# Annex 1: Application Form

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| **I. THE APPLICANT** | |
| 1. **Name of the applicant *(also please include acronyms, if any)*** | |
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| 1. **Address of the applicant *(please include the official address as well as the postal address)*** | |
| Official address: |  |
| Postal address: |  |
| Telephone |  |
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| E-mail |  |
| Web site |  |
| Contact person |  |
| **II. PROJECT INFORMATION** | |
| 1. **Title of proposed project** | |
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| 1. **Location and proposed duration** | |
| Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[city / community], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[country]  Duration: \_\_\_\_\_\_\_\_\_\_months, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[month] \_\_\_\_\_\_[year] to \_\_\_\_\_\_\_\_\_\_\_\_\_\_[month] \_\_\_\_\_\_[year] | |
| 1. **Summary Budget** | |
| Approximate cost of this activity/intervention in UAH: | |
| Amount requested from USAID ERA: | |
| Other donors or third-party resources (if applicable): | |
| Total estimated cost: | |
| **III. THE APPLICATION STRUCTURE AND REQUIRED INFORMATION** | |
| 1. **Full name/title of the applicant** (*according to official registration documents and date of establishment*); | |
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| 1. **Brief description of applicant’s history** (date of registration, location, including changes thereof, type of business/activities, major business development milestones, established partnerships, grant history/ previously implemented donor funded projects in the target region, property status/land ownership, transport infrastructure, etc.) | |
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| 1. **Formulated vision and mission of the social business**.   **Vision** is the strategic goals that a social enterprise sets for itself, the future of the social business and its stakeholders. It is a statement by the social business about its medium- or long-term goals. The vision of a social business must take into account experience, communication, values and ambitions of the entrepreneur. It reflects transformational changes that the social enterprise can create in the future.  The next step, after defining the social enterprise’s vision, is to formulate a mission.  **Mission** of social businesses combines social and economic characteristics. One of the main differences between social enterprises and classic businesses is that if it is possible to choose between consistency in fulfilling its mission or maximizing income, the social entrepreneur will choose the first option. The mission of a social business includes defining the scope of work of the social enterprise, reasons for its existence, description of social business functions, market and competitive advantages and a brief written statement of business objectives and philosophy. In general, the mission is actually an answer to the question of how to achieve the vision. The mission also has to determine what kind of social values the social enterprise creates and how they can be measured. The mission is a clear description of what the social business is doing and how.  The mission of social business must answer the following questions:  *What does the company do?* The mission is specific, so it is necessary to write clearly and openly about what the social enterprise is doing.  *How is the company different from others?* The classical thesis about the uniqueness of business is relevant for both classical entrepreneurship and social. Social entrepreneurs work in the same market as the classic ones. There is competition in it, and without a declaration of competitive advantages, the mission is difficult to name as completed. | |
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| 1. **Social value/ social impact created by social enterprise activities –** Social businesses focus on solving social problems rather than on making income, that is why the effectiveness of their activities should be measured differently than classic businesses. In addition to existing business models, every social business is based on the creation of *social value* or *social impact.*The most important characteristic is measurability, which allows the business to assess both effectiveness of the social enterprise and positive impact on society.   *What social value / social impact does the company create and how to measure it?*  This part must include a detailed description of how the applicant’s business activity benefits the representatives of ERA’s vulnerable and hard-to-reach populations through the provision of goods and/or rendering services.  Speaking about social value / social impact we also have to think about its main criterion – measurability - and describe how social value / social impact will be measured. | |
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| 1. **Clearly defined structure of the social entrepreneurship modality of the proposed intervention.** | |
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| 1. **Clearly defined mechanism of the distribution of income, which will show the share allocated or planned to be allocated to practical resolving of identified social problem represented in vision and mission of social business** | |
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| 1. **Organizational structure: list of all available staff, including information on their vulnerability if applicable, detailed staff structure of non-governmental organization or business legal entity including information about types of employment, duration, title, roles and responsibilities within the team.** | |
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| 1. **Project goal, activities, and results**   *(Please provide accurate and detailed information, no more than 3 pages.)* |
| How the project will contribute to   * *increasing of sustainability of civil society organizations (CSOs) by establishing or developing their own social enterprises and/or adding economic activities;* * *increasing commitments of micro, small and medium enterprises (MSMEs) to achieve social goals;* * *solving of social problems in hosting communities affected by the armed conflict in the east of Ukraine, increasing social cohesion and reducing tensions?* |
| 1. What are the specific activities that you will undertake? |
| 1. What are the specific expected results – both short- and long-term - that your project will bring about? |
| 1. What is the overall anticipated impact of your project on community or targeted region? |
| 1. Adaptability of all proposed activities to COVID-19 related restrictions. The applicant should describe how the proposed activities will be possible to implement in the framework of current limitations imposed by the Government of Ukraine and local authorities as a result of COVID-19 pandemic. Will those activities be on-line or in-person, what precaution measures will be applied to meet the sanitary requirements, etc.? |
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| 1. **Beneficiaries** |
| 1. How many people will directly benefit from your project? Please describe who these beneficiaries will be (e.g. age, gender, and other commonalities). |
| 1. Who are the indirect beneficiaries? How will they benefit from this project? These can be clients of social enterprise (e.g. social shop, café, services, etc.). How many will benefit from services/goods proposed by the social enterprise? (average number per week/month/year) |
| 1. If applicable, describe how you will serve the needs of vulnerable population (the whole list of groups may be found in Section A – Grant Application Instructions – under the title “ERA vulnerable and hard-to-reach populations”) |
| 1. **Monitoring and evaluation** |
| 1. In order to evaluate organizational efficiency of the created social enterprise, please answer the following questions:  * How will you ensure that your social enterprise achieves the mission indicated in the Charter? * How will you measure social impact of your social business (what indicators can be used to assess social impact)? * How will your social enterprise meet the stakeholders needs? How will you evaluate the impact? * How will you ensure sustainability and adaptability of your created social enterprise? |
| 1. Please provide your numerical projections as to the performance indicators described below to be achieved during the project implementation: 2. Number of individual beneficiaries from ERA vulnerable and hard-to-reach populations in the target region directly covered during the grant implementation (with breakdown according to the vulnerability criteria); 3. Percentage of female participants who will get access to productive economic resources (assets, credit, income, or employment) as a result of the grant implementation. 4. For the applicant MSME: total amount of new investments, which will be secured by the applicant MSME as a result of the grant implementation. 5. For the applicant MSME: anticipated average monthly USD sales of the applicant MSME after the grant completion. 6. Number of individuals with new or better employment opportunities as a result of grant implementation; here “new employment” means change of employment status from “unemployed” to “employed” and “better employment” means all cases when beneficiaries self-report about any kind of improvements in their employment (which can include but not be limited to: salaries increase, improvement of working conditions, better office location, etc.); The beneficiaries can include employees of social enterprises whose employment was improved or initiated as a result of participation in this program as well as individuals participating in training activities organized by these social enterprises, i.e. end clients. 7. Number of people trained (i.e. a number of employees trained to use new equipment, beneficiaries attended training courses etc.) during implementation of grant; 8. Number of beneficiaries utilizing new practices, techniques, or business management skills as a result of grant implementation (which means a number of people who report they utilize learned skills in their daily work or life). |
| 1. **Sustainability** |
| 1. Describe how the activities in your project will be sustained after funding ends. How will the activities or results of your project continue? |
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| 1. **Project activity schedule and timeline (work plan)**   *(Based on the activities listed in section III.2(b) above, please fill in the work plan using the template provided in Annex 2)* |
| **IV. PROJECT TEAM**  Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. *(Insert as many lines as necessary).*  *(Please attach CVs for key personnel involved in the project, using the template provided in Annex 7)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | NO | NAME & SURNAME | POSITION | ROLE IN THE PROJECT | DESCRIPTION | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | 6 |  |  |  |  | | 7 |  |  |  |  | | 8 |  |  |  |  | |
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| **V. APPLICANT CAPABILITY AND PAST PERFORMANCE**   1. Organizational capability and resources 2. Please describe the various resources at the disposal of your organization such as: equipment, offices etc. Please indicate if you received any grants previously. Please indicate the donor organization, the grant dates, the amount and the grant type. Provide your answer below. |
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| **VI. PROJECT BUDGET**  Please provide a detailed budget narrative describing all budgeted costs, using the template provided in Annex 4: Project Budget and Budget Notes |
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| **VII. STATEMENT OF LIABILITY**   |  |  | | --- | --- | | I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate. Name and surname: | | | Position: |  | | Signature & stamp: |  | | Date: |  | |