|  |
| --- |
| **GRANT APPLICATION COVER SHEET** |
| **1. RfA #: CEP-PG -02** | **2. Name of the CSO alliance:**      |
| **3. Legal name of the Lead Applicant Organization of the Non-Registered CSO alliance: [[1]](#footnote-1)**      | **4. Members of the CSO alliance (list all the members):**  |
| **5. Legal Address:**      | **6. Current Address (only if different from legal):**      |
| **7. Office Tel Number :**      | **8.DUNS number** *(if available)*      | **9.Tax Identification Number and Date of Registration:**      |
| **10. Name and Contact Information (e-mail and telephone) of the Executive Director:**      |
| **11. Title of the Proposed Project:**      | **12. Project: Start Date: End Date:**  *Earliest possible start date to consider: May 3, 2018.*           |
| **13. Please select the priority area covered by your proposal (select only one):****1. Good Governance and/or Anti-Corruption [ ]  2. Rule of Law and/orHuman Rights [ ]  3. Economic Gowth and/or Local Economic Development [ ]  4. Public Service Improvement [ ]** **5. Environment [ ]**  |
| **14. 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.)** |
| **15. 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:**       |
| **16. 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:**       |
| **17. Project Director or person responsible for the project (name, position, organization, telephone, e-mail):**      |
| **18. Finance Manager or person responsible for financial reporting (name, position, organization, telephone, e-mail):**      |
| **19. I hereby, confirm that** *(Insert Legal Name of Organization)* **operates as an independent non-politically affiliated organization.** |
| **20. I hereby, confirm that** *(Insert Legal Name of Organization)* **is not a debtor of the Government of Macedonia.** |
| **21. We are applying for a Partnership 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 alliance 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, anti-corruption, rule of law, human rights, economic growth, local economic development, public service improvement and environment affecting the community/ies that your CSO alliance serves? What has been done so far by other organizations or the government to address this problem? If the proposed action is a follow up of a previous action, describe how the project is intended to build on the results of the previous intervention; If the action is part of a larger program, explain how it fits or is coordinated with this program and specify potential synergies? *(maximum 400 words)*

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the proposed project. 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 alliance/organizational capacity development? Specifically, how will the problem(s) be solved or the situation be improved as a result of the project? In particular, explain the main specific results expected, stating how the action will improve the situation of the target groups and final beneficiaries. *(maximum 300 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? Through the explaination of the approach please provide clear information about the role and engagement of each member CSO of the alliance in the implementation of the project. *(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. Do not replicate the action plan to be provided in chapter IV Project Activities and Timeline below, but demonstrate coherence and consistency of project design. Please, complete chapter IV. Project Activities and Timeline, using the same order of activities as in this section. Include activities to achieve your advocacy, policy analysis, and/or public education. When explaining the approach please provide clear information about the role and engagement of each CSO alliance member in the implementation of the project. *(maximum 350 words)*

***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 describe the overall purpose of the proposed project

***Expected impact:***

Please define the impact that is expected to be achieved.

Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels? How will the project contribute to these changes?

***Specific objective 1:***

 *(Example) Improved implementation of the Anti-discrimination Law (ADL) at the local level*

***Expeceted Result 1.1:*** *Established Anti-discrimination Working Groups by Municipal Councils (composed by municipal councilors, CSOs, private sector, academia and the media) in 4 targeted regions, fully functional, addressing the needs/problems of the communities in improving their rights*

***Expected Result 1.2****: 120 members of ADWGs trained and mentored on implementing ADL*

***Expected Deliverable 1.1:*** *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;*

***Expected Deliverable 1.2:*** *Six radio programs on the impact of ADL’s implementation prepared and broadcasted by the local media stations;*

***Expected Deliverable 1.3:*** *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 2:**

(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 reach out to your targeted beneficiaties and deliver your message to a wide audience? Describe a dissemination plan and the possibilities for replication or extension of the project outcomes, clearly indicating any intended dissemination channel. *(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 each of them will devote to the project. Please make sure, where possible, to include staff from different CSO members of the alliance.

[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 alliance would respond to these problems and provide relevant mitigation measures. *(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? This may include necessary follow-up activities, built-in strategies, ownership, etc. Please try to distinguish between the following four types of sustainability:Financial, Institutional, Policy level and Environmental.  *(maximum 250 words)*

Section 12: Budget

Please complete **Annex A - Budget Template** and Budget Notes by following the instructions of **Annex B - Budget Guidelines**. 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 alliance is reaching the objective. For example: number of children completing school; level of satisfaction with justice services within the population; the proportion of women involved in decision making process at local level; number of people trained; number of municipalities supported, etc.

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

|  |
| --- |
| ***Project Goal****: Overall objective to which the action will contribute (Example: To empower citizens and civil society to actively take part in decision making processes and fight discrimination at national and local level.)*  |
| **Specific Objective (The medium – term effects of the action which tend to focus on the changes in behavior resulting from the project outputs)** | **Indicators (Variable that measures the change in factors determining the outcome)** | **Baseline**(Current level) | **Target** |
| **Example:** Improved implementation of the anti-discrimination law at the local level | Number of measures applied by the local government to raise awareness about citizens’ rights and freedoms protected by the anti-discrimination law | 3 | 10 |
| Number of citizen complaints related to discrimination processed in the respective municipality | 2 | 10 |
| Number of local government policy decisions adopted that serve to improve the implementation of 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 CSO alliance was legally registered: [Date that the CSO alliance was registered]

 a.If not available, please provide the registration date of the lead CSO applicant, member of the alliance.

B. Date when the alliance began its activity: [Date that the CSO alliance began its activity]

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

D. Approximate number of people working in the Secretariat/coordinating body of the CSO alliance:

 a.If not available, please provide the respective information for the lead CSO applicant, member of the alliance.

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

E. CSO Alliance organizational structure (Board, staff, members) and respective responsibilities. Please provide a list of the Board of Directors, Chairperson, Executive Director/CSO Alliance Coordinator, Secretariat their community and employment affiliations, and an organizational chart*.* (maximum 500 words)

F. Strategic Plan and Capacity Development Plan information:

|  |  |
| --- | --- |
| ***Does the alliance 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 alliance 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. CSO alliances’s annual operating budget for the past 3 years shown in USD. (If not available, please provide the respective information for the lead member CSO applicant, member of the alliance:

|  |  |  |
| --- | --- | --- |
| ***Alliance/Organizational operating budget for year 2015 (in USD)*** | ***Alliance/Organizational operating budget for year 2016 (in USD)*** | ***Alliance/Organizational operating budget for year 2017 (in USD)*** |
|  |  |  |

H. In the table below list international donors (if any) that the CSO alliance has received funding from in the last three years (including all current initiatives). For non-registered CSO alliances, please provide the list of funding received by the member CSOs of the alliance for jointly implemented projects.

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

I. CSO alliance 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). If not available, please provide the respective information for the lead CSO applicant, member of the alliance:

[CSO alliance organizational transparency practices]

J. What are the capacity development objectives and needs of your CSO alliance that you expect to fulfill through this partnership grant? In case your CSO alliance does not have defined governance structure/appropriate bodies, please describe how will you work towards meeting these standards. (300 words)

IV. Project Activities and Timeline

*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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|       |       |       |       |       |
|       |       |       |       |       |

*Project Timeline (for between 30 - 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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|       |    |    |    |    |    |    |    |    |    |    |    |    |

**ELIGIBILITY CRITERIA CHECKLIST**

1) Applicant is a **Macedonian CSO alliance**, meaning that it is managed by a governing body the simple majority of which are citizens or lawful permanent residents of Macedonia;

[ ]  Yes [ ]  No

2) Have at least **five (5) CSO members** – individual (person) members of the CSO alliances do not count for the purpose of this criterion;

 [ ]  Yes [ ]  No

3) Be registered for at least **three (3) years** (if registered as an alliance) or have joint activities for at least the past three years (if not registered) in the priority areas of this RFA.

[ ]  Yes [ ]  No

4) *Applicable only for non-registered CSO alliances -*Provide **relevant proof** for the existence of the CSO alliance;

[ ]  Yes [ ]  Not applicable [ ]  No

5) *Applicable only for non-registered CSO alliances -*Provide a **Memorandum of Understanding** signed by all CSO members of the CSO alliance;

[ ]  Yes [ ]  Not applicable [ ]  No

6) The submitted project proposal duration is between **30 and 36 months**;

[ ]  Yes [ ]  No

7) Have submitted and **completed all sections of the Application Form** for this RFA anddeliver the full application package **in hard copy before the deadline** stated in the timeline of this RFA.

[ ]  Yes [ ]  No

**APPLICATION CHECKLIST**

1. **Five printed copies** of the filled in Application Form and the Project Budget. At least one of the copies must contain the original stamp and signature;

 [ ]  Yes [ ]  No

1. **Five copies of Budget notes** added to the Project Budget;

 [ ]  Yes [ ]  No

1. **Five copies** of submitted letters of support from relevant public institution(s), media or CSOs, in cases when the applicant plans to work with public officials, media, or other CSOs;

[ ]  Yes [ ]  Not applicable [ ]  No

1. **Five copies** of the Annual Financial Report or final account of the legally registered CSO alliance; or of the lead CSO applicant in case of the non-registered CSO alliance;

 [ ]  Yes [ ]  No

1. **Five copies** of the organization’s registration document not older than six months, issued by the Central Register of the Republic of Macedonia (from the registered CSO alliance or the lead CSO applicant for the non-registered CSO alliance);

 [ ]  Yes [ ]  No

1. **Five copies** of the organizational chart/structure of the CSO alliance (for registered and non-registered alliances);

 [ ]  Yes [ ]  No

1. *Applicable only for non-registered CSO alliances -* **Five copies of proof** of the CSO alliance past activities in the last three years, that could include: reports on joint initiatives by CSO alliance members submitted to respective donors; correspondence with donors or/and public institutions related to the CSO alliance’s joint initiatives; minutes, list of participants, and pictures of the CSO Alliance’s meetings, etc.;

 [ ]  Yes [ ]  Not applicable [ ]  No

8) *Applicable only for non-registered CSO alliances -* **Five copies** of the Memorandum of Understanding signed by **ALL** CSO members of the alliance;

[ ]  Yes [ ]  Not applicable [ ]  No

9) **One CD or USB** containing all documents submitted in hard-copy.

 [ ]  Yes [ ]  No

I hereby confirm that that all the **ticked** requirements and documents are met and included in the application package.

**Name and surname:**

**Position:**

**CSO Alliance/Lead Applicant Organization:**

**Date:**

**Signature:**

1. If you are applying as a non-registered alliance, in fields 3-10; 19-20 provide the adequate information of the lead applicant CSO - member of the alliance. [↑](#footnote-ref-1)