**APPLICATION FORM[[1]](#footnote-2)**

|  |  |
| --- | --- |
| **Organization name in English and in Ukrainian** |  |
| **Project** **title** |  |
| **Project location**  *(Country/countries and city/cities)* |  |
| **Duration of the project  (Anticipated start and end date of the project)** |  |
| **Total budget of the project** *(USD)* | **$** |
| **Funding requested from GMF** *(USD)* | **$** |
| **Program priority addressed (please choose one)** | **1. Emergency support and immediate safety;   2. Media support;   3. Cyber and physical security, organizational capacity building;   4. Reintegration of liberated areas;   5. Post-conflict education and youth engagement;   6. Resilience and recovery** |

1. **ORGANIZATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mission**. What is the mission of your organization? For example, if you were asked to describe why your organization exists, what would you say? | | | |
| Please describe, in a few lines, your **experience** (if any) in implementing similar projects. | | | |
| **Organization:** *If relocated, please indicate the city of origin and the city of relocation:*  **Registration no:**  **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:** | | |
| Have you received a grant from GMF before? | | YES, date and amount:  (Month/Date/Year: $) | NO |
| Does your organisation have a written **conflict of interest policy?**  If yes, please attach it to your application email. | | YES | NO |
| Has your organisation past through an **audit** in the past 24 months?  If yes, please attach the most recent report, if available. | | YES | NO |
| Does your organisation have an **operational accounting system**? | | YES | NO |
| Do you employ or contract a certified accountant? | | YES | NO |
| Does your organisation have a **procurement policy**? If yes, please attach it to your application form. | | YES | NO |

**Partnerships**. If you are implementing this project in partnership with other organization(s) / institution(s), please provide the name of the organisation, country, contact person, mobile, and email. Describe the organisation’s role in the project and specify if this partnership is formal or informal. Please also indicate whether you cooperate with these partners on implementation of the project proposed in this application form.

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| --- | --- | --- | --- |
| **Organization details** | **Contact Person** | **Role of organization in project activities[[2]](#footnote-3)** | **Type of partnership** *(formal/informal)* |
| Full name:  Address:  Phone number:  Webpage/ social media channel: | Full Name:  Position:  Phone:  Mobile:  Email: |  |  |
| *<delete/ add as necessary>* |  |  |  |

**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 previous financial year: |  |

**2. PROJECT 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 important to solve this issue? (half a page to a maximum of one page)

|  |
| --- |
|  |

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

|  |
| --- |
| ***<activity no> <title of activity>*** *<duration of activity (in months)> <description of activity>*  *For example:*   1. *Relocate civilians from conflict areas during 3 months.*   *Relocating 150 civilians from X, Y, Z cities to A, B,C cities.* |

***OUTCOMES AND OUTPUTS[[3]](#footnote-4)***

Please provide a brief **description** (not more than 6 lines) of the outcomes and outputs of the project. If applicable, please list the relevant outcomes and outputs along with the methods of measuring/evaluating them. Examples are provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome** | **Activity name,**  **as mentioned in Timeframe of Activities** | **Output** | **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 |
|  |  |  |  |

***TARGET GROUPS AND RISK MANAGEMENT***

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 in the “Country” columns above as needed to reflect those countries where target groups are located. You may also add additional rows to the “Target Groups” column. Some examples are provided below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Target Groups** | **Estimated Number** | **Age group**[[4]](#footnote-5) | **Out of which:** | | **Country\*** | | | |
| **Female** | **Male** | **Ukraine** | ***delete/ add if necessary*** | ***delete/ add if necessary*** | ***delete/ add if necessary*** |
| Academia | **100** | **35-44** | **40** | **60** | **30** | **0** | **0** | 0 |
| Bloggers | **25** | **19-24** | **15** | **10** | **25** | **0** | **0** | 0 |
| Business representatives |  |  |  |  |  |  |  |  |
| Children |  |  |  |  |  |  |  |  |
| Citizens |  |  |  |  |  |  |  |  |
| Civic leaders |  |  |  |  |  |  |  |  |
| Elderly |  |  |  |  |  |  |  |  |
| Experts/ Think-tankers |  |  |  |  |  |  |  |  |
| Internally displaced people (IDPs) |  |  |  |  |  |  |  |  |
| International organizations representatives |  |  |  |  |  |  |  |  |
| Journalists |  |  |  |  |  |  |  |  |
| Lawyers |  |  |  |  |  |  |  |  |
| LGBTQ+ |  |  |  |  |  |  |  |  |
| Minorities (if need be, please indicate) |  |  |  |  |  |  |  |  |
| Persons with disabilities/low mobility |  |  |  |  |  |  |  |  |
| Public officials |  |  |  |  |  |  |  |  |
| Women |  |  |  |  |  |  |  |  |
| Youth |  |  |  |  |  |  |  |  |
| *delete/ add as necessary* |  |  |  |  |  |  |  |  |
| **Project Total:** | 125 | N/A | 55 | 70 | 55 | 0 | 70 |  |

**Risk and risk management[[5]](#footnote-6)**. Please respond to the below questions by marking either “yes” or “no” and offering the requested details, where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk**[[6]](#footnote-7)** | Probability of occurrence**[[7]](#footnote-8)** | Potential impact on project**[[8]](#footnote-9)** | Measures to minimise 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 GMF support ends? Please provide a short description, e.g. on institutional sustainability, of your organization:

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| --- |
|  |

1. **All fields are mandatory**. Use “None” or “Not applicable” where appropriate. Empty or incomplete applications will not be reviewed. [↑](#footnote-ref-2)
2. Please indicate the Activity Numbers the partner is directly involved, as described in the **Timeframe** section [↑](#footnote-ref-3)
3. An outcome is usually 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. An output describes the specific, tangible deliverables that result from an activity. Outputs should be linked to the outcomes. [↑](#footnote-ref-4)
4. Under 18; 19 – 24; 25 – 44; 44 – 64; over 65 [↑](#footnote-ref-5)
5. An uncertain event or set of events that, should it occur, it will negatively affect the achievement of the objectives. [↑](#footnote-ref-6)
6. Please make sure you list internal and external risks associated with each objective. [↑](#footnote-ref-7)
7. Indicate value: 1 – Improbable; 2 – Possible; 3 – Probable. [↑](#footnote-ref-8)
8. Indicate value: 1 – Low impact; 2 – Medium impact; 3 – Major impact. [↑](#footnote-ref-9)