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

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| --- | --- |
| **Organization name in English** | **Please write the name in English and Ukrainian languages** |
| **Project** **title** |  |
| **Project location**  *(Country/city)* |  |
| **Anticipated start date of project** *(month/day/year)* |  |
| **Anticipated end date of project** *(month/day/year)* |  |
| **Overall budget of the project** *(EUR)* | **EUR** |
| **Funding requested from Black Sea Trust** *(EUR)* | **EUR** |

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| **Organization**  *If relocated, please indicate the city of origin and the city of relocation.*  **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 (name, position, email): | | **Project Manager**  **Name:**  **Title:**  **Phone:**  **Mobile:**  **Email:** | |
| Please provide a brief **description** (no more than 6 lines) of the project, including the **aim**:  ***Aim:*** *To…* | | | |
| Have you applied to the BST / German Marshall Fund before? *(mark with X)* | YES, date:  (Month/Date/Year) | | NO |
| Have you received a grant from the BST / German Marshall Fund before? | YES, date and amount:  (Month/Date/Year: ) | | NO |
| Have you received a grant from the European Union before? | YES, date and amount:  (Month/Date/Year: ) | | NO |

**1. SUMMARY**

***PROJECT OVERVIEW***

**Background**. What is the issue or problem your project will address? What are the causes of the problem and what are its effects?

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| **Please explain the context directly related to your project** **in a minimum of half a page to a maximum of one page.** |

**RELEVANCE**

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| **Please explain the issue/problem that is directly related to your project, in a minimum of half a page to a maximum of one page.** |

**PARTNERSHIPS**. If you are implementing this project in partnership with other organization(s) or institution(s), please provide the name of the organization, country, person of contact, mobile, and email. Describe the organization's role in the project and specify if this partnership is formal or informal.

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| **Organization details** | **Contact person** | **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>* |  |  |  |

**RISK AND RISK MANAGEMENT[[3]](#footnote-3)**. Please respond to the questions below by marking either "yes" or "no" and offering the requested details, where applicable.

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| Potential risk**[[4]](#footnote-4)** | Probability of occurrence**[[5]](#footnote-5)** | Potential impact on project**[[6]](#footnote-6)** | Measures to minimize the probability of occurrence and/or the potential impact on project: | | | | | |
| *<add as necessary>* |  |  |  | | | | | |
|  |  |  |  | | | | | |
|  |  |  |  | | | | | |
| Does your organization have a written **conflict of interest policy?** | | | | | YES | | NO | |
| If yes, please offer a brief overview below (5­–7 lines), and attach a copy if you have a separate document on the **conflict of interest policy.** | | | | | | | | |
|  | | | | | | | | |
| Please list the main organizations, institutions, and companies in which your organizational staff and board have been active in, either as staff or leadership, over the last 24 months. | | | | | | | | |
|  | | | | | | | | |
| Has your organization completed an **audit** in the past 24 months? | | | | | YES | | NO | |
| If yes, please attach the results and offer a brief overview below. (5–7 lines) | | | | | | | | |
|  | | | | | | | | |
| Does your organization have an **operational accounting system**? | | | | | YES | | NO | |
| If yes, please offer a brief overview below by explaining how and what programs you use to manage the organization's financial operations and transactions. Please also provide information regarding the management of petty cash. | | | | | | | | |
|  | | | | | | | | |
| Does your organization have an **operational procurement system and policy**? | | | | YES | | NO | |
| If yes, please attach it to your email back and offer a brief overview below. (5–7 lines) | | | | | | | |
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***OUTREACH***

**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? Please check all that apply and add as needed:

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| --- | --- | --- | --- |
| **Media type** | **Frequency** | **Anticipated number of people reached** | **Please describe how this media tool will be used to reach your target audience and/or the general public** |
| Social media |  |  |  |
| Website |  |  |  |
| TV |  |  |  |
| Newspaper |  |  |  |
| Journal |  |  |  |
| Radio |  |  |  |
| Other: |  |  |  |

***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, and the number of participants per country.

*You may also add additional rows to the "Target groups" column. Examples are provided below in blue:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Target Groups** | **Estimated Number** | **Age group**[[7]](#footnote-7) | **Out of which:** | | **Country\*** | | | |
| **Female** | **Male** | **Ukraine** | *add if necessary* | *add if necessary* | *delete/ add as necessary* |
| Internally displaced people (IDPs) | E.g., 100 | E.g., 35-44 | 40 | 60 | 30 | 0 | 70 |  |
| Refugees |  |  |  |  |  |  |  |  |
| Citizens[[8]](#footnote-8) |  |  |  |  |  |  |  |  |
| Civic leaders |  |  |  |  |  |  |  |  |
| Bloggers | E.g., 25 | E.g., 19-24 | 15 | 10 | 25 | 0 | 0 |  |
| Business representatives |  |  |  |  |  |  |  |  |
| Academics |  |  |  |  |  |  |  |  |
| Youth/Students |  |  |  |  |  |  |  |  |
| Experts/Think-tankers |  |  |  |  |  |  |  |  |
| International organizations representatives |  |  |  |  |  |  |  |  |
| Journalists |  |  |  |  |  |  |  |  |
| Lawyers |  |  |  |  |  |  |  |  |
| LGBTQ |  |  |  |  |  |  |  |  |
| Ethnic minorities |  |  |  |  |  |  |  |  |
| Public officials |  |  |  |  |  |  |  |  |
| *delete/add as necessary* |  |  |  |  |  |  |  |  |
| **Project Total:** | 125 | N/A | 55 | 70 | 55 | 0 | 70 |  |

Please indicate the **TYPES OF ACTIVITIES** that are included in your project, as well as the estimated number of each activity type that you plan to implement. For each activity, also mark the following: 1) (5–7 lines) how many occurrences are local, national, or regional; 2) the target group(s) involved (this should correspond to the target group categories indicated above); and 3) the number of participants per target group (indicate the number of people for each target group listed).

*Please add or delete "Activity" columns as needed to reflect different activity types. An example is provided below:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Estimated Number** | **Implementation Scope** | | | **Target Group(s)** | **Number of participants per target group** |
| **Local** | **National** | **Regional** |
| Relocation from war zones |  |  |  |  |  |  |
| Emergency support to IDPs |  |  |  |  |  |  |
| Support to Refugees |  |  |  |  |  |  |
| Conference/Forum |  |  |  |  |  |  |
| Debate/Round Table |  |  |  |  |  |  |
| Focus groups |  |  |  |  |  |  |
| Publications |  |  |  |  |  |  |
| Radio show |  |  |  |  | *Fill in outreach section only* | |
| Study visit |  |  |  |  |  |  |
| Social media campaign[[9]](#footnote-9) |  |  |  |  | *Fill in outreach section only* | |
| Survey |  |  |  |  |  |  |
| Training/ Seminar/ Workshop/ Webinar |  |  |  |  |  |  |
| TV Show |  |  |  |  | *Fill in outreach section only* | |
| Website *(i.e. website traffic / no of unique visitors)* |  |  |  |  | *Fill in outreach section only* | |
| *<delete/ add as necessary>* |  |  |  |  |  |  |

**Please list and describe, in maximum one page, each anticipated activity listed in the above tables.**

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| **Numerate each activity and add a short description – number of activities and participants, who will implement it, and how frequently it will occur.**  Examples of types of activities and descriptions it should include.   1. Relocate citizens from conflict area   Relocating 150 families/citizens from X city to Y, Z cities.   1. The IDPs will be supported to access health, education services. At least 20 children will be registered in newly relocated city schools…. Provide psychological support to IDPs   235 IDPs will benefit from online/ offline/ psychological support through daily/ weekly sessions.  At least 50 children will receive …  4 psychologists will be employed to provide support to the family members…   1. Capacity building to the organization members.   At least 5 online/offline trainings provided by 2-3 trainers to volunteers/organization's members/ staff.  Each training/workshop/ will last 4 hours/2 days…….  The topics will be… |

**Timeframe of Activities**. Please provide 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 "activity type" listed should correspond to the categories indicated above:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity type**  *The activities should coincide with the above descriptions* | **Month** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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|  | *<delete/add as necessary>* |  |  |  |  |  |  |  |  |  |  |  |  |

**Outcomes.** Please provide a maximum of 3 corresponding outcomes to be achieved through the proposed activities. List all relevant outputs and how you plan to measure them.

*An example is provided below:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome[[10]](#footnote-10)** | **Activity name,**  **as mentioned in Timeframe of Activities** | **Output[[11]](#footnote-11)** | **Means of measurement/ Evaluation** |
| IDPs supported | Activity 2. Provide psychological support to IPDs | 260 IDPs received psychological support  60 IDP children registered in schools | Registration forms  Evaluations form IDPs (verbal, written) |
| Increased capacity of organization to functions | Activity 3. Capacity building to the organization members | 15 members improved skills on…. | Questionnaires, evaluation forms |
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**3. SUSTAINABILITY**

How will the achieved project outcomes be preserved, reproduced, and further developed after the Black Sea Trust support ends? Please describe where applicable:

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

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

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**4. PROJECT BUDGET**

**Budget spending rationale (EUR)**. 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. 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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**5. ORGANIZATION DESCRIPTION**

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| 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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Please describe your **experience** implementing similar projects to the one proposed.

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

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

**6. REFERENCES**

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

|  |  |
| --- | --- |
| Name of funder:  Phone:  Website: | Name of your point of contact:  Title:  Mobile:  Email: |
| Name of partner organization:  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. Please indicate the Activity Numbers in which the partner is directly involved, as described in the **Timeframe** section [↑](#footnote-ref-2)
3. An uncertain event or set of events that, should it occur, will negatively affect the achievement of the objectives. [↑](#footnote-ref-3)
4. Please make sure you list internal and external risks associated with each objective. [↑](#footnote-ref-4)
5. Indicate value: 1 – Improbable; 2 – Possible; 3 – Probable. [↑](#footnote-ref-5)
6. Indicate value: 1 – Low impact; 2 – Medium impact; 3 – Major impact. [↑](#footnote-ref-6)
7. Age under 18; 19-24; 25-44; 44-64; over 65. [↑](#footnote-ref-7)
8. Only direct beneficiaries (of services, assistance etc.), public audience etc. [↑](#footnote-ref-8)
9. Only participants to social media campaign-related activities, not online outreach. [↑](#footnote-ref-9)
10. 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-10)
11. Outputs describe the specific, tangible deliverables that result from an activity. They should be linked to the outcomes. [↑](#footnote-ref-11)