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

**ORGANIZATION**

|  |  |
| --- | --- |
| **Organization name in English** |  |
| **Project** **title** |  |
| **Project location**  *(Country/countries and city/cities)* |  |
| **Project duration** |  |
| **Total budget of the project** *(USD)* | **$** |
| **Funding requested from Black Sea Trust** *(USD)* | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization**  **Registration number:**  **Country of registration:**  **Year of registration:**  **Legal address:**  **Full postal address:**  **Phone:**  **Website:**  **Social Media:** | | **Legal representative of the organization**  **Name:**  **Title:**  **Phone:**  **Mobile:**  **Email:** | | | |
| Other members of the project team (names, positions, email): | | **Project Manager**  **Name:**  **Title:**  **Phone:**  **Mobile:**  **Email:** | | | |
| **Mission**. What is the mission of your organization? For example, if you were asked to describe why your organization was founded, what would you say? | | | | | |
| Have you received a grant from the German Marshall Fund before? | If YES, enter the date and amount:  (Month/Date/Year: $) | | | | NO |
| Has your organization been **audited** in the past 24 months? | | | YES | NO | |
| If yes, please enter a brief overview below. (max 5 lines) | | | | | |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| Does your organisation have a written **conflict of interest policy?** | YES | NO |
| If yes, please attach it to your email. | | |

|  |  |  |
| --- | --- | --- |
| Does your organization have an **operational accounting system**? | YES | NO |
| If yes, please attach it to your email. | | |
|  | | |
| Does your organization have an **operational procurement system**? | YES | NO |
| If yes, please attach it to your email and enter a brief overview below. (5 to 7 lines) | | |
|  | | |

**Partnerships**. If you are implementing this project in partnership with other organization(s)/institution(s), please fill out the box below with the organization’s details, the contact person’s details, a description of the organization’s role in the project, and whether this partnership is formal or informal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization details** | **Contact person details** | **Role of organization in project activities[[2]](#footnote-2)** | **Type of partnership** *(formal/informal)* |
| Full name:  Address:  Phone number:  Webpage/social media channel: | Full name:  Position:  Phone:  Mobile:  Email: |  |  |
| *<delete/add as necessary>* |  |  |  |

**2. SUMMARY**

***PROJECT OVERVIEW***

**Background and relevance**. 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? Why is it important to solve this issue? Please explain in maximum half a page the context that is **directly** related to your project.

|  |
| --- |
|  |

***OUTCOMES AND OUTPUTS***

Please provide a brief **description** (no more than 6 lines) of the outcomes and outputs of the project.

|  |
| --- |
|  |

***TARGET GROUPS AND ACTIVITIES***

Please indicate the intended **target groups** for this project. This should reflect the **primary target groups** of the project only (for example, if your project primarily targets journalists but some of these are women, fill out only “Journalists” and not “Women”). For each target group, please indicate how many are female or male. Please add or delete “Country” columns as needed to reflect those countries in which the target groups are located. You may also add rows to the “Target groups” column. Some examples are provided below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Target groups** | **Estimated number** | **Age group**[[3]](#footnote-3) |  | | **Country\*** | | | |
| **Female** | **Male** | **Romania** | **Ukraine** | **Moldova** | *delete/ add as necessary* |
| Academia | **100** | **35–44** | **40** | **60** | **30** | **0** | **70** |  |
| Bloggers | **25** | **19–24** | **15** | **10** | **25** | **0** | **0** |  |
| Business representatives |  |  |  |  |  |  |  |  |
| Citizens |  |  |  |  |  |  |  |  |
| Civic leaders |  |  |  |  |  |  |  |  |
| Experts/ Think-tankers |  |  |  |  |  |  |  |  |
| Internally displaced people (IDPs) |  |  |  |  |  |  |  |  |
| International organizations representatives |  |  |  |  |  |  |  |  |
| Journalists |  |  |  |  |  |  |  |  |
| Lawyers |  |  |  |  |  |  |  |  |
| LGBTQ |  |  |  |  |  |  |  |  |
| Minorities |  |  |  |  |  |  |  |  |
| Public officials |  |  |  |  |  |  |  |  |
| Youth |  |  |  |  |  |  |  |  |
| Women |  |  | N/A | N/A |  |  |  |  |
| *delete/add as necessary* |  |  |  |  |  |  |  |  |
| **Project total:** | 125 | N/A | 55 | 70 | 55 | 0 | 70 |  |

Please list and describe, in maximum one page, each anticipated **activity.**

|  |
| --- |
| ***<activity no> <title of activity>*** *<duration of activity (in months)> <description of activity>* |

**Timeframe of activities**. Please give the timeframe for the activities above by marking an “x” under the month these activities will take place. Activities should be listed in chronological order; month 1 signifies the first month of the project. Please note that the “title of activity” listed should correspond to the categories indicated above:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Title of activity** | **Month** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *<delete/add as necessary>* |  |  |  |  |  |  |  |  |  |  |  |  |

**Risk and risk management[[4]](#footnote-4)**. Please respond to the below questions by marking either “yes” or “no” and offering the requested details, where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Potential risk**[[5]](#footnote-5)** | Probability of occurrence**[[6]](#footnote-6)** | Potential impact on project**[[7]](#footnote-7)** | Measures to minimize the probability of occurrence and/or the potential impact on project: |
| *<add as necessary>* |  |  |  |
|  |  |  |  |

**3. SUSTAINABILITY**

How will the achieved project outcomes be preserved, replicated, and/or further developed after the Black Sea Trust support ends? Please describe:

|  |
| --- |
|  |

**4. PROJECT BUDGET**

**Budget spending rationale**. Enter a short description of the main budget categories from the budget form. If your organization has resources from other donor(s) and/or its own resources for this project, please explain what these resources are.

|  |
| --- |
|  |

Please describe, in a few lines, your **experience** in implementing similar projects.

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| Total income in the previous financial year: |  |
| Total expenditure in the previous financial year: |  |

1. **All fields are mandatory**. Use “None” or “Not applicable” where appropriate. Empty or incomplete applications will not be reviewed. [↑](#footnote-ref-1)
2. Please indicate the number of activities in which the partner is directly involved, as described in the **Timeframe** **and Activities** section [↑](#footnote-ref-2)
3. Under 18; 19–24; 25–44; 44–64; over 65 [↑](#footnote-ref-3)
4. An uncertain event or set of events that, should it occur, would negatively affect the achievement of the objectives. [↑](#footnote-ref-4)
5. Please list internal and external risks associated with each objective. [↑](#footnote-ref-5)
6. Indicate value: 1 – Improbable; 2 – Possible; 3 – Probable. [↑](#footnote-ref-6)
7. Indicate value: 1 – Low impact; 2 – Medium impact; 3 – Major impact. [↑](#footnote-ref-7)