**ANNEX A. PROJECT-PROPOSAL**

THE PROJECT PROPOSAL

LOGO OF APPLICANT (ORGANIZATION)

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| PROJECT TITLE (no more than eight words) |  |
| APPLICANT'S NAME |  |
| PARTNERS (*BENEFICIARIES OF FUNDS*) |  |
| ASSOCIATES |  |
| PRIORITY AREA |  |
| TARGET GROUPS/NO. OF DIRECT BENEFICIARIES (*number and percentage of representation by gender*) |  |
| PLACE OF IMPLEMENTATION OF THE PROJECT |  |
| DURATION (number of months) |  |

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| *SUMMARY[[1]](#footnote-1)* |

*Although this section is provided at the beginning, the project summary is written only after all other sections of the project proposal have been completed. The project summary contains all the elements of the project proposal, such as:*

*1. Need/issue within the local community*

*2. Reasons and importance of the project*

*3. Goals*

*4. Target group/s and gender representation*

*5. Duration of implementation and budget*

*6. Methods used to achieve project goals*

*7. Benefits of the proposed activities*

*This section should be no longer than one page. The purpose is to provide information on all the above-mentioned sections as well as summary information for the Evaluation Committee. The summary is the first section of the draft proposal that the Evaluation Committee examines and, therefore, it should be short, structured and without excessive information.*

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| 1. *INFORMATION ON THE APPLICANT ORGANIZATION* |

*Please note that the data contained in this section will be used to assess applicants' eligibility. All the submitted information will be seen by the Evaluation Commission and will be evaluated by means of the evaluation table, according to the elimination sections for the financial and operational capacities of the applicants. Provide detailed information about your organization and its qualifications for implementing the proposed project. Give a brief description of your organization's history* ***(when and how it was created), its mission and vision****, what makes your organization special, objectives and key strategies for achieving these objectives.*

**INFORMATION ABOUT THE ORGANIZATION**

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| --- | --- |
| **Mission:** |  |
| **Vision:** |  |
| **Date and method of foundation:** |  |
| **The main goals and strategies for achieving the goals in accordance with the statute:** |  |

|  |  |
| --- | --- |
| **Brief description of the organizational scheme and decision-making system:** |  |

**The governing board of the Civil Society Organization (CSO)/its key persons**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Surname | Profession | Function | Gender | Years of CSO experience |
|  |  |  |  |  |
|  |  |  |  |  |

**The people you plan to engage in for the implementation of the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Surname | Profession | Function | Gender | Years of CSO experience | Full/Part time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*If the table above includes partners and/or consultants, please also include their place of work in the "Profession" column.*

**CURRENT PROJECTS AND PREVIOUS EXPERIENCE IN COOPERATION WITH DONORS**

**The projects that were implemented during the last three years:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Topic/Field | Name of the project | The Donor | Duration | Value | No. of personnel engaged (divided by gender) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Current projects:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Topic/Field | Name of the project | The Donor | Duration | Value | No. of personnel engaged (divided by gender) |
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**Office space:**

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| --- | --- |
| Owned or leased: |  |
| Owned or leased with other CSOs: |  |
| Square meters: |  |
| Do you have a phone/fax? |  |
| Do you have internet access? |  |
| Do you have all the necessary equipment to implement the project? |  |

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| 1. INTRODUCTION |

*When completing this section, it is important to assume that the donor has no prior knowledge of your community and the problems you are trying to solve. Please describe how the project relates to one or more priorities of the public call. Make a brief analysis of the situation and the importance of the problem you are trying to solve. If possible, provide clear statistical indicators for the problem you are trying to solve. A well-understood and well-defined problem is the main justification for the project.*

*This section asks for answers to several questions: Why is your project actually necessary? Describe what important need it addresses. Whose need is this? How will it affect men/boys and women/girls in the community?*

*The problem you're trying to solve and the need you address need to be related to your organization's mission and goals. If the project described in the proposal is not related to the activities of your organization, the possibility of receiving financial support decreases.*

***All the information provided will be reviewed by the Evaluation Commission and evaluated in the evaluation table, under the elimination section RELEVANCE, question 2.1.***

*This section should be no longer than one page.*

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| 1. PROJECT DESCRIPTION |

*Make a description of what you want to do and how you plan to achieve your goals. Please provide information on any additional qualities of your project, such as its innovative approach and examples of good practice. Note that the proposal will receive a higher rating if it advocates for a human rights-based approach, the use of digital technology and applications for applicants, and environmental friendliness If the project involves partnerships, please describe the partner's role and level of involvement in the implementation. The section should not be longer than one page.*

***All the information provided will be reviewed by the Evaluation Committee and will be evaluated in the evaluation table, under the elimination section RELEVANCE, questions 2.4 and 2.5.***

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| 1. *TARGET GROUPS* |

*Clearly define the target group and its needs. Please define the exact indicators of benefit from the target group. If possible, analyze a number of men/boys and women/girls within the target group. Please also list all stakeholders, such as intermediaries and final beneficiaries of the project.*

*All the information provided will be reviewed by the Evaluation Committee and evaluated on the basis of the evaluation table, under the elimination section RELEVANCE, questions 2.2 and 2.3.*

*Specify the target group and indicate the benefits they will get from the project. The project should contain a detailed description of the size and importance of the target group, gender representation, and in particular the people who will directly benefit from the project. Detailed analysis of the target group can be done in terms of its ethnic composition, age, social status, etc., always bearing in mind that an analysis of the gender structure should be done for each group. If a detailed analysis is prepared, please attach it as an annex to the draft proposal.*

*Please ensure that the representation of the target group is gender sensitive (always separate the numbers of women, men, boys and girls) along with their different status and impacts on different genders.*

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| 1. *GENERAL PURPOSE OF THE PROJECT* |

*The overall objective explains the essence of the problem and the importance of the project, i.e. the long-term benefits of the project's target group. The rules for determining the overall goal of the project are:*

*1. The project can only have one general goal.*

*2. The overall goal should be related to the development vision.*

*3. Although it is difficult, perhaps even impossible, to measure success in achieving the overall goal through verifiable indicators, its contribution to the realization of the vision must still be determined.*

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| 1. *OBJECTIVE OF THE PROJECT* |

*The objective of the project is to find a solution to the problem, which in a broad definition is a description of the desired outcome of the project. Objectives are verifiable project results, presented in such a way that it can be determined whether, and to what extent, the project has been achieved. The project proposal usually has 2 to 3 specific objectives and several sub-objectives, although in practice it is also possible to have only one specific objective. In drafting this part of the proposal, please ensure the link to the logical framework.*

*Please do not forget the research work necessary to accurately measure the success of project implementation.*

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| 1. *EXPECTED RESULTS* |

*In this section, you should list the results of the project. This forms the basis on which the project will be evaluated. The expected results are more detailed than the general aim and objectives, and these should be verified through objectively verifiable indicators (OVI). This section should be no longer than one page.*

*OVI should be:*

* *Concrete: clearly define what, where, when and how and for whom the situation will change; clearly define gender representation.*
* *Measurable: goals and benefits are measurable in terms of quantity; analysis of benefits for both genders are possible.*
* *Achievable: the goals can be achieved (considering the resources and capacities available within the community).*
* *Realistic: the possibility of achieving that level of change reflects the goal.*
* *Time bound determines the duration in which each objective will be accomplished.*

***Please ensure the link to the logical framework when designing this section.***

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| 1. *ACTIVITIES* |

*This section should include an overview and description of the activities that will allow the achievement of the defined results. They should also be specified in the Action Plan, one of the appendices that are part of the draft proposal. Activities must be clear and concrete. Define the clear link between the project's activities and goals and then describe why these specific activities were selected. Expected activities should be grouped and linked to relevant project outputs. This section should be no longer than four pages.*

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| 1. *HYPOTHESES AND RISKS* |

*This section should identify potential hypotheses and risks that could jeopardize the implementation and/or success of the project. Please pay due attention to this section because it is very important for identifying future events and circumstances that may pose a threat to the successful implementation of the project. This will allow you to prepare a strategy to avoid any possible danger.* ***Please ensure the link to the logical framework when designing this section****.*

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| 1. *PROJECT DURATION* |

*This section should indicate the duration of the project implementation.*

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| 1. *MONITORING AND REPORTING* |

*Monitoring:*

*Monitoring is the systematic collection and analysis of information about project progress. The aim is to improve the effectiveness and efficiency of the project. Monitoring is based on the package of planned results and activities defined in the planning phase. It helps to ensure that project implementation is on track and enables the steering group to receive timely information on various issues. If carried out properly, it represents an invaluable instrument for good management and creates a good basis for evaluation. Monitoring makes it possible to confirm whether available resources are sufficient and are being used efficiently, whether existing capacities are adequate and whether everything planned has been implemented.*

*Monitoring:*

*• It reflects the project plan,*

*• Occurs during project implementation,*

*• It is developed in accordance with a previously defined time frame.*

*It is realized on the basis of quantitative and qualitative data (indicators).*

***Please provide information on who will monitor the implementation of the project, how and when. Monitoring is an option and is not necessary for all projects. However, complex and long-term projects can benefit from monitoring.***

***Reporting*** *on the progress of project implementation and financial reporting must be specified in the project proposal and must be presented in the form of bi-monthly reports on the dynamics (activities/finances) of the project implementation within the defined time limits. Also determine when the final (descriptive) report will be submitted.*

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| 1. *BUDGET* |

***This section should include a descriptive description of all budget lines and sub-lines.***

*The budget is the expression of the project in monetary values. This section should describe the expected costs over the duration of the project. The budget lines should constitute a logical flow of the work method and activities. Please ensure that as many lines as possible are based on clearly defined costs, not rough estimates. It is also desirable to indicate (possible) sources of funding from other donors. Don't forget your contribution to the project (volunteer work, equipment from previous projects, workspace, etc.).*

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| 1. *VISIBILITY* |

*Visibility (publicity) should be properly planned for all project activities. Visibility should focus on developments and achievements in project implementation and not on administrative or procedural achievements.*

*The visibility plan should be included in the Work Plan and properly budgeted.*

*Project visibility should inform project partners, target groups and the general public about project initiatives and successes. Define the means of promotion and explain how and at what stage you plan to use them, including public activities (press conferences, publications and newspaper articles, websites, banners, placards, promotional materials, photographs and other audio-visual materials, public visits, etc.). This section should describe what you need to do and how you plan to promote your activities. Promotional activities should be clear, specific and gender sensitive.*

### List of documents:

Annex A Draft Proposal

Annex B Budget

Annex C Logical Framework

Annex D Activity and visibility plan

Annex E Administrative identification form

Annex F Financial identification form

Annex G Declaration for meeting the criteria

Annex H Checklist

Annex 9 Declaration of partnership

Annex 10 Declaration for the avoidance of conflict of interest

1. The font should be Times New Roman, 10. [↑](#footnote-ref-1)