CITIZEN ENGAGEMENT ACTIVITY

APPLICATION FORM FOR PARTNERSHIP GRANTS

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

* The application form is filled out electronically in Albanian or Serbian and does not exceed 10 pages;
* Format and content of the application form, and font size (11) are not changed;
* Each heading is answered in the assigned order and questions are not deleted;
* Documents for application are submitted electronically at [ceainfo@kcsfoundation.org](mailto:ceainfo@kcsfoundation.org) with the subject titled **“Application for partnership grants”.**

*The completed application form should be submitted in word format.*

*This page is for instruction purposes and will not be counted.*

1. **IDENTITY OF THE LEAD IMPLEMENTER**

|  |  |
| --- | --- |
| Full name of lead implementer as per the registration certificate |  |
| Legal status of the lead and partner/s: | For NGOs specify if Foundation or association. For other sectors specify the corresponding legal status |
| Year of establishment: | YYYY |
| Registration No.: | Registration number |
| Address: | Street, number, postal code, village/town; In cases of more than one office, please include both addresses |
| Telephone number: | Landline and mobile |
| Website: | www. |
| Executive Director: | Name and surname, e-mail address |
| Contact person: | Name and surname, e-mail address |
| Budget for the last three years: | 2023: 2022: 2021: |
| Relevant experience: | Briefly elaborate the relevant interventions. Information on the overall objective, budget, donor, implementation period, geographical coverage, targeted beneficiaries, and results achieved should be included |
| Implementation capacities: | Provide information on the implementation capacities (human, administrative and financial and technical capacities) |
| Proposed implementing partners: | Full names as per the registration certificates and sectors they operate |

*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.*

1. ***GENERAL INFORMATION FOR THE PROPOSED INTERVENTION***

|  |  |
| --- | --- |
| Intervention title | “ ” |
| Contribution to the Program | Provide a brief description of the relevance of the proposed intervention to the Citizen Engagement Activity with focus on the contribution to the development of a strategic, long-term and sustainable multi-sectorial collaboration |
| Summary of the proposed intervention | Present a summary of the proposed intervention focusing on its relevance to the public/beneficiaries |
| Implementation period *(maximum 12 months)* | From – To |
| Total needed budget *(minimum 20% to be co-financed in cash)* | EUR |
| Requested budget from the Program *(maximum 80% of the total needed budget in the amount of EUR 7,300)* | EUR |
| Co-funding (*In-kind contribution is not considered co-financing)* | Please provide information on name, entity and amount to be provided. |
| Experience of the implementation team | Present information on the experience of the implementing team in engaging in initiatives of public interest; thematic expertise and/or previous experience on the proposed intervention matter |
| Previous experience with the proposed partners *(note that this is not a mandatory requirement)* | If yes, please provide information on the collaboration (type of intervention and results achieved) and implementers roles |
| Intervention location | Clearly specify the intervention location |
| Besides implementing partners, are project activities dependent on active participation and cooperation with any public institution, or other entities? | If yes, please list the parties involved and their role |
| Have you applied elsewhere with the same idea? | 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 |

1. ***DETAILS OF THE PROPOSED INTERVENTION***
2. Describe the proposed intervention by focusing on the relevance to the program and its importance to the targeted beneficiaries. Provide specific information on the need and possibilities of intervention along with information on the exact contribution expected to be provided through this application.
3. Elaborate on how the proposed intervention supports the establishment of cross-sectoral partnerships or advance the existing cross-sectoral partnerships between civil society and the private sector.
4. Present the overall objective/s and expected outcome/change of the proposed intervention. The objective/s and expected outcomes should be clear, measurable, and achievable.
5. Present the proposed implementation methodology and approach, including information on the involvement of the relevant stakeholders.
6. Present information on how the proposed implementing partners are involved in the identification of the proposed intervention, design, and implementation.
7. Present the main beneficiaries of the proposed intervention and their benefit. Whenever possible, data on the distribution of beneficiaries by gender and under-represented group should be provided.
8. List the main activities including information on the implementation timeframe and expected result. Deliverable/expected result should be linked to the overall objective/s and expected outcome/change presented in point 3.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Implementation time** | **Deliverable/Result** |
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1. Present the proposed monitoring strategy/plan to ensure proper implementation of the grant and measures to be applied to mitigate the potential challenges/risks.
2. Elaborate the proposed methodology for visibility and outreach to be applied for communicating the grant activities and results.
3. Provide a short explanation of the proposed budget along with information on its contribution to ensure qualitative implementation of the proposed intervention.
4. ***DECLARATION FROM IMPLEMENTING PARTNER***
5. Implementing Partner Full name as presented in the registration certificate.

By submitting this application, we authorize 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 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. Implementing Partner Full name as presented in the registration certificate.

By submitting this application, we authorize 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 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.

*\*For applications with more than two partners, the above text should be copied and required information provided.*