BUILDING TOGETHER – COMMUNITY MONITORING AND ADVOCACY

**ANNEX 1 – APPLICATION FORM**

CALL FOR PROPOSALS WITHIN THE PROJECT Building Together – Community Monitoring and Advocacy

Deadline for submission of Applications:

16 March 2018, 17:00 hrs (CET)



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# GENERAL INFORMATION

|  |  |
| --- | --- |
| **Title of the action** |  |
| **Name of the applicant** |  |
| **Location of the action *(****specify country and municipality)* |  |
| **Duration of the action** | 6 months [[1]](#footnote-1) |
| **Total project budget (EUR)** |  |

# INFORMATION ABOUT THE APPLICANT

## General information

|  |  |
| --- | --- |
| **Name of the applicant** |  |
| **Legal status** |  |
| **Country and date of registration**  **(day/month/year)** |  |
| **Official Registration ID number** |  |
| **Postal address and telephone number** |  |
| **Website and social networks accounts** |  |
| **Legal representative of the organization (name and contact)** |  |
| **Contact person for the Project (name, title, contact)** |  |

## Applicant’s strategic orientation and experience

Provide basic information about the organization’s orientation and experience on maximum 2 pages.

|  |  |
| --- | --- |
| **Organization’s vision and mission** |  |
| **Organization’s goals** |  |
| **Key beneficiary groups** |  |
| **Other relevant stakeholders** |  |
| **Previous cooperation with the local authorities and institutions in the targeted community** |  |
| **Previous cooperation with the national authorities and institutions** |  |
| **Previous networking experiences** |  |
| **Experience in relation to the project’s theme, geographical area concerned, and other relevant experience** |  |

## Applicant’s previous experience in project implementation

Provide the information about the implemented projects relevant for this Call for proposals. (Please provide project name, dates of implementation, donor, activities and the most important achievements for each project).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project title** | **Dates of implementation** | **Donor** | **Main activities** | **Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# DESCRIPTION OF THE ACTION

## 3.1 Basic information

Provide basic information about the action

|  |  |
| --- | --- |
| **Overall and specific objective(s) of the Action** |  |
| **Target group(s)[[2]](#footnote-2)** |  |
| **Final beneficiaries[[3]](#footnote-3)** |  |
| **Estimated results** |  |
| **Main activities** |  |

## 3.2 Detailed description of the activities

Provide the detailed information about the activities on maximum 2 pages

1. Describe the relevance of the action to the objective(s) and priority(ies) of the Call for Proposals.
2. Explain the objectives of the action given in the table above
3. Provide more details about each activity, including duration, responsible person(s), related outputs and results
4. Describe the key beneficiaries and how the project will improve their position within the local communities

## 3.3 Project team

Present proposed project team, main skills and experiences of key persons (project manager, key experts, etc.).

## 3.4 Other relevant information

Provide any other information of relevance for the application.

# SUSTAINABILITY OF THE ACTION

Provide the information about future activities of the Local Network in the same area and the Applicant’s role in it, including follow up efforts upon project finalization

# CHECKLIST FOR THE APPLICATION FORM (TO BE FILLEDIN BY THE APPLICANT)

|  |  |  |
| --- | --- | --- |
| **Before sending your Application, check that each of the criteria below have been met in full** | | |
| **Activity** | **Yes** | **No** |
| The correct Application form has been used |  |  |
| The supported documents were submitted with the Application in line with section 3.1 of the Guidelines |  |  |
| The Applicant satisfies the eligibility criteria in section 2.3 and 2.4 of the Guidelines |  |  |
| The Application has been filled in and has been signed |  |  |
| The Application is typed and is written in English |  |  |
| The project will be implemented in an eligible country and community |  |  |
| The duration of the project is 6 months |  |  |
| The Checklist have been filled in and sent together with the Application |  |  |

Signed on behalf of the Applicant

**Name and position:**

**Signature and Stamp:**

**Date:**

1. Envisaged financial assistance under this action is 6 months. [↑](#footnote-ref-1)
2. **Target groups** are groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-2)
3. **Final beneficiaries** are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-3)