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| --- |
| **GRANT APPLICATION COVER SHEET** |
| **1. RfA #: CEP-SSG-02** | **2. Legal Name of Organization:**      |
| **3. Legal Address:**      | **4. Current Address (only if different from legal):**      |
| **5. Office Tel Number :**      | **6. DUNS number** *(if available)*      | **7. Tax Identification Number and Date of Registration:**      |
| **8. Name and Contact Information (e-mail and telephone) of the Executive Director:**      |
| **9. Title of the Proposed Project:**      | **10. Project: Start Date: End Date:**  *Earliest possible start date to consider: Feb 1, 2018.*           |
| **11. Please select the priority area covered by your proposal (select only one):****[ ]  Good Governance [ ]  Local Economic Development [ ]  Environment****[ ]  Community Development [ ]  a) Civic Engagement/ Community Involvement [ ]  b) Citizens’ participation in planning and assessing public services****What is the specific scope covered by your proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Enter the number (i-v) next to the respective illustrative activities listed in the RfA on page 1 and 2).*  |
| **12. 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.)** |
| **13. 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:**       |
| **14. 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:**       |
| **15. Project Director or person responsible for the project (name, position, tel., e-mail):**      |
| **16. Finance Manager or person responsible for financial reporting (name, position, telephone, e-mail):**      |
| **17. I hereby, confirm that** *(Insert Legal Name of Organization)* **operates as an independent non-politically affiliated organization.** |
| **18. I hereby, confirm that** *(Insert Legal Name of Organization)* **is not a debtor of the Government of Macedonia.** |
| **19. We are applying for a Strategic Support 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 your proposal will address. These problem(s) and need(s) should be in line with your CSO’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, local economic development, environment, and community development affecting the community/ies that your CSO serves? What has been done so far by other organizations or the government to address this problem? *(maximum 400 words)*

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the proposed 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(s) be solved or the situation be improved as a result of the project? *(maximum 150 words)*

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 350 words)*

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.

***Section 5: Project Deliverables and Results***

Based, on the Project purpose and main objectives listed in Section 2 above, list the main deliverables and results under each objective. Provide at least three deliverables for each objective.

Delete the examples provided and insert additional information regarding your project.

***OVERALL PURPOSE OF THE PROPOSED PROJECT:***

(Please list the overall purpose of the proposed project)

***EXPECTED IMPACT:***

(Please define the impact that is expected to be achieved)

***SPECIFIC OBJECTIVE 1:***

(Please list specific objective 1)

Ex. Objective 1: Improved implementation of the Anti-discrimination Law (ADL) at the local level

**Expected result/s under specific objective 1:**

(Please specify the expected project result/s under specific objective 1)

**Ex. Result 1:** Municipal Councils in four target regions establish Anti-discrimination Working Groups (ADWGs) with the participation of municipal councilors, CSOs, the private sector, academia, and the media;

**Ex. Result 2**: 120 ADWGs trained and mentored on implementing ADL;

**Ex. Deliverable 1:** A complete package of template documents for filing AD complaints, registering them, and responding to the person that has complained, developed and in use in each municipality;

**Ex. Deliverable 2:** Six radio programs on the impact of ADL’s implementation prepared and broadcasted by the local media stations;

**Ex. Deliverable 3:** At least four anti-discrmination cases discussed and addressed by ADWGs in each target municipalities

***SPECIFIC OBJECTIVE 2:***

(Please list specific objective 2)

**Expected result/s under specific objective 1:**

(Please specify the expected project result/s under specific objective 2)

**Deliverable 1:**

**Deliverable 2:**

**Deliverable 3:**

Section 6: 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)*

Section 7: Project Team

Please write 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.

[Brief Biographies]

Section 8: 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 9: 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)*

Section 10: Project Risks

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

Section 11: Project Sustainability

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

Section 12: Budget

Please attach the anticipated budget. Complete **Annex D - Budget Template** and Budget Notes by following 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:** Improved implementation of the anti-discrimination law at the local level | # of measures applied by the local government in line with the anti-discrimination law  | 0 | 10 |
| Number of local government representatives participating in project activities. | 0 | 10 |
| Number of local government policy decisions that serve to implement the anti-discrimination law. | 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)*

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 of Directors, Chairperson, Executive Director, their community and employment affiliations, and an organizational chart. If this criterion is not met, describe how will you work towards meeting these standards. (maximum 500 words)

F. Strategic Plan and Capacity Development Plan information:

|  |  |
| --- | --- |
| ***Does the applicant have a Strategic Plan?******[ ]  Yes [ ]  No******If yes, please list the month and year below:****Month/ Year Created:**Month/ Year to be revised:* | ***Does the applicant have a Capacity Development Plan?******[ ]  Yes [ ]  No******If yes, please list the month and year below:****Month/ Year Created:**Month/ Year to be revised:* |

G. Organization’s annual operating budget for the past 3 years shown in USD:

|  |  |  |
| --- | --- | --- |
| ***Organizational operating budget for year 2014 (in USD)*** | ***Organizational operating budget for year 2015 (in (USD)*** | ***Organizational operating budget for year 2016 (in USD)*** |
|  |  |  |

H. List in the table below foreign donors (if any) that the organization has received funding from in the last three years (including all current initiatives). Please only list the funding that was awarded to your organization, and not your other implementing partners.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Donors**  | **Start and end date** | **Aim / Focus of Grant**  | **Total budget in USD $ for the organization** | **Name of Partner(s) (if any)**  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

I. 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 ethnic minorities* | * *Facebook page established; leaflet prepared and distributed; petition prepared*
* *Invite citizens, local government, and media, and ensure their participation*
* *Event activities and agenda*
 | *June 28, 2017* | *July 10, 2017* | * *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)*

|  |  |
| --- | --- |
|  | **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* and provide Budget Notes**.

The guidelines below will provide you with description of what costs are to be included in each of the line items, and the details required. All budget expenditure should be shown in USD. If requested, applicant should be able to provide supporting documents to justify the costs.

1. **Staff Gross Salaries -** Includes direct costs for the services provided by employees with gross salaries working on the Project. Calculations of these expenditures shall be based on employment contracts concluded between the organization/employment agency and the employee. The budget should show the names and titles of the proposed staff and indicate whether salaries are full or partial. If partial, the percentage of work time covered from the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.

Please note that the rate of 100% per month means that the proposed staff will allocate 8h/per day to the CEP. 50% engagement means that the staff member will allocate 4h/per day to the CEP Project. Please consider the staff member's current gross salary when allocating the required percentage for the CEP Project. It is strongly advisable to keep within the range of **40%** from the total budget regarding salaries.

*Budget Notes*: In the budget notes justify the rate and engagement of the proposed staff and provide a brief job description. Include the name of the staff member where applicable.

1. **Rent and utilities** *-* Includes rental of office space as well as associated utilities payments and the amount to be covered under this Project. Utilities include electricity, heat, and water. Amounts for rent and utilities should be shown separately.

*Budget Notes:* Please indicate the basis of cost allocation. It could be the number of employees working on the Project or the space used by the employees working on the Project. Use the following allocation formula for a proportional/equitable distribution of costs between projects: cost for rent \*(number of people engaged in this project/ total number of staff members in the organization) = cost that can be charged to the Project.

*Example (for rent) = $800 full rent amount \* 3 people engaged in this project / 8 staff members in the organization = $300 (cost that can be charged to the Project)*

1. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use during the Project.

*Budget Notes:* Please provide justification of costs incurred under this budget category.

1. **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.

*Budget Notes:* Please provide justification of costs by providing market research information and a description of the products to be used under this Project.

1. **Communications and postage** *-* Communications include telephone, fax, e-mail, and Internet expenses. Postage includes postage stamps, express mail services, and courier services.

*Budget Notes:* Please provide calculation for cost allocation and justification of costs incurred under this budget category.

1. **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.

*Budget Notes:* Provide travel details, purpose of the trip, destination, number of trips and costs per trip. Prices should be justified either by market rate, local regulations or your organization’s travel policies. Prices for per diem and lodging should be listed separately. Indicate if the Per Diem amount is based on the organization’s policy or Macedonian law.

1. **Contractual services** *-* Includes services provided on a contract basis, such as: 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). Travel expenses for consultants should NOT be included under this item.

*Budget Notes:* Please provide rate justification for each budget line item under this category. Fees for each line item should be based either on organizations’ experience or market rate. Applicant must comply with its internal procurement policies and conduct market research/bidding process, as applicable, to justify rates.

1. **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, capacity development plan activities (up to 2%) and bank fees (up to 1%). Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. Applicant must provide cost breakdown for each line item. All proposed costs should be specified.

*Capacity Development Plan Activities*: Includes any direct costs needed to organize capacity development plan activities, such as board meetings etc. Depending on the results of OACA this budget item may be modified to directly address the OACA findings.

*Budget Notes:* Please provide justification for each line item under this category. Applicant must comply with its internal policies or conduct market research to justify the rates. In case of lunch, dinner, and coffee break, approximate number of participants should be provided. Price should be justified either by organization’s historic payments or market rate.

**Unallowable Costs** – The following expense 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.