**NARRATIVE APPLICATION FORM**

**Date:**

**Applicant name (in English):**

**Project location(s):**

**Project name:**

**Overall budget of the project (EUR):**

**Funding requested from the Balkan Trust for Democracy (EUR):**

**Duration (include month and year):**

Overall Goal [up to 200 words]:

|  |
| --- |
|  |

Proposed Activities [up to 350 words]:

|  |
| --- |
|  |

\*Please provide **all** following information for **all** organizations implementing the proposed project.

1. **Organization:**

|  |  |  |
| --- | --- | --- |
| Full Postal Address:  Phone:  Fax:  Website:  \* The Balkan Trust will discard all applications which do not include the applicant’s contact information (address, tel/fax numbers, and contact person). | **Organization Contact Person:**  Name:  Title:  Phone:  Mobile  Fax:  Email: | **Project Manager:**  Name:  Title:  Phone:  Mobile:  Fax:  Email: |

|  |  |  |
| --- | --- | --- |
| **Have you *applied* to the Balkan Trust before?** | YES, date\_\_\_\_\_\_\_ | NO |
| **Have you *applied* to the Royal Norwegian Embassy/Royal Norwegian MFA before?** | YES, date\_\_\_\_\_\_\_ | NO |
| **Have you *applied* to the Swiss Confederation and its associated governmental structures before? This includes the Swiss Cooperation Office in Serbia (SCO), the Swiss Agency for Development Cooperation (SDC), the State Secretariat for Economic Affairs (SECO), the State Secretariat for Migration (SEM).** | YES, date\_\_\_\_\_\_\_ | NO |
| **Have you *applied* to the German Marshall Fund or other GMF trust (BST, FBD) before?** | YES, date\_\_\_\_\_\_\_ | NO |
| **Have you *received a grant* from the Balkan Trust before?** | YES, date\_\_\_\_\_\_\_ amount\_\_\_\_\_\_\_ | NO |
| **Have you *received a grant* from the Royal Norwegian Embassy/Royal Norwegian MFA before?** | YES, date\_\_\_\_\_\_\_ amount\_\_\_\_\_\_\_ | NO |
| **Have you *received a grant* from the Swiss Confederation and its associated governmental structures before?** | YES, date\_\_\_\_\_\_\_ amount\_\_\_\_\_\_\_ | NO |
| **Have you *received a grant* from the German Marshall Fund before?** | YES, date\_\_\_\_\_\_\_ amount\_\_\_\_\_\_\_ | NO |

|  |  |
| --- | --- |
| **Country of registration** |  |
| **Registration number** |  |
| **Date of registration** |  |
| **Type of registration** |  |

# **Organization Description**

1. What is the purpose (mission) of your organization? For example, if you were asked to describe why your organization exists in one sentence, what would you say?
2. What is the structure of your organization? Your answer should include the following information:
   * Who makes the decisions (Managing Board, Director/Coordinator...)?
   * How many people work in your organization?
   * Are they employed, paid by project, or volunteers?
3. Does your organization have the following:
   * + Procurement Policy
     + Anti-Corruption Policy
     + Conflict of Interest Policy
     + Any other relevant policy
4. If the proposed project includes raising capacities and expertise of the organization, please explain the organization’s needs, how raising capacities will be done through this project and what resources are needed. How will this contribute to the organization’s work in the future?

Explain how this expertise is relevant to the priorities of the call and foreseen activities of the project.

1. Please explain your experience through previous work on the proposed topic. Please explain any impact achieved.

1. If your organization is a previous grantee of BTD/Royal Norwegian Embassy/NMFA/Swiss Confederation, please describe in one paragraph the impact/successes of that project.

# **Project Description**

1. **Situation Analysis:** Why is it important to address this issue? Please briefly explain only the situation that is directly relatedto your project using baseline indicators (*use results framework template in attachment*).
2. **Relevance:** How relevant is your project to the themes, priorities and objectives of the Call? How relevant is your project to the current situation in Serbia?
3. **Objectives/Goals:** Describe specifically what you want to achieve with this project to address the issue described above. Please list your objectives (1, 2, 3…). The presented objectives need to be specific, measurable, achievable, realistic and timely, and corresponding with results framework.
4. **Activities:** Explain how the activities you propose will lead to achieving your objectives.

## Timeframe of Activities: Please give the timeframe for the activities above by marking an x under the months during which these activities will take place. Month 1 signifies the first month the project starts.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Activities** | **Month** | | | | | | | | | | | |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Target group**: List all groups/entities who will be impacted by project activities.

* Explain briefly the key stakeholders, and their attitudes towards the action and means of engagement.
* Explain briefly to what extent the project will engage with the general public.
* Explain how the proposed activities will impact the target groups.

1. Use the table below to describe the risks that could have a negative impact on implementation of the proposed project. Risks related to the project/program should be identified and analyzed with reference to probability and impact. The overall risk is a combination of probability and impact. Risk-reducing measures should be proposed. The four cross-cutting issues are to be considered separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Analysis** | | | **Management** |
| **Risk** | **Probability** | **Impact** | **Overall risk** | **Risk-reducing measures** |
| [Risk that could affect goal achievement]   * *Insert as many rows as needed* |  |  |  | • |
|  |
| • |
| • |
| Negative impact on human rights**[[1]](#footnote-1)** |  |  |  | • |
| • |
| • |
| Negative impact on women’s rights and gender equality |  |  |  | • |
| • |
| • |
| Negative impact on climate/environment |  |  |  | • |
| • |
| • |
| Negative impact on anti-corruption |  |  |  | • |
| Negative impact on inclusion |  |  |  | • |

1. **Outreach**: Describe how you plan to inform the public about project implementation and the results of the project.

In what ways does your organization plan to share information about key developments on the proposed project with stakeholders, the general public?

What means will be used for outreach (eg. articles, reports, press conferences, media appearances, advertisements, other)?

What types of media will be used to disseminate information about the project (radio, television, newspapers, magazines, webpages, social media (specify)?

How do you plan to measure outreach?

1. **Expected Results**
2. **Results:** What results do you expect your project to achieve?Describe them in detail, keeping in mind these should be specific, measurable, achievable, realistic and timely. The results should reflect the outputs and outcomes stated in the Results Framework.

## Monitoring and Evaluation of Results: Describe how you plan to monitor and evaluate the project activities, in order to ensure the successful realization of the project. What type of information will be collected to keep a record of your achievements? How will this information be collected and by whom?

1. **Sustainability Plan**

Describe the sustainability, local ownership and exit strategy of the project.

1. **Financial Information and Project Budget**
2. Internal resources:

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

|  |  |
| --- | --- |
| a. Total income in the previous financial year: |  |
| b. Total expenditure in previous financial year: |  |

* Please list your sources of income for the previous two years including names of all donors and amounts listed by fiscal year.
* Does your organization perform a regular annual audit?

1. Additional funding:

* Have you applied for other funding for this project? If yes, list donor, amount, project title and project duration.
* Explain any opportunities for co-funding of the project with other donors
* Please list your current and committed donors, with amounts.
* Explain any synergies with other projects supported by other donors
* If your organization has its own resources for this project (technical equipment, space), please explain what these resources are in one paragraph.

1. **Detailed Budget:** Please provide a detailed budget, using the Balkan Trust for Democracy budget form in Excel. Please attach it separately; pay note it contains three separate sheets within the same Excel document.

1. Norwegian development assistance is guided by four cross-cutting issues: human rights, women’s rights and equality, climate and environment, and anti-corruption. The Swiss Cooperation Strategy Serbia is guided by gender and inclusion as cross-cutting topics.

   All applications are required to include an assessment of risks and impact regarding these cross-cutting issues, which should be streamlined throughout the project cycle. [↑](#footnote-ref-1)