**ANNEX A**

**CALL FOR PROJECT PROPOSALS FOR REGIONAL GRANTS**

**APPLICATION FORM**

**I BACKGROUND INFORMATION ON THE APPLICANTS**

|  |  |
| --- | --- |
| **Name of lead applicant** |  |
| Country and Address |  |
| Phone number |  |
| E-mail |  |
| Web page |  |
| Contact parson, position |  |
| Contact person’s e-mail |  |
| Contact person’s phone number |  |
| **Name of co-applicant 1** |  |
| Country and Address |  |
| **Name of co-applicant 2** *(optional)* |  |
| Country and Address |  |

**II PROJECT DESCRIPTION**

1. **Project title**

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1. **Problem description**

Please provide a detailed description of the problem/phenomenon addressed by the project proposal. What are the causes and effects? How does the project address the problem/phenomenon? How and to what extent does the project mitigate the effects of the problem/phenomenon? *(up to approximately 400 words)*

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1. **Description of beneficiaries and target groups**

Who are the project’s beneficiaries and target groups? Explain the benefits of the project for the beneficiaries and target groups. How many people do you aim to reach as end-users and/or how many people do you aim to benefit via the project during the grant period if your application was successful? *(up to approximately 600 words)*

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1. **Objectives**

Please describe overall and specific objective(s) that should be achieved with the financial support from this grant, using SMART indicators (Specific, Measurable, Achievable, Realistic and Time-bound). A project usually has 1 overall objective and 2 to 3 specific objectives, but in practice it is also the case that it can only have one specific objective. *(up to approximately 300 words)*

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1. **Expected results**

Please specify and quantify the expected results that need to be achieved through the implementation of the project. Please set quantifiable targeted indicators *(e.g.: Empowerment of Migrants through Workshops:30 migrants empowered through participation in structured workshops; Development and Dissemination of Policy Papers: Two policy papers developed and disseminated to relevant stakeholders; Organization of Round Tables: Two round tables organized with a total of 30 participants.*

*(up to approximately 300 words)*

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1. **Activities**

Please provide a concise description of proposed activities related to the project (each activity needs to be described within one paragraph). Activities should be clear and specific, as well as grouped and linked to the relevant project results in the manner that will ensure the achievement of the expected results. Also, please describe a clear connection between activities and project objectives. *(up to approximately 1000 words)*

**III PLAN OF ACTIVITIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MONTHS | | | | | | |
| Activity | 1. | 2. | 3. | 4. | 5. | The person form the team who is in charge of implementation |
| *Example* |  |  |  |  |  | *Example* |
| Preparatory activity 1  (Name) |  |  |  |  |  | Project manager + researcher |
| Implementation activity 1  (Name) |  |  |  |  |  | Researcher |
| Preparatory activity 2 (name) |  |  |  |  |  | Team leader |
| Etc. |  |  |  |  |  |  |
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**IV RISKS AND RISK REDUCTION MEASURES**

Please identify and describe at least two possible risks that may threaten the implementation of the project, considering future events and circumstances as possible threats to the successful implementation of the project. Provide risk likelihood (low, medium high) and describe corresponding mitigation activities, if any. (*up to approximately 400 words)*

**V BUDGET**

Please fill in the budget table form, in detail and precisely, so that each budget line reflects and justified the envisaged project activities. The budget form may be found in the Excel format titled Annex B - Budget.

**VI LEAD APPLICANT`S CAPACITIES**

1. **Short description of the Organisation**

Describe the Organisation’s main scope of work, specify the number of staff, volunteers and members, as well as major sources of finance and amounts for the last 3 years. *(up to approximately 300 words)*

1. **Experience of the organization – (Implemented projects)**

Specify the projects your organisation has implemented (up to 5), related to the improvement social inclusion and the protection of social and economic rights of vulnerable groups, such as asylum seekers, refugees, victims of human trafficking etc. Provide short overview with the following information: the goal, the objective, results, activities, total budget, donor and outcomes achieved. (*up to approximately 600 words*)

1. **Additional information**

Please share here any information that you consider relevant and that has not been specified in the application. *(up to approximately 300 words)*

**VII CO-APPLICANT`S CAPACITIES**

**1. Short description of the Organisation**

Describe the Organisation’s main scope of work, specify the number of staff, volunteers and members, as well as major sources of finance and amounts for the last 3 years. *(up to approximately 300 words)*

**2. Experience of the organization – (Implemented projects)**

Specify the projects your organisation has implemented (up to 5), related to the improvement social inclusion and the protection of social and economic rights of vulnerable groups, such as asylum seekers, refugees, victims of human trafficking etc. Provide short overview with the following information: the goal, the objective, results, activities, total budget, donor and outcomes achieved. (*up to approximately 600 words*)

**3. Additional information**

Please share here any information that you consider relevant and that has not been specified in the application. *(up to approximately 300 words)*

|  |  |
| --- | --- |
| Date: |  |
| Legal Representative of Lead Applicant  (Name and Surname): |  |
|  |  |
| Signature: |  |
| STAMP | |