**Annex 1. Project proposal**

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| **Lead applicant** |  |
| **Legal status of applicant** |  |
| **Unique taxpayer number** |  |
| **Name, surname, and position of authorized representative** |  |
| **Telephone number of the applicant** |  |
| **Address of applicant** |  |
| **Email address, website, Facebook page or other social network (if any) contact information** |  |
| **Date of submission of the project proposal** |  |

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Signature of the authorized representative

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| PROJECT TITLE: |  |

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| NAME OF APPLICANT: |  |

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| PROJECT PARTNERS: |  |

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| TARGET GROUPS/ NUMBER OF DIRECT USERS: |  |

When providing data, please provide a breakdown by gender and age (always report the number of women and men by age); If the project involves returnees, displaced persons, marginalized and vulnerable social groups, please provide precise information.

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| PROJECT DURATION: |  |

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| TOTAL BUDGET: |  |

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| SUMMARY |
| The project summary is written after all other sections of the project proposal have been completed and should contain all the elements of the project proposal:   1. The need/issue within the local community 2. Reasons and importance of the project for the local community 3. Goals 4. Target group/s and gender representation 5. Duration of the implementation and budget 6. Methods utilized to achieve project goals 7. Benefits of proposed activities for the local community   The summary should be short, well-structured and relevant and provide an overview of all information for the Evaluation Commission.  This section should not be longer than one page. |

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| 1. ORGANISATIONAL BACKGROUND |
| The data contained in this section will be used to evaluate the eligibility of the applicant and they will be evaluated in the 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 the proposed project implementation*.* Provide a brief background overview of your organization *(***when and how it was registered**), its **mission and vision**, what makes your organization special, its main objectives and strategies for achieving these objectives.  *This section will be assessed under criterion 1 - Qualifications and experience of the lead applicant and partner, in the evaluation table (see Call/Guide)*   |  |  | | --- | --- | | **Mission:** |  | | **Vision:** |  | | **Date and manner of registration:** |  | | **Main goals and strategies for achieving the goals, in accordance with the statute:** |  |   **STEERING BOARD, OR IF THERE IS NONE, CHAIR AND MEMBERS OF THE CSO ASSEMBLY/KEY INDIVIDUALS IN THE CSO**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name and surname** | **Occupation** | **Position in the organisation** | **Gender** | **Years of experience in the CSO** | |  |  |  |  |  | |  |  |  |  |  |   **CONTRACTED ENTITIES**  *If partners and/or consultants are included in the table,* ***kindly specify the original organization that employs them in the "Occupation" column****.* ***SHORT BIOGRAPHIES (CVs) MUST BE SUBMITTED FOR ALL CONTRACTED ENTITIES (INCLUDING PERSONS FROM PARTNER ORGANIZATIONS)***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name and surname** | **Occupation/Organization** | **Gender** | **Years of experience in the CSO** | **Full time / part-time contract with the organization** | **Project position** | **% of engagement on the proposed project** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **CURRENT PROJECTS AND PREVIOUS EXPERIENCES OF COLLABORATION WITH DONORS**  **Projects that have been implemented in the last five years, including the current ones:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Theme/Area** | **Project name** | **Donor** | **Duration** | **Value** | **No. of contracted staff (gender disaggregated)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Projects implemented by partners in the past 5 years (if the partners are a newly founded organization, it is necessary to list the projects implemented in the previous year)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Theme/Area | Project name | Donor | Implementation timeframe | Amount | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| 2. PROBLEM STATEMENT |
| Describe the problem you are trying to resolve and how the project proposal will do so. Indicate how the project proposal will target one or more priority criteria from the Public Call. Whenever possible provide clear statistics about the problem you are trying to solve. This section should not be longer than one page.  *This part will be evaluated in the evaluation table, within criterion 2.1 - The proposed approach and strategy for achieving project results are clear and correspond to the objectives of the public call.* |
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| 3. PROJECT DESCRIPTION |
| * Provide a description of what you want to do and how you intend to achieve your goals. * **Describe the project overall objective** and the ways in which you will measure its realization (starting indicators and target indicators). * Specify the **target groups and their needs**, as well as the ways in which you will target them, taking into account their connection with the previous analysis of the problem and the objectives of the Public Call. * Please provide information on all the **added values of your project** (see criterion 2.5 in the evaluation table in the Public Call), as well as the ways in which you will process **the gender perspective during the implementation of the project. Whenever possible to provide numerical indicators, please do so, taking into account data disaggregated by gender**. * If the project involves a partnership or collaboration, please describe the role of the partners and collaborators and the level of their involvement in the implementation of the project.   This section should not be longer than 2 pages.  *This section will be evaluated within criteria 2.1 (The proposed approach and strategy for achieving the project results are solid and correspond to the public call), 2.4 (The proposed objectives and activities clearly include the perspective of gender equality) and 2.5 in the Evaluation Table*. |
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| 4. EXPECTED RESULTS AND ACTIVITIES |
| 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 primary objective and specific objectives and have to be verified through objectively verifiable indicators (OVIs).  **The OVIs 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 benefits 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.   This section should include an overview and description of the activities that will allow the achievement of the set results. Activities should 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 outcomes.** This section should not be longer than four pages and should contain a specific description of each activity. If you have a partner organization in the implementation of the project, clearly explain the roles of that organization in the implementation of the activities (which activities will be implemented, etc. *This part will be evaluated according to criterion 2.2 in the Evaluation Table, within the Public Call.* |
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| 6. ASSUMPTIONS AND RISKS |
| This section should identify assumptions and possible risks that could jeopardize 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.  *This section will be evaluated according to criterion 2.3 in the Evaluation Table.* |

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| 7. SUSTAINABILITY OF THE PROJECT |
| In this section, the sustainability of the project should be shown, i.e. its results. Will the implemented activities and achieved results have a positive and concrete impact on the defined target group in the long term? Also, does the project include the possibility of application to other target groups or implementation in other environments and/or expansion of the effects of the activities, as well as the exchange of information on experiences from the project? Are the expected outputs from the proposed activities institutionally sustainable? Will the structures that enable the continuation of activities exist at the end of the project? Will there be local “ownership” of project results? Are the expected results of the proposed activities sustainable? Will there be improvements in legal regulations, methods, and rules of conduct, etc.?  This section will be evaluated against criterion 3 in the Evaluation table. |
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| 8. MONITORING AND REPORTING |
| In this section, indicate which internal mechanisms are provided for reporting to donors. Also indicate if there are any of your internal and/or external procedures used for monitoring during and/or after the completion of the project implementation. *This section will be evaluated according to criterion 2.3 in the Evaluation Table.* |
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| 9. RELEVANCE AND COST-EFFECTVENESS OF THE BUDGET |
| The budget is a translation of the project into monetary values. In this section, expenditures expected during the project duration should be described narratively. (Do not copy the table from the budget but explain each line individually and narratively). The budget should follow the logic of the project proposal and contain a detailed description of all budget lines and sub-lines. (For example: Activity 2.3 Organizing three two-day trainings - 2.3.1 Renting a hall: 3 trainings x 2 days x 1,000 MKD = 6,000 MKD).  Expenditures should be clearly defined and realistic and include all relevant duties and taxes. All the information you provide will be evaluated by the Evaluation Committee and evaluated in the evaluation table in section 4 - Relevance and efficiency of the budget. |
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| 10. VISIBILITY OF THE PROJECT |
| Visibility should be planned for all project activities and should focus on developments and achievements during project implementation. 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. Promotion activities have to be clear, specific and gender sensitive. Also, in order to protect the environment, please reduce the printing of materials to a reasonable extent. Project visibility/promotion costs should be budgeted accordingly. |
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