**Annex III Project Application Form**

Please read and fill in this form carefully. This format and the information it must contain are required for each proposal. Applications that do not stick to this format or lack the required information run the risk of getting disqualified right away.

1. **General Information**

|  |  |
| --- | --- |
| Title of The Project | *The title of The Project should be short, concise and refer to the main objectives or activities of project* |
| Lots | * *LOT 1 Provision of community-based residential and day-care services* * *LOT 2 Provision of home-based services for children and adults in need* * *LOT 3 Provision of services for victims of domestic violence and trafficking* |
| Name of the applicant | *Official name of your organization in Albanian or Serbian and English* |
| Target project area | *The area where The Project will be implemented* |
| Thematic focus | *Please refer to the priority Actions and Activities listed in the Call for proposal* |
| Main Objective(s) of the project |  |
| Beneficiaries | *Provide information about the beneficiaries of your project (type of groups, age) and quantify it* |
| Full address of the applicant(s)   * Postal Address * Telephone * Fax * E-mail * Webpage |  |
| Contact person   * Position * E-mail: * Telephone: |  |
| Total budget | *Budget requested for this Sub Grant scheme- call for proposal. NOTE:* Project duration fall within 15 months and 18 months **for all LOTS** |
| Duration of the project | *NOTE:* Project duration fall within 15 months and 18 months **for all LOTS**) |
| Application date |  |

**2. Description of the applicant (MAX 1 PAGE)**

* + Include a brief description of the expertise and values of the applicant (organization or individual) as well as the main actions or activities carried out in the past two years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the action** | **Dates** | **Donor (s)/ funders** | **Partners** | **Activities implemented** | **Total budget** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Relevance of the project (MAX 2 PAGES)**

**3.1 Project description**

* + Please provide a brief description of your application by clearly and accurately outlining your request. (Include information regarding the sector of focus, objectives, major activities, required funding, and the name/description of the area where the physical presence of the fund will be).

**3.2 Project justification**

* Describe the current situation. Write down the needs and problems that must be solved by the funds you are requesting (provide statistics if possible; preferable within the municipality where your organization operate (if applicable);
* Refer to any significant plans undertaken at the national and/or local level relevant to the action and describe how the action will relate to such plans;
* Describe how the project will promote community participation/public awareness of social services and vulnerable groups;
* Describe the relevance of the action to the objective(s) and priority(ies) of the Call for Proposals. Please provide a detailed explanation.

**3.3 Description of the target group**

* Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs,
* Provide a description for each of the target groups and final beneficiaries (quantified where possible).

**3.4 Particular added-value element**

* Indicate any specific added value element, in particular promotion or consolidation of public/private partnership, involvement of local/national/international stakeholders or other cross-cutting issues such as an environmental issue, promotion of gender equality and equal opportunities, etc.
* Describe if and how your organization is using the gender analysis to inform your work.

\*Gender analysis looks at data to identify gender gaps in e.g., access to services or resources. If unaddressed, such gender gaps and gender-related barriers and discrimination commonly impact the outcome of a project. A gender analysis at an early stage in the project can indicate what measures to take, to ensure that specific groups are not discriminated against in the project.

**4. Description of the project (MAX 3 PAGES)**

**4.1 Goal and specific objectives:**

* What do you expect to achieve through this project? Please list and explain
  + Project Overall Objective (goal)
  + Project Specific Objective(s):

**4.2 Expected results:**

* Explain the specific results expected, stating how the project will improve the situation of the target groups and final beneficiaries. Please list and explain the result of your project including the specific number of beneficiaries to benefit from the project disaggregated by gender and whether they are adults or children.
  + Result 1
  + Result 2
  + Result 3

**4.3 Detailed description of project activities:**

* Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying the role of your organization and other stakeholders. Please list and explain the activities of your project, by lining them per each result mentioned above:

Result 1

* + Activity 1.1
  + Activity 1.2
  + Activity 1.3

Result 2

* + Activity 2.1
  + Activity 2.2
  + Activity 2.3

**4.4 Duration and indicative action plan for implementing the action.**

* For easy reference you may use a table as follow

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 |
| *Activity 1.1* |  |  |  |  |  |  |  |
| *Activity 1.2* |  |  |  |  |  |  |  |
| *Activity 1.3* |  |  |  |  |  |  |  |
| *Activity 1.4* |  |  |  |  |  |  |  |

**4.5 Methodology:**

* The methods of implementation and rationale for such methodology;
* The procedures for follow up and internal/external evaluation;
* The role and participation in the action of the various actors and stakeholders, target groups, authorities, etc.):
* The organizational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);

**4.6. Describe the plan of dissemination and communication of the action**

* Describe a dissemination plan and the possibilities for replication and extension of the action outcomes, clearly indicating any foreseen dissemination channel.

**4.7 Project sustainability:**

* Describe the expected impact of the action with quantified data where possible (whether it will lead to quality social services, expanded availability of services, better legislation, codes of conduct, methodologies, etc.)?
* Provide a brief risk analysis and contingency plan, including a range of risk types;
* Explain how you will ensure that the Action will be sustainable after the end of the project. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

**4.8 Project team:**

* Please provide the structure of the project team and a short profile of each project staff foreseen to be involved during project implementation

**4.9 Budget**

* Fill in the budget form in Annex VIII. Please note that only costs required for this call should be included.