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INSTRUCTIONS ON FILLING OUT THE APPLICATION FOR PROJECT GRANTS

This application form has a set format. The applicant should make sure that the following technical requirements are fulfilled:

* Application is filled out with computer and should not exceed 20 pages;
* Application is prepared in English language;
* Information in each question/section below is provided. Do not intervene/change the format and the content of application form, and use the same font size (11);
* All documents specified in the section Mandatory Documents should be submitted along with the application form;
* All documents specified in section Mandatory Documents should be submitted electronically at [norapplication@kcsfoundation.org](mailto:norapplication@kcsfoundation.org) with the subject titled **“Application – full name of the applicant.**

*Attention! Information should be accurate. Any false information may lead to rejection of your application.*

***After filling out the application, please remove this instruction sheet.***

**ORGANIZATION IDENTITY (Write N/A for questions that are not applicable)**

|  |  |
| --- | --- |
| Applying lead and partner organization when applicable: | Full name of the organization and abbreviation in brackets |
| Legal status of the lead and partner organization when applicable: | Foundation or association |
| \*Year of establishment: | Yyyy |
| Registration No.: | Registration number |
| Mission of the organization: | Clear and concise description of the mission of the organization, as per the Statute |
| Relevant experience: | Briefly elaborate the relevant interventions. Project title, overall objective, budget, donor, implementation period, geographical coverage, targeted beneficiaries and results achieved should be included |
| Address: | Street, number, postal code, village/town; In cases of more than one office, please include both addresses |
| Telephone number: | Landline and mobile |
| Web-site: | www. |
| Executive Director: | Name and surname, e-mail address |
| Contact person: | Name and surname, e-mail address |
| Technical capacities and infrastructure: | Provide a brief description of the technical capacities and infrastructure |
| Current staff members: | Total no. of staff and distribution by full time, part time and volunteers |
| Budget in the last 3 years: | 2020: ... EUR 2019: ... EUR 2018: ...EUR |
| Key donors: | List the three key supporting donors and total budget |
| Administrative and financial management system: | List internal procedures regulating the administrative and financial management and indicate the applied financial management system |

*\* Information on this and the following criteria applicable for the lead organization*

**PROJECT INFORMATION (Write N/A for questions that are not applicable)**

|  |  |
| --- | --- |
| Project title | “ ” |
| Thematic priority area: | 1. Non-discrimination and gender equality  2. Minorities and marginalized groups  3. Environment protection  4. Anti-corruption  Underline the thematic area to which the application fits. Note that only one thematic area can be selected. |
| Implementation period | Period: DD/MM/YY - DD/MM/YY and no. of months |
| Total requested budget | EUR xxx |
| Geographical coverage | Specify clearly the intervention location |
| Project objective | Provide a brief explanation of the project objective |
| Project results | Indicate the proposed project results. Project results should be clear, measurable and achievable |
| New or continuation of a previous or ongoing intervention: | If the project is a continuation of a previous or ongoing intervention, provide a summary of this intervention containing the most important information (for more info refer to relevant experience box in the preceding page). |
| Do you have any co-funding for this project? | If yes, please list donors and attach co-funding proof (e.g. contract, decision, commitment letter, etc.). |
| Are project activities dependent on active participation and cooperation with any public institution, organization or other entities? | If yes, please list them |
| Have you applied elsewhere with the same project? | If yes, to which donor, with what amount and when do you expect the answer. |
| Did you benefit any grant from KCSF in the past? | YES/NO;  If yes, from which scheme |

Project proposal

The project proposal should contain the following information:

1. Analysis of the need and possibilities relevant to the proposed intervention and implementation area. Relevant legislation, strategies, and/or plans at national, regional and/or local level should be referenced including a description of how the action relates to them. Circumstances created by Covid-19 should be carefully considered.
2. Description of the project including the overall objective and proposed implementation methodology and approach.

* If the proposed project is a continuation of a previous or ongoing intervention, clearly indicate how it is intended to build on the activities/results of the previous intervention.
* If the proposed project is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project (a and b are applicable for interventions implemented by your or other organizations/entities).

1. Clear, measurable and achievable project results that ensure accomplishment of the proposed project objective.
2. List and describe the proposed activities including information on timeframe, implementation method and interconnections. In case of partnership, elaborate the role of the partner.
3. Present the principal beneficiaries/target groups and final project beneficiaries[[1]](#footnote-2) including the description of their benefit from the proposed intervention. Whenever possible, data on the distribution of beneficiaries by gender and under-represented group should be provided.
4. Project stakeholders[[2]](#footnote-3) and explanation of their role in project implementation.
5. Brief presentation of the monitoring plan and proposed indicators to measure the implementation quality and timeframe.
6. Potential risks that may negatively impact project implementation including information on the probability of occurrence (high, medium or low) and mitigation measures. Eventual deterioration of the pandemic situation and its impact to the project should be treated with great caution.
7. Proposed methodology for visibility and outreach.
8. Possibility for replication and expansion of activities.

**Response to every point is mandatory. Answer them in the order they appear.**

**Please do not delete them**

Organizational capacity building

When financial support for organizational capacity building is requested, information provided should explain the grounds and type of the requested support. In addition, this section should contain a clear and concise plan justifying the request along with the benefits that this support brings to the organization.

Mandatory documents (this section can be removed from the application)

- Certificate of registration issued by the NGO Department;

- In case of partnership, certificate of registration of the partner organization;

- Statute of the organization;

- Fiscal number certificate;

**(the above documents to be submitted in scanned copy)**

- Application form (in word (.doc) format)

- Logical framework (in excel (.xls) format)

- Plan of activities (in excel (.xls) format)

- Budget (in excel (.xls) format)

- In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.)

Checklist

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF (THIS CHECKLIST IS TO SERVE THE APPLICANTS THEREFORE IT IS NOT OBLIGATORY TO INCLUDE IT IN THE APPLICATION)** | **Tick the items below** | |
|  | Yes | No |
| 1. Application is submitted within the deadline (28 June 2021, 14:00hrs local time) |  |  |
| 2. Lead NGO submitted only 1 application for project grants |  |  |
| 3. Application is typed in computer and has maximum 20 pages |  |  |
| 4. Application is in English |  |  |
| 5. Format and content of the application form is unchanged and the same font size (11) is used |  |  |
| 6. Information in each question/section of the form is provided |  |  |
| 7. Mandatory documents are submitted |  |  |
| 8. Budget is within the specified threshold (EUR 25,000-EUR 30,000) |  |  |
| 9. Project duration is within the specified timeframe (10-12 months) |  |  |
| 10. Project will be implemented within the designated geographical area |  |  |

Declaration of the applicant

By submitting this application, I <name of the person>, the Legal Representative of the NGO <name of the NGO> declare that the information provided in this application is true and correct and I am conscious that any false information may lead to rejection of the application.

Declaration from Partner Organisation (if applicable)

By submitting this application, the Partner Organisation <name of the Partner NGO> authorises the Lead Applicant < name of the lead NGO > to submit on its behalf the present application form for applicant, as well as, to be represented by the Lead Applicant in all matters concerning this grant application.

I <name of the person>, the Legal Representative of the Partner NGO herewith confirm that I have read and approved the contents of the proposal submitted and that I undertake to comply with the principles of good partnership practice.

1. *All those involved in activities funded by the project and benefiting from its implementation may be defined as principal beneficiaries’/target groups. On the other hand, final beneficiaries may be qualified as those individuals who are affected by project results, even though they are not actively involved in the project.*  [↑](#footnote-ref-2)
2. *Stakeholders are all parties who in one way or another have a stake in the field or issue tackled by the project. The list of stakeholders usually includes central and /or local institutions, political parties, media, other NGOs, international community and donors, private business sector, religious institutions, etc. From the diversity of this list it is to be understood that not all stakeholders share same concerns on an issue, and consequently have different opinions or priorities.*  [↑](#footnote-ref-3)