**APPLICATION FORM**

**Instructions for drafting of the Application form:**

-Project must be written in local language;

-Font is Times New Roman, size 11;

-Line spacing is single;

- Limit the application form to SIX PAGES

-Each part of the application contains instruction on its content. Instructions should be deleted when full application is submitted;

-Delete these instructions from the final application form.

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| **1. SUMMARY OF THE ACTION (max 1 page)** |

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| **PROJECT TITLE** | **(The name of the project should not be longer than 8 words)** |

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| **PROJECT APPLICANT** |  |

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| **OBJECTIVES OF THE ACTION** |  |

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| **ESTIMATED RESULTS** |  |

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| --- | --- |
| **TARGET GROUP/ NO OF DIRECT BENEFICIARIES** |  |

|  |  |
| --- | --- |
| **LOCATION OF THE PROJECT IMPLEMENTATION:** |  |

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| --- | --- |
| **DURATION:** |  |
| **(number of months)** |  |

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| **BUDGET OF THE ACTION IN EUR** |  |

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| **AMOUNT REQUESTED FROM BMPF IN EUR** |  |

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| **PERCENTAGE OF FINANCE FROM BMPF (min 50 – max 90%)** |  |

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| 1. CAPACITY OF THE ORGANISATION |

*Please have in mind that the data contained in this section will be used to evaluate the eligibility of the applicant. All information provided will be reviewed by the Evaluation commission and evaluated in evaluation table under eliminatory sections related to the financial and operational capacities of the applicant. Provide detailed information on your organization and its qualifications for proposed project implementation. You should briefly describe the history of your organization (****when and how it was founded****), its* ***mission and vision****.*

**1.1. Brief description of the organization**

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| --- | --- |
| **Mission** |  |
| **Vision** |  |
| **Date and manner of establishment** |  |

**1.2. Managerial and executive structure of the organization**

Governing Board of the Civil Society Organization (CSO)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Surname** | **Profession** | **Function** | **Sex** | **Years of experience in the CSO** |
|  |  |  |  |  |
|  |  |  |  |  |

Persons you plan to engage for the project implementation and whose CVs are enclosed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Surname** | **Profession** | **Function** | **Sex** | **Years of experience in the CSO** | **Full time/Part time** |
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*If the above table includes partners and/or consultants, please list the original organization that employs them into the column Profession.*

**1.3. Current projects and previous experience**

Project implemented/current projects:

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| --- | --- | --- | --- | --- | --- |
| **Theme/Area** | **Project name** | **Donor** | **Duration** | **Value** | **No of engaged staff** |
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| 2. INTRODUCTION |

*Please describe in which manner the project relates to one or more of the public call priorities. Please shortly explain situation analysis and the importance of the problem you are trying to resolve. Whenever possible, give clear statistical indicators on the problem you are trying to resolve. A well perceived and described problem is the primary justification of the project.*

*This section requires answers to several questions: How your action is relevant to the objective(s) and priority(ies) of the call for proposal? Which expected results referred to in the guidelines for applicants will be addressed? Why is your project actually necessary? Describe what important need should be met? Whose need is it? How will it affect the target group in the community?*

*The problem you are trying to resolve or the need that has to be serviced should be related to the purpose and goals of your organization. If the project described in your proposal does not relate to the activities of your organization, the chance of getting the financial support will be reduced.*

***All information provided will be reviewed by the Evaluation commission and evaluated in the evaluation table under eliminatory section RELEVANCE, question 2.1.***

*This section should not be longer than one page.*

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| 3. DESCRIPTION OF THE PROJECT |

*Provide a description of what you want to do and how you intend to achieve your goals. Please provide information on any additional qualities of your project, such as its innovative approach and examples of good practice.*

***All information provided will be reviewed by the Evaluation commission and evaluated in the evaluation table under eliminatory section RELEVANCE, questions 2.4 and 2.5.***

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| **4. TARGET GROUPS** |

*Clearly define the target group and their needs. Please ensure the exact benefit indicators for the target group. Please also list all interested parties, such as intermediaries and end-beneficiaries of the project. Specify the target group and indicate the benefits it will receive from the project. The project should contain a detailed description of the size and importance of the target group, and in particular the people who will directly benefit from the project.*

***All information provided will be reviewed by the Evaluation commission and evaluated in evaluation table under eliminatory section RELEVANCE, questions 2.2 and 2.3.***

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| **5. OBJECTIVES OF THE ACTION** |

*The project objective and its specific objectives is to find a solution to the problem, which in a broader definition describes the desired outcome of the project and should comply with the BMPF objectives. Objectives are verifiable project results, presented in such a way that it may be determined whether and to what extent the project is realized. Project proposal usually has one general objective and 2 to 3 specific objectives, although in practice having only one specific objective is also possible.*

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| **6. EXPECTED RESULTS** |

*In this section, you should list the project results. This forms the basis on which the project will be evaluated. Expected results are more detailed than the overall goal and objectives and have to be verified through objectively verifiable indicators (OVI). This section should not be longer than one page.*

*OVI must be:*

* *Specific: clearly define what, where, when and how and for whom the situation will change; clearly define gender representation.*
* *Measurable: the goals and benefit s are quantifiable; analysis of the benefits for both sexes is possible.*
* *Achievable: the goals can be achieved (taking into consideration the available resources and capacities within the community).*
* *Realistic: possibility to achieve the level of change that reflects the goal.*
* *Time-bound: determine the duration during which each goal will be realized.*

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| 7. ACTIVITIES |

*This section should include an overview and description of the activities that will allow the achievement of the set results. They also have to be specified in the Activity Plan, one of integral annexes to the project proposal. Activities have to be clear and specific. Define the clear relation between the activities and project goals and then describe why those particular activities have been chosen. Expected activities have to be grouped and connected to the relevant project results. This section should not be longer than two pages.*

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| 8. ACTION PLAN |

*-Outline the broad timeframe of the action and describe any specific factor considered.*

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| **Activity**[[1]](#footnote-1) | **Month 1[[2]](#footnote-2)** | **2** | **3** | **4** | **5** | **6** | **Remark** |
| Expected result 1 |  |  |  |  |  |  |  |
| Name the activity no. 1 |  |  |  |  |  |  |  |
| Name the activity no. 2 |  |  |  |  |  |  |  |
| Expected result 2 |  |  |  |  |  |  |  |
| Name the activity no. 3 |  |  |  |  |  |  |  |

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| **9. ASSUMPTIONS AND RISKS** |

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| *This section should identify assumptions and possible risks that could jeoperdize the project implementation and/or success. Please give due attention to this section as it is very important to identify future events and circumstances as possible threats to the successful implementation of the project. This will allow you to prepare a strategy to circumvent any potential risk.* |

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| **10. PROJECT DURATION** |

*This section should indicate the duration of the project implementation.*

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| **11. BUDGET** |

*The budget is a translation of the project into monetary values. This section should describe expenditures expected during the project duration. The budget should follow the logic of the project proposal. Budget lines should be a logical sequence of the method of work and activities. Please ensure that as many lines as possible are based on clearly determined expenses, not on approximate assessments. It is also desirable to indicate (possible) funding sources by other donors and your own contribution.*

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| **12. SUSTAINABILITY AND VISIBILITY** |

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| *Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?). Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel. Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.*  *Visibility should be properly planned for all project activities. The visibility plan has to be included into the Work plan and properly budgeted. The Project’s visibility has to inform the project partners, target groups and general public on its initiatives and successes of the project. Determine the promotional tools and explain how and in which phase you plan to utilize them, including public events (press conference, publications and newspaper articles, web pages, banners, plaques, promotional material, photographs and other audio-visual material, public visits, etc). This section should describe what you need to do and how you plan to promote your activities.* |

**LIST OF ANNEXES**

**Annex 1** Project Proposal

**Annex 2** Budget breakdown

**Annex 4** Administrative identification form

**Annex 5** Financial identification form

**Annex 6** Eligibility statement

**Annex 7** Check list

1. Add as many new lines as necessary. [↑](#footnote-ref-1)
2. Color part of the table in which specific activity will be implemented. [↑](#footnote-ref-2)