**APPLICATION FORM[[1]](#footnote-10070)**

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| **Organization name in the local language** |  |
| **Organization name in English** |  |
| **Project** **title** |  |
| **Project location**  *(Country/countries and city/cities)* |  |
| **Anticipated start date of project** *(month/day/year)* |  |
| **Anticipated end date of project** *(month/day/year)* |  |
| **Overall budget of the project** *USD)* |  |
| **Funding requested from ECE** *(USD)* |  |

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| **Organization**  **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:** | |
| Please provide a brief **description (executive summary) of the project.** | | | |
| Have you applied to GMF before? *(mark with X)* | YES, date:  (Month/Date/Year) | | NO |
| Have you received a grant from GMF before? | YES, date and amount:  (Month/Date/Year: USD or EUR) | | NO |

**1. SUMMARY**

***PROJECT OVERVIEW***

**Background**/**Problem Description**. 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. Include information about why it is important to solve this problem/issue at this moment in time.

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**Innovation.** 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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| Does your organisation have a written **conflict of interest policy?** | YES | NO |
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| Has your organisation passed through an **audit** in the past 24 months? | YES | NO |
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| Does your organisation have an **operational accounting system**? | YES | NO |
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| Does your organisation have an **operational procurement system**? | YES | NO |
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**Partnerships**. If you are implementing this project in partnership other organization(s)/institution(s), please provide: Name of the organisation, Country, Person of contact, mobile, email. Describe the organisation’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>* |  |  |  |
| *<delete/ add as necessary>* |  |  |  |
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**2. PROJECT DESCRIPTION**

Please provide a full **description of the project.** Include the **aim, objectives and expected results** of the project (maximum half a page)

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Please list and describe, in maximum one page, each anticipated activity **and the expected outputs**

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**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 “activity type” listed should correspond to the categories indicated above:

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| **No.** | **Activity Type** | **Month** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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***TARGET GROUPS AND OUTREACH***

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/male/other – self-identified, and the number of participants per country.

*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. An example is provided below:*

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| **Target Groups** | **Estimated Number** | **Age group**[[3]](#footnote-3) | **Out of which:** | | | **Country** | | |
| **F** | **M** | **Self**  **identified** | **---** | **-----** | **-----** |
| Civic leaders | Examples: {100} | {35-44} | {40} | {60} |  | {25} | {75} |  |
| Youth | {25} | {19-24} | {15} | {10} |  |  |  |  |
| Women |  |  |  |  |  |  |  |  |
| Citizens |  |  |  |  |  |  |  |  |
| Minorities |  |  |  |  |  |  |  |  |
| LGBTQ |  |  |  |  |  |  |  |  |
| Refugees |  |  |  |  |  |  |  |  |
| Experts/ Think-tankers |  |  |  |  |  |  |  |  |
| Journalists |  |  |  |  |  |  |  |  |
| Lawyers |  |  |  |  |  |  |  |  |
| Academia |  |  |  |  |  |  |  |  |
| International organizations representatives |  |  |  |  |  |  |  |  |
| Public officials |  |  |  |  |  |  |  |  |
| Business representatives |  |  |  |  |  |  |  |  |
| Bloggers |  |  | N/A | N/A |  |  |  |  |
| *Delete/Add as necessary* |  |  |  |  |  |  |  |  |
| **Project Total** |  | N/A |  |  |  |  |  |  |

***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 |  |  |  |
| Newspaper |  |  |  |
| TV |  |  |  |
| Journal |  |  |  |
| Radio |  |  |  |
| *Delete/Add as necessary* |  |  |  |

**3. RISK ASSESEMENT AND RISK MANAGEMENT STRATEGIES**

Analyze the risks that you foresee, both internal and external, that may put groups or individuals at risk of harm, or that may hinder project implementation. Rate the likelihood (probability) and impact (consequence) of each risk that you have identified. Describe your risk management including what preventive measures that are put in place.

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| **Risks** | **Likelihood[[4]](#footnote-4)** | **Impact[[5]](#footnote-5)** | **Risk management including preventive measures** |
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| *Delete/Add as necessary* |  |  |  |

**4. SUSTAINABILITY**

How will the achieved project outcomes be preserved, reproduced, and further developed after the ECE support ends? Please describe in minimum half page- maximum one page. You might refer to financial, institutional and/or policy-level sustainability:

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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.**

Please specify, if applicable: 1.the additional amount and the funding source for your project 2. Your own contribution, either cash or in-kind.

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**6. 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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**Activity portfolio**. 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).

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| **Project title** | **Timeline** | **Location(s)** | **Donor and**  **award amount** | **Key Achievements** |
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| *<add as necessary>* |  |  |  |  |

**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 previous financial year: |  |

**7. REFERENCES**

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

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

1. All fields are mandatory. Where applicable, enter "None" or "Not applicable". Blank or incomplete applications will not be considered. [↑](#footnote-ref-10070)
2. Please indicate the Activity Numbers the partner is directly involved, as described in the **Timeframe** section [↑](#footnote-ref-2)
3. Under 18; 19 – 24; 25 – 44; 45– 65; over 65. [↑](#footnote-ref-3)
4. FREQUENT - The risk is expected to occur within the time horizon of the project.

   LIKELY - 65% to 90% likelihood of the risk occurring within the time horizon of the project.

   POSSIBLE - 35% to 65% likelihood of the risk occurring within the time horizon of the project.

   UNLIKELY - 10% to 35% likelihood of the risk occurring within the time horizon of the project. [↑](#footnote-ref-4)
5. MAJOR - Significant impact on humans, operation, reputation, information, financial and material assets, or environment. Objectives will be very difficult to achieve.

   MODERATE - Some to significant impact on humans, operation, reputation, information, financial and material assets, or environment. Objectives can still be achieved but more resources and planning might be needed.

   MINOR - Minor impact on humans, operation, reputation, information, financial and material assets, or environment. Objectives will still be achieved but minor extra planning and resources might be needed. [↑](#footnote-ref-5)