**APPLICATION FORM**

**Instructions for the applicants**

* The concept proposals should include the items below and any other relevant information
* Please refer to the Call information when completing this form

**Application details**

***Basic information***

POJECT TITLE:

IMPLEMENTING ORGANIZATION(s):

CONTACT PERSON:

POSITION and CONTACT DETAILS:

***Project concept***

1. **Identify the specific challenges that you are addressing with your approach** *(not more than half a page)*

*Describe the problem you have identified. Explain why it is important to address it. Who is affected by it and who will benefit from a solution?*

1. **What is your idea for a solution to the identified challenges?** (*not more than a page)*

*Present your idea* *for the intervention(s)? Explain how your project will solve the challenge identified in Question 1. What is your strategy to support the achievement of the expected results? Please present all your actions by covering and linking the two components.*

1. **Please present your implementation timeline, excluding the project proposal development period that should take up to 2 months**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable of activities** | **Months 1&2 (Sep/Oct)** | **Months 3&4 (Nov/Dec)** | **Months 5&6 (Jan/Feb)** | **Months 7&8 (Mar/Apr)** | | **Months 9&10 (May/Jun)** | **Indicator of success** |
| Expected result 1 | …. | | | | | | |
| Activity 1:.... | \_ | \_ | \_ |  |  | |  |
| Activity 2 | \_ | \_ | \_ |  |  | |  |
| Expected result 2 | … | | | | | | |
| Activity 1 | \_ | \_ | \_ |  |  | |  |
| Activity 2 | \_ | \_ | \_ |  |  | |  |
| ...(add lines if needed) | \_ | \_ | \_ |  |  | |  |

1. **Please provide an estimate of the total budget for your concept** (*and indicate if you have other sources of funding*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Unit** | **Number of units** | **Unit price (MKD)** | **Total (MKD)** | **Justification** |
| **STAFF** |  |  |  |  |  |
| e.g. Project coordinator (xx%) | Salary/month | 10 |  |  |  |
| e.g. Project assistant (xx%) |  |  |  |  |  |
| Add lines if needed (xx%) |  |  |  |  |  |
| **ADMINISTRATIVE COSTS** | | | |  |  |
| e.g. Communication costs | Internet/month |  |  |  |  |
| e.g. Transportation costs |  |  |  |  |  |
| e.g. Bank charges | Lump sum |  |  |  |  |
| **PROJECT COSTS** |  |  |  |  |  |
| **Expected Result 1** | **…..** | | | | |
| e.g. Researcher 1 |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| **Expected Result 2** | **…..** | | | | |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| **Total cost** |  |  |  |  |  |

1. **How do you plan to involve the local communities in the project activities, including the socio-economically vulnerable one? What would be the socio-economic impact? How would you ensure a gender-balanced approach? What would be the benefit for the most vulnerable one?** *(not more than a page)*
2. **What would be the potential for further development, scaling-up and replication of your idea?** *(not more than half a page)*

*Elaborate on how this intervention can be scaled in more than one neighborhood or area of intervention.*

1. **Please present the relevant technical and human resources capacities and previous experience of the CSO(s) in implementation of project activities in the area relevant for the call. Information should also be provided about the Project Coordinator in terms of whether s/he has any previous experience in the area of interest?** *(not more than half a page)*