Application number \_\_\_\_\_\_\_\_\_ Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(to be filled out by Black Sea Trust) (to be filled out by Black Sea Trust)*

**APPLICATION FORM[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **Organization name in English** |  |
| **Project** **title** |  |
| **Project location[[2]](#footnote-2)** |  |
| **Duration of the project[[3]](#footnote-3)** |  |
| **Overall budget of the project** **(USD)** | **$** |
| **Funding requested from Black Sea Trust (USD)** | **$** |

|  |  |
| --- | --- |
| **Organization****Legal Address:****Full postal address:** **Phone:****Website:****Social Media:** | **Project Manager** **Name:****Title:****Phone:****Mobile:****Email:** |
| Other members of the project team (names, positions, email): | **Contact Person** *(if different than Project Manager)***Name:****Title:****Phone:****Mobile:****Email:** |
| **Project Summary** (no more than 6 lines) |
| Have you applied to the German Marshall Fund before? (mark with X) | YES, date\_\_\_\_\_\_\_ | NO  |
| Have you received a grant from the German Marshall Fund before?  | YES, date\_\_\_\_\_\_\_ amount\_\_\_\_\_\_\_ |  |

**Which overarching purpose of the Black Sea Trust does the project address?** Please mark with X the appropriate box(es).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Primary**  | **Secondary** | **None** |
| 1. **Engagement in European and transatlantic fora**

*Activities which improve dialogue and cooperation between regional and European and/ or transatlantic stakeholders.*  |  |  |  |
| 1. **Regional cooperation in the Black Sea region**

*Activities which facilitate dialogue, exchange of best practices, lessons learnt on issues of good governance and peace and reconciliation.* |  |  |  |
| 1. **Civic engagement, transparency and accountability**

*Activities which empower citizens to become active citizens, which increase the transparency and accountability of public officials and institutions.* |  |  |  |
| 1. **Euro-Atlantic integration**

*Activities which advance Euro-Atlantic integration processes, and which facilitate a better understanding of these processes by the population.* |  |  |  |
| 1. **Internet freedom**

*Activities which advance internet freedom and usage of secure online communication tools.* |  |  |  |
| 1. **Media Literacy**

*Activities which improve journalists’ reporting skills, and which increase citizens’ media literacy levels.* |  |  |  |

**1. Project Description**

**Background**. What is the issue/problem/part of the problem your project will address? What are the causes of the problem, and what are its effects? Please explain in minimum half a page – maximum one page only the context that is directly related to your project.

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**Relevance**. Why is it important to solve this problem/ issue? How will the project provide the desired solutions? Please explain in minimum half a page – maximum one page only the issue/ problem that is directly related to your project.

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**Outcomes[[4]](#footnote-4)**. Describe specifically what you want to achieve with this project to address the issue/ problem described above. We recommend you identify no more than 3 outcomes.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

**Outputs[[5]](#footnote-5)**. Please list below your specific outputs. The presented outputs need to be specific, clear, measurable, realistic and achievable within your project time frame.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
|  | *<delete/ add as necessary>* |

**Activities**. What activities will your project include to achieve the abovementioned outputs and outcomes? Please be coherent and clear regarding how these proposed activities will contribute to achievement of project outcomes.

|  |
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**Types of activities**. What types of activities does your project entail?

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Number of occurrences** | **Implementation scope** | **Number of people involved** |
| **Local** *(list village/city)* | **Regional** *(list region(s))* | **National** *(list country)* | **2 or more countries** *(list countries names)* |
| *<delete/ add as necessary>* |  |  |  |  |  |  |
| Artistic Festival  |  |  |  |  |  |  |
| Conference/ Forum |  |  |  |  |  |  |
| Debate/ Round-Table |  |  |  |  |  |  |
| Focus groups |  |  |  |  |  |  |
| Publications |  |  |  |  |  |  |
| Radio show  |  |  |  |  |  |  |
| Study visit |  |  |  |  |  |  |
| Social media campaign |  |  |  |  |  |  |
| Survey |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| TV Show |  |  |  |  |  |  |
| Website |  |  |  |  |  |  |
| Workshops/ Seminar |  |  |  |  |  |  |

**Target group(s)[[6]](#footnote-6)**: Which are the target groups of this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Groups** | **Estimated number** | **Age group[[7]](#footnote-7)** | **Gender** | **Activities through which they will be engaged (brief description)** |
| *<delete/ add as necessary>* |  |  |  |  |
| Academia |  |  |  |  |
| Bloggers |  |  |  |  |
| Business  |  |  |  |  |
| Civic leaders |  |  |  |  |
| Youth |  |  |  |  |
| IDPs |  |  |  |  |
| International organisations |  |  |  |  |
| Journalists |  |  |  |  |
| Lawyers |  |  |  |  |
| Public officials |  |  |  |  |
| Minorities |  |  |  |  |
| Citizens |  |  |  |  |
| Women |  |  |  |  |
| **Total** |  |  |  |  |

**Beneficiaries[[8]](#footnote-8)**: Who are the direct and indirect beneficiaries of your project?

|  |
| --- |
| **Direct beneficiaries:**   |
| **Indirect beneficiaries:**  |

**Timeframe of Activities**. Please give the timeframe for the activities above by marking an “x” under the month these activities will take place. Month 1 signifies the first month of the project.

|  |  |  |
| --- | --- | --- |
|  No. | Activity title | Month |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |
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**Partnerships**. If you are implementing this project in partnership with another organization(s)/institution(s), please provide: Name of the organisation, Country, Person of contact, mobile, email. Please describe the organisation’s role in the project and specify if this partnership is formal or informal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization details** | **Contact Person** | **Role of organization** | **Type of partnership** |
| Full name:Registration address:Phone number:Webpage/ social media channel: | Full Name:Position:Phone:Mobile:Email: |  |  |
| *<delete/ add as necessary>* |  |  |  |

**Publicity**. What methods and tools will you use to inform the target audience and the general public about the progress of the project and its results?

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**Risk and risk management[[9]](#footnote-9)**. Please describe any potential risks involved in implementing your project and what is being done to minimize these risks.

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| --- | --- | --- | --- |
| Potential Risk**[[10]](#footnote-10)**  | Probability of occurrence**[[11]](#footnote-11)** | Potential impact on project**[[12]](#footnote-12)** | Measures to minimise the probability of occurrence and/or the potential impact on project: |
| *<add as necessary>* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2. Expected Results**

**Verification of results.** What sources of information/ tools will you use to measure the improvement compared with the starting situation? These can be, but are not limited to pre/post surveys, focus groups, individual interviews, etc. Please include below samples of tools (e.g. questionnaire) and planned methods of data collection (Google Analytics, Facebook polls, etc).

|  |
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**Impact[[13]](#footnote-13)**. What change will this project bring to the target group, community, and/or problem you are addressing, both at the end of the project and on the long term?

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**3. Monitoring and Evaluation**

**Monitoring**. Please describe how your organization will ensure the monitoring of project activities.

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**Evaluation**. Please determine and describe the project’s success indicators based on which you will evaluate the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity nr.\*** | **Indicators** | **Estimated value** | **Means of measurement/evaluation \*\*** |
|  |  |  |  |
|  |  |  |  |
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\*only the numbers, as in the *Timeframe of Activities*

\*\*for example: scans of the participants’ lists, reports, screenshots, hyperlinks or other relevant means.

**4. Sustainability**

How will the achieved project results be preserved, reproduced, and further developed after the Black Sea Trust support ends? Please discern between:

**Financial sustainability.** Financing follow-up activities, sources of funding.

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|  |

**Institutional sustainability**. What structures would allow for a continuation of the project?

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**Policy-level sustainability.** Will it lead to improved codes of conduct, methods, legislation, etc.?

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**5. Project Budget**

**Budget spending rationale**. Include a short narrative of the main budget categories from the Budget form.

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**Other funding.**

Have you applied for other funding for this project? If so, please specify the amount and the funding source.

|  |
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Have you received (or received official confirmation of) other funding (financial or in-kind) for this project? If so, please specify the amount and the funding source.

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If your organization has its own resources for this project – both cash and in-kind (technical equipment, space, volunteers), please explain what these resources are.

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6. Please let us know what makes your project **innovative**. What similar initiatives/projects are you aware of? How is your project’s approach different from them?

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7. Please describe your **experience** implementing similar projects to the one you propose.

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8. If you have received funding from the Black Sea Trust before, please describe in 2 – 3 paragraphs the **impact of the previous grant(s).** If organizational name has changed, please provide previous name under which BST funding was received.

|  |
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|  |

9. If this is a regional project, please tell us how this project will **enhance regional cooperation and collaboration.**

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10. Please tell us how this project **will link and bring citizens closer to their governments**.

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**11. Organization Description**

|  |  |
| --- | --- |
| Country where registered |  |
| Registration number |  |
| Date of registration |  |
| Registered as: (e.g. foundation, association, governmental organization, etc.) |  |

**Mission**. What is the mission of your organization? For example, if you were asked to describe why your organization exists, what would you say?

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**Structure**. What is the structure of your organization? Who makes the decisions (Managing Board, Director/Coordinator...)? How many people work in your organization? Are they employed, paid by project, or volunteers?

|  |
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**Activity**. Briefly describe the projects your organization has implemented in the last 2 years and the results of these projects. Please mention both quantitative results (for example, the number of citizens engaged) and qualitative results (for example, X city hall consults on a regular basis with citizens and civil society organizations regarding Y issue).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project**  | **Year** | **Location** | **Quantitative Results** | **Qualitative Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Funding.** What was the total income and expenditure of your organization in the previous financial year?

|  |  |
| --- | --- |
| Total income in the previous financial year | *Please list here amounts and funding sources* |
| Total expenditure in previous financial year | *Please list here total amount spent* |

Please list your sources of income for the previous two years including names of all donors and amounts for fiscal year.

**12. References.** Please provide contact information of a funder **and** a partner organization you worked with during the past 3 years.

|  |  |
| --- | --- |
| Name of Partner Organization:City, Country: Phone:Website:Social media: | Full Name of Your Point of Contact:Title:Mobile:Email: |
| Name of Funder:Phone:Website: | Name of Your Point of Contact:Title:Mobile:Email: |

1. **All fields are mandatory**. Use “None” or “Not applicable” where appropriate. Empty or incomplete applications will not be reviewed. [↑](#footnote-ref-1)
2. Country and city. [↑](#footnote-ref-2)
3. Number of months. [↑](#footnote-ref-3)
4. An outcome is usually described as a finite, measurable change of behavior, practices or conditions of an organization, system or group of beneficiaries, by the end of the implementation period. [↑](#footnote-ref-4)
5. Outputs describe the specific, tangible deliverables that result from an activity. They should be linked to the outcomes. [↑](#footnote-ref-5)
6. A target group is the group who will be directly positively affected by the project’s expected results. [↑](#footnote-ref-6)
7. 12 – 15; 16 – 20; 21 – 30; 31 – 40; 41 – 50; 51 – 65; 66 – 80; 81 – 100. [↑](#footnote-ref-7)
8. The beneficiaries are those who will benefit from the project in the long term, at the level of the sector at large or the society. [↑](#footnote-ref-8)
9. An uncertain event or set of events that, should it occur, it will negatively affect the achievement of the objectives. [↑](#footnote-ref-9)
10. Please make sure you list internal and external risks associated with each objective. [↑](#footnote-ref-10)
11. Indicate value: 1 – Improbable; 2 – Possible; 3 – Probable. [↑](#footnote-ref-11)
12. Indicate value: 1 – Low impact; 2 – Medium impact; 3 – Major impact. [↑](#footnote-ref-12)
13. Impact refers to a much broader effect of the project, is usually described as longer-term effect of an outcome. [↑](#footnote-ref-13)