Annex 1.1.

**UNDP is announcing call for proposals**

#### *«ENGAGING YOUNG MEN AND WOMEN IN RECOVERY PROCESSES IN UKRAINE THROUGH YOUTH EXCHANGE PROGRAMMES»*

#### application Form for LOT 1 and second stage of Lot 2

**INFORMATION ABOUT APPLICANT ORGANIZATION**

|  |  |
| --- | --- |
| Organization’s legal name |  |
| Organization’s legal status |  |
| Year of registration |  |
| State registration code (EDRPOU) |  |
| Name of executive director |  |
| Organization’s legal address (postal code, oblast, city, street, building/office) |  |
| Actual address (if different from above - postal code, oblast, city, street, building/office) |  |
| Telephone (+380хххх) |  |
| Fax (+380хххх) |  |
| E-mail address of the executive director  |  |
| Web page: |  |

**BRIEF INFORMATION ABOUT THE PROJECT MANAGER**

|  |  |
| --- | --- |
| Name of the project manager  |  |
| Contact phone number of the project manager (+380хххх) |  |
| E-mail address of the project manager |  |

**BRIEF INFORMATION ABOUT THE PROJECT**

|  |  |
| --- | --- |
| Project title  |  |
| Expected project budget  |  |
|   |  |
| Proposed project duration  |  |
| If the project application is submitted in partnership with other organisations, please list them  |  |

**PROJECT PROPOSAL**

|  |  |
| --- | --- |
| **Project title**  |  |
| **Project goal** (up to 50 words)Describe your project’s goal. |  |
| **Project objectives** (up to 150 words)Describe your project’s objectives. |  |
| **Context / problem description** (up to 200 words)Describe which problem you are aiming to solve by your project activity; why it is relevant for Ukraine; how the increased role of civil society will change the situation. |  |
| **Description of Project Activities** (up to 500 words)Please refer to the activities as described in the *CFP Section 2.* |  |
| **Explain why** your organization is uniquely suited to deliver on the objectives of this project |  |
| The project **work plan** (up to 1000 words) | Please use annex 3 |
| **Monitoring and evaluation** of the project (up to 500 words)   | Please use annex 4 |
| **Risk analysis** Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks. | Please use annex 6 |
| **Budget** (up to 100 words)Provide project budget in UAH according to the following format (see below). Please divide the project activity expenses and administrative expenses and be advised that as a rule the project budget shall have no more than 10% of the funds allocated to administrative expenditures. If it is not the case, please justify larger expenses through a 1/3 page description\*  | *\*Please use the Annex 2 and submit in Excel.* |
| **Checklist**  | The proposal package must consist of:1. The filled out Application form (filled out on a computer as Microsoft Word file);2. Copy of the Statute of the applicant organization (PDF);3. Copy of State registration certificate (PDF);4. Banking details in UAH only (PDF);5. CVs of proposed specialists for project implementation (Microsoft Word of PDF). |