# Annex 1: Application Form

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| I. THE APPLICANT | |
| 1. Name of the NGO in accordance with the statutory documents *(also please include acronyms, if any)* | |
| 1. Establishment date | |
| 1. Contact information | |
| Full name of a contact person,  position |  |
| Mobile Telephone  of a contact person |  |
| E-mail |  |
| Applicant’s official address |  |
| Applicant’s mailing address |  |
| Website (or link to a Facebook page, Instagram) |  |

4. Type of a legal entity (registration form)

5. Date of registration of the legal entity

6. Target groups that the NGO works with *(select from the list below)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Non-educated youth (youth with incomplete secondary and secondary education) |  | 9 | IDPs |  |
| 2 | Youth from NGCA of the Donetsk and Luhansk oblasts enrolled to or graduated from the educational institutions located at GCA of target regions |  | 10 | People with disabilities |  |
| 3 | Parents of families with many children and/or children with disabilities |  | 11 | LGBTQI |  |
| 4 | Ethnic minorities |  | 12 | Women 55+ |  |
| 5 | Women |  | 13 | Men 60+ |  |
| 6 | Single headed household women |  | 14 | Persons living within 5 km buffer zones along the contact line |  |
| 7 | Unemployed |  | 15 | Persons living within 5-20 km buffer zones along the conflict line |  |
| 8 | АТО/JFO veterans |  | 16 | Other: |  |

7. The goal of creating the NGO and its main types of activities per the statute.

8. Is the NGO currently involved in the implementation of the any other parallel projects? *If so, please indicate the project implementation dates, project objectives and the budget, donor and number of beneficiaries covered.*

9. Has the NGO submitted grant applications to the international donor organizations for the last two months? *If so, please indicate the donor, the amount and the stage of consideration of the application.*

10. Information about NGO’s employees

|  |  |  |
| --- | --- | --- |
|  | Women | Men |
| Officially employed |  |  |
| Unofficially employed |  |  |
| Volunteers |  |  |

11. *Are there any developed procurement procedures that the NGO uses in its work? If so, provide copies in the attachment.*

12. Brief information about the premises where the NGO is located *(own / rented, square, preferably with a photo)*

II. PROJECT INFORMATION

1. Title of proposed project

2. Project duration

3. Location

4. Other donors

5. Budget summary

|  |  |
| --- | --- |
| Amount requested from USAID ERA, UAH |  |
| Other donors or third-party resources, UAH |  |
| Total estimated cost, UAH |  |

1. Type of costs required to implement the grant *(internal employees and short-term consultants, equipment and materials, travel, transportation, and allowances, general/operational costs, activity costs)*

III. THE APPLICATION STRUCTURE AND REQUIRED INFORMATION

1. Problem statement *(What is the socio-economic problem to be solved? Why is this problem important?).*
2. Project goal.
3. Project objectives.
4. Grant expected results (both short- and long-term, quantitative (outputs), qualitative (outcomes)
5. Grant anticipated impact on target community or region (if any).
6. A detailed description of the activities (issues to be addressed in this section listed below) should be provided in the appropriate line:

|  |
| --- |
| 6.1. activities proposed by the applicant with the total number of beneficiaries covered: |
|  |
| 6.2. what skills are planned to be improved through the proposed activities or what economic impact the project will have on vulnerable populations: |
|  |
| 6.3. whether the applicant has any material resources to carry out the proposed activities: |
|  |
| 6.4. the reason you think your project will be relevant the beneficiaries who represent the vulnerable groups: |
|  |
| 6.5. provide a description of the project participants selection mechanism, indicating the location, selection criteria and who will be given preference during the selection process: |
|  |
| 6.6. describe in which way and where the project promotion activities (e.g. presentations, road shows, online Q&A session etc.) will take place, the expected audience coverage, the number of such activities and locations; |
|  |
| 6.7. provide information on the advertising materials that will be used to promote the project and the frequency of the advertising: |
|  |
| 6.8. whether information about the project will be announced on social media sites (if yes - on which), in the media (if yes - in which), approximate number of publications: |
|  |
| 6.9. adaptability of all proposed activities to COVID-19 related restrictions: |
|  |
| 6.10. the list and description of planned online activities: information must include the number of online activities, the purpose of each activity, the number of beneficiaries covered by each activity, results, venue (platform): |
|  |
| 6.11. detailed description of each online training. It is necessary to add a preliminary training program, including timing, skills the beneficiaries will gain after the training, who will conduct the training, the trainer's CV (if identified at the preparation stage), training tools, possible involvement of external experts: |
|  |
| 6.12. expected results after the online activities and the scope of their application, how and why the implemented project will affect the economic sustainability of vulnerable groups. |
|  |

7. Beneficiaries

|  |
| --- |
| 7.1. How many people will directly benefit from your project? What is the benefit for this group of beneficiaries? Please describe who these beneficiaries will be (e.g. age, gender, and other commonalities). |
|  |
| 7.2. Who will be the indirect beneficiaries of your grant? How many people will indirectly benefit from your project? What is the benefit for this group of beneficiaries? |
|  |
| 7.3. If applicable, describe whether the proposed activity will engage women over 55 years of age / men over 60 years of age, ATO / JFO veterans, women / single headed household women, people with disabilities, parents of families with many children and/or children with disabilities, persons living within 5 kilometer and 5-20-kilometer buffer zones along the contact line: |
|  |

8. Monitoring and evaluation

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| --- |
| 8.1. Activity outputs*:* please describe short-term quantitative results expected from the implementation of the proposed program (activity), for example, how many people will receive training, what skills and knowledge they will receive, what business / production processes will be restored or created, to what extent it is planned to increase the level of income of beneficiaries, etc.: |
|  |
| 8.2. Activity outcomes: Please describe the long-term qualitative results or changes anticipated as the result of the program (activity) that measure the effectiveness and overall success of the grant. What evidence will you use to prove that the outcomes are achieved? |
|  |
| 8.3. What improvements will take place as a result of the project? How will you know that the project has been successfully implemented? What criteria will you use to measure the achievements of the project? How will you measure these criteria? (Please include the tools you will use to monitor project activities and evaluate project results) |
|  |

8.4. Please provide your numerical projections as to the following indicators for the period starting from project implementation.

|  |  |
| --- | --- |
| **Indicator Name** | **Indicator Number** |
| Number of individual beneficiaries fromvulnerable and hard-to-reach populationsin the Donetsk and Luhansk Oblasts and in the cities of Berdiansk, Melitopol and Henichesk who will benefit from the project. |  |
| Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income, or employment). |  |
| If grant activities are aimed at MSME beneficiaries: an estimated total amount of new investments which will be secured by MSME participating in grant activities (if possible, to project). |  |
| If grant activities are aimed at MSME beneficiaries: anticipated average monthly USD sales of MSME beneficiaries after a grant completion (if possible, to project). |  |
| Number of individuals with new or better employment as a result of USAID assistance\*. |  |
| Number of people trained during project implementation. |  |
| Number of beneficiaries utilizing new practices, techniques, or business management skills as a result of project assistance\*\*. |  |

*\* - 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.)*

*\*\* - number of people who report they utilize learned skills in their daily work or life*

9. Sustainability.  *Describe how the activities in your project will be sustained after funding ends.*

10. Stakeholders*. Describe which local or state level organizations are interested in the project implementation and why.*

11. Project activity schedule and timeline (work plan) *(Based on the activities listed in section III.4 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 5)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | NAME & SURNAME | POSITION AND ROLE IN THE PROJECT | DESCRIPTION | RELEVANT EXPERIENCE |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

V. APPLICANT CAPABILITY AND PAST PERFORMANCE

Previously implemented donor funded projects in the Donetsk and Luhansk Oblasts and the cities of Berdiansk, Melitopol and Henichesk. Information should be presented according to the scheme: donor, project implementation dates, number of beneficiaries covered, project goal, brief description of the project, budget, achieved results. No more than three pages.

If applicable, provide contact information of three (3) representatives of donor or other organizations with which your organization has worked or is working.

VI. PROJECT BUDGET

Please provide a detailed budget narrative describing all budgeted costs, using the template provided in Annex 3: Budget.

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: |  |