**Annex 1 – application template**

1. **General INFORMATION SUMMARY**

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| --- | --- |
| **Title of the project** |  |
| **Duration of the project** |  |
| **Location of the action****Specify city/ region (s)** |  |
| **Amount requested** |  |
| **Name of the applicant organization** |  |
| **Official status****Date of registration** |  |
| **Post office address** **Email address**  |  |
| **Telephone****/Fax****/Website** |  |
| **Contact Person** **Mobile :**  |  |
| **Authorized Signatories of the organization** |  |

1. **Description of the organization(**Half to one-page max)
	1. **background of the organization , mission, vision, objectives**
* Provide a short history of your organization; when and how your organization was established.
* What are the mission, vision statement and objectives of your organization?
* Briefly explain the main organizational activities, areas of work and projects.
* What is the organizational capacity –number of employees, volunteers, supporters?
1. **DESCRIPTION OF THE project/Action (**4 pages max)
	1. **project justification**
* Describe the specific situation in your community with regards to the field of your work and provide a short explanation of the problems to be addressed by your proposed action.
	1. **objectives of the project**
* What is the overall objective of the project; what would be the major contribution of this project?
* What are the specific objectives of the project; what do you plan to achieve concretely within the project period?
	1. **expected results**
* What are the expected results and how will the action improve the situation of the target groups and final beneficiaries by achieving them?
	1. **description of the activities and activity plan**
* Describe each activity and how it will be implemented to produce results.
* Please provide the exact number of the targeted beneficiaries per activity, disaggregated by sex, age, and their background.
* Please describe how you will follow up, and monitor the implementation of the action. including financially.
	1. **risk analyses**
* Provide a list of risks associated with each proposed activity, and how you would mitigate these. This could include a range of risk types including physical, environmental, economic, and social risks.
	1. **anticorruption & policy**
* Does your organization have an anti-corruption policy? What are the main measures to be taken to prevent corruption?
1. **cooperation and networking, organizational support**
* Are there other donors /organizations that support your organization?
* Are there other groups/organizations/networks on national and local level that work on the same issues and how can you cooperate with them?

Name:

Position:

Date:

Signature