

**“*ONLINE RESOURCE CENTRE FOR EMPLOYMENT AND MSME DEVELOPMENT TO SUPPORT ECONOMIC RESILIENCE OF CITIZENS OF UKRAINE*”**

#### application Form

**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  |  |
| Expected co-funding from UNDP  |  |
| Proposed project duration  |  |
| If the project application is submitted in partnership with other organisations, please list them  |  |

**PROJECT PROPOSAL**

|  |  |
| --- | --- |
| **Project title**  |  |
| **Project Summary** (up to 200 words)Please describe project’s objectives, main activities, stakeholders and expected results |  |
| **General information about applicant organization** (up to 200 words)1. Main areas of expertise – describe your organization’s main competencies and specialization in the areas covered by the CFP. Describe your organization’s mission.2. Describe main target audiences and partners of your organization.3. Explain what kind of in-house or outside experts your organization involves in its usual work.4. Provide a brief list of your organization’s three current or latest projects in the areas covered by the CFP supported by international or local organizations and donors.5. Describe your organization’s main assets: number of full-time staff, office space, and equipment. |  |
| **Project goal** (up to 50 words)Describe your project’s goal. |  |
| **Project objectives** (up to 150 words)Describe your project’s objectives. |  |
| **Project target audience** (up to 350 words)Describe project’s main target audience and other stakeholders, and how they will be engaged, based on the information provided in the CFP. |  |
| **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 1.3.* |  |
| **Explain why** your organization is uniquely suited to deliver on the objectives of this project |  |
| Why is your project **innovative**? (up to 100 words) |  |
| Please define to the achievement of which [Sustainable Development Goals](http://www.un.org.ua/ua/tsili-rozvytku-tysiacholittia) your project contributes (choose maximum three in the order of priority)  |  |
| How does your project integrate **gender** approach? (up to 100 words) |  |
| How does your project incorporate the **human rights based approach**? (up to 100 words) |  |
| The interests of which **vulnerable groups** are directly taken into consideration by your project? (up to 100 words) |  |
| The project **work plan** (up to 1000 words)Provide project’s Work Plan according to the following format – major stages of work, their contents, period of implementation, implementors and planned results)  | Please use annex 3 |
| **Monitoring and evaluation** of the project (up to 500 words) Please define the planned results of your project according to the proposed format. Among them, please define 1) number of citizens whom you plan to engage into the project activities; 2) whether your project is aimed at improvement of the existing or development of new policies or strategies with citizen participation  | Please use annex 4 |
| **Future activities** (up to 200 words)Describe how your organization will continue its efforts aimed at furthering the emergence of programmatic instruments to advance civil society development after the project phase-out? (Sustainability) |  |
| **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. |

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| --- | --- | --- |
| **Risk** | **Risk rating\* (High/Medium/ Low)**  | **Mitigation measures**  |
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| **Budget** (up to 100 words)Provide project budget in USD 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\*  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| General Category of Expenditures | Tranche 1 |  | Tranche 2 | Tranche 3 | TOTAL |
| Personnel  |  |  |  |  |  |
| Transportation  |  |  |  |  |  |
| Premises  |  |  |  |  |  |
| Training/Seminar/Workshops, etc. /  |  |  |  |  |  |
| Contracts (e.g., Audit) /  |  |  |  |  |  |
| Equipment/Furniture(Specify)  |  |  |  |  |  |
| Other [Specify]  |  |  |  |  |  |
| Miscellaneous  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

Please use the Annex 2 |
| **Project personnel** (list of the members of project team, brief description of their major functional duties – up to 500 words) |  |
| **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 (PDF);5. CVs of proposed specialists for project implementation (Microsoft Word of PDF). |

Annex 2

|  |
| --- |
|  |
| Budget categories and lines  | Number of units  | Unit cost (USD) | At the UNDP grant cost (USD | Cost-sharing funds (USD) | TOTAL AMOUNT(USD) |
| 1 | 2 | 3 | 4 | 5 | 6 |
| *1. Personnel cost (including all taxes and charges)\** |  |  |   |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article 1. |  |  |  |  |  |
| *2. Direct expenses*  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article 2. |  |  |  |  |  |
| *3. Printing, copying \** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article 3. |  |  |  |  |  |
| *4. Travel, business trips, transportation cost*  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article 4. |  |  |  |  |  |
| *5. Equipment* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article 5. |  |  |  |  |  |
| *6. Administrative expenses*  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article 6. |  |  |  |  |  |
| *7. Other expenses*  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for article *7.* |  |  |  |  |  |
| *Total project budget*  |  |  |  |  |  |

Annex 3

|  |  |  |
| --- | --- | --- |
| **PLANNED ACTIVITIES**  | **Timeline**  | **Planned Budget for the Activity** **(in USD)**  |
| T1 | T2 | T3 | T4 |
| * 1. Activity
 |  |  |  |  | $ |
| 1.2 Activity  |  |  |  |  | $ |
| 1.3 Activity  |  |  |  |  | $ |
| **Total**  | $ |

1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary
2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, every 6 months, annually) Use as many time periods as necessary.
3. Indicate the budget amounts in the grant currency.

Annex 4

**PERFORMANCE TARGETS**

|  |  |  |  |
| --- | --- | --- | --- |
| **INDICATOR(S)**  | **DATA SOURCE /** | **BASELINE** | MILESTONES |
| **Period 1** | FINAL TARGETS |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |

 State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More canbe used if useful to more fully measure the results that are expected to be achieved

Annex 5

**Capacity Assessment Checklist (CACHE) For CSO/NGO**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry****Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Funding Sources  | 1. Who are the CSO/NGO’s key donors? 2. How much percentage share was contributed by each donor during the last 2 years?3. How many projects has each donor funded since the CSO/NGO’s inception?4. How much cumulative financial contribution was provided for each project by each donor?5. How is the CSO/NGO’s management cost funded? |  |
| 2. Audit | 1. Did the CSO/NGO have an audit within the last two years?2. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 3. Leadership and Governance Capacities | 1. What is the structure of the CSO/NGO’s governing body? Please provide Organigramme.2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: * Project Planning and Budgeting
* Financial Management and Internal Control Framework
* Procurement
* Human Resources
* Reporting
* Monitoring and Evaluation
* Asset and Inventory Management
* Other

4. What is the CSO/NGO’s mechanism for handling legal affairs?5. Ability to work (prepare proposals) and report in English |  |
| 4. Personnel Capacities  | 1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. |   |
| 5. Infrastructure and Equipment Capacities  | 1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials? |  |
| 6. Quality Assurance | Please provide references who may be contacted for feedback on the CSO/NGO’s performance regarding: * Delivery compared to original planning
* Expenditure compared to budget
* Timeliness of implementation
* Timeliness and quality of reports
* Quality of Results
 |   |