets prepared and distributed*
* *400 people participate in the event*
* *Three local media stories produced on the issue*
* *Increased government commitment to the issue*
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ANNEX B: Project time line *(for up to 36 months)*

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| --- | --- |
|  | **Quarters*****(****Type names of months in boxes below. Begin with month project starts. )* |
|  | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| **List of Activities** |       |       |       |       |       |       |       |       |       |       |       |       |
| *Example: Meeting of advisory board [Place “X” in box(es) to note the month(s) activity is expected to take place.]* | X |    | X |    | X |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
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annex C: BUDGET GUIDELINES

Please complete *Annex D - Budget Template*. The guidelines below will provide you with description of what costs are to be included in each of the line items, and the detail required. All budget expenditure should be shown in USD.

1. **Salaries -** Includes direct costs for the services provided by regular salaried employees working on the project. The budget should show the titles of those persons to be paid and note whether salaries are full or partial. If partial, the percentage of work time covered by the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.
2. **Fringe Benefits** – Includes cost of fringe benefits provided by the employer such as medical benefits, pension plan, etc. Note: If the organization budgets for fringe benefits, it must provide a proof that the requested fringe benefits are part of its policy.
3. **Rent and utilities** *-* Includes rental of office space for the project and associated utilities payments. The amounts for rent and utilities should be shown separately.
4. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use in the project.
5. **Equipment** *-* Includes purchases of equipment to be used during project implementation. Each piece of equipment should be listed separately and the price per unit indicated.
6. **Communications and postage** *-* Communications includes telephone, fax, e-mail, and internet expenses. Postage includes postage stamps, express mail services, and courier services.
7. **Travel and per diem** *-* Includes transportation costs for local travel, and per diem to cover accommodations, meals and incidental expenses incurred for travel on official business related to the project.
8. **Contractual services** *-* Includes services provided on a contract basis, including: consultant fees, honoraria, temporary personnel services, translation services, rented or leased equipment, audit fees, legal fees, accounting, and audit services (if performed by an outside contractor rather than in-house).
9. **Other Direct Costs** *-* Includes any direct costs other than the ones mentioned **under** the above cost items. Items such as printing costs; training seminars, meetings, and conference expenses (room rental, equipment rental, coffee breaks and meals, materials, etc.); reference materials related to the project; and bank fees. Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. All proposed costs should be specified.
10. **Bank Charges** – Includes bank servicing charges up to 1%.
11. **Unallowable Costs** – The following expenses categories are **unallowable** under the Project and should not be included in the proposed budget:
* **Entertainment –** Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are not allowable.
* **Capital improvements –** The use of the Project’s funds for renovations or improvements to buildings, land, or equipment is prohibited.
* **Other –** Any expense that is not directly related to the program or project is unallowable. Costs such as kitchen help hired to prepare or serve refreshments for an event are unallowable because these services are not directly related to the project plan. Gifts, gratuities, commissions, donations, fines, and penalties are not allowable expenses under the Project.
* **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.
* **Ineligible Commodities and Services** – The following types of costs are not allowed under any circumstances: (i) Agricultural commodities (ii) Motor vehicles (iii) Pharmaceuticals (iv) Pesticide (v) Used equipment (vi) U.S. Government-owned excess property (vii) Fertilizer