Application number \_\_\_\_\_\_\_\_\_ Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(to be filled out by Balkan Trust for Democracy) (to be filled out by Balkan Trust for Democracy)*

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

|  |  |
| --- | --- |
| **Organization name in English** |  |
| **Project** **title** |  |
| **Project location (country and city)** |  |
| **start date of project (month/day/year)** |  |
| **end date of project (month/day/year)** |  |
| **Overall budget of the project** **(USD)** | **$** |
| **Funding requested from Balkan Trust for Democracy (USD)** | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**  **Legal Address:**  **Full postal address:**  **Phone:**  **Website:**  **Social Media:** | | **Project Manager**  **Name:**  **Title:**  **Phone:**  **Mobile:**  **Email:** | |
| Other members of the project team (names, positions, email): | | **Contact Person** *(if different than Project Manager)*  **Name:**  **Title:**  **Phone:**  **Mobile:**  **Email:** | |
| Please provide a brief **description** (no more than 6 lines) of the project: | | | |
| Have you applied to the German Marshall Fund/Balkan Trust for Democracy before? (mark with X) | YES, date\_\_\_\_\_\_\_ | | NO |
| Have you received a grant from the German Marshall Fund/Balkan Trust for Democracy before? | YES, date\_\_\_\_\_\_\_ amount\_\_\_\_\_\_\_ | |  |

**1. ORGANIZATION DESCRIPTION**

|  |  |
| --- | --- |
| 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?

|  |
| --- |
|  |

**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?

|  |
| --- |
|  |

**Activity**. 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).

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Year** | **Location** | **Key Achievements** |
|  |  |  |  |
|  |  |  |  |
| *<add as necessary>* |  |  |  |

Please describe your experience implementing similar projects to the one you propose.

|  |
| --- |
|  |

If you have received funding from the Balkan Trust before, please describe in 2 – 3 paragraphs the **impact of the previous grant(s)**. If organizational name has changed, please provide previous name under which BTD funding was received.

|  |
| --- |
|  |

**2. SUMMARY**

***PROJECT OVERVIEW***

**Background**. 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.

|  |
| --- |
|  |

**Relevance**. Why is it important to solve this problem/ issue? How will the project provide the desired solutions? Please explain in minimum half a page – maximum one page only the issue/ problem that is directly related to your project.

|  |
| --- |
|  |

**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?

|  |
| --- |
|  |

**Partnerships**. If you are implementing this project in partnership with other organization(s)/institution(s), please provide: Name of the organisation, Country, Contact person, Mobile, Email. Describe the organisation’s role in the project and specify if this partnership is formal or informal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization details** | **Contact Person** | **Role of organization** | **Type of partnership** |
| Full name:  Registration address:  Phone number:  Webpage/ social media channel: | Full Name:  Position:  Phone:  Mobile:  Email: |  |  |
| *<delete/ add as necessary>* |  |  |  |
| *<delete/ add as necessary>* |  |  |  |
| *<delete/ add as necessary>* |  |  |  |

**Risk and risk management[[2]](#footnote-2)**. Please describe any potential risks involved in implementing your project and what is being done to minimize these risks. Additionally, please respond to the questions below by marking either “yes” or “no” and offering the requested details, where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Risk[[3]](#footnote-3)** | **Probability of occurrence[[4]](#footnote-4)** | **Potential impact on project[[5]](#footnote-5)** | **Measures to minimise the probability of occurrence and/or the potential impact on project:** |
| *<add as necessary>* |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Does your organisation have a written **conflict of interest policy?** | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines) | | |
|  | | |
| Please list the main organisations, institutions and companies in which your organisational staff and board have been active in, either as staff or leadership, over the last 24 months. | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Has your organisation past through an **audit** in the past 24 months? | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines) | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Does your organisation have an **operational accounting system**? | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines)  Please also provide information regarding management of petty cash | | |
|  | | |

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

**3. 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:*

|  |  |  |
| --- | --- | --- |
| **Media Type** | **Yes** | **Anticipated number of people reached** |
| Radio |  |  |
| TV |  |  |
| Newspaper/Magazine |  |  |
| Social media (Facebook, Instagram, Youtube, etc.) |  |  |
| Website |  |  |
| Other *(please describe below)* |  |  |
|  | | |

**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.

*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:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Groups** | **Estimated Number** | **Age group**[[6]](#footnote-6) | **Out of which:** | |
| **Female** | **Male** | **Montenegro** | **North Macedonia** | *<delete/ add as necessary>* | *<delete/ add as necessary>* |
| Academia | 100 | 35-44 | 40 | 60 | 30 | 0 |  |  |
| Bloggers | 25 | 19-24 | 15 | 10 | 25 | 0 |  |  |
| Business |  |  |  |  |  |  |  |  |
| Civic leaders |  |  |  |  |  |  |  |  |
| Youth |  |  |  |  |  |  |  |  |
| International organizations |  |  |  |  |  |  |  |  |
| Journalists |  |  |  |  |  |  |  |  |
| Local public officials |  |  |  |  |  |  |  |  |
| Minorities |  |  |  |  |  |  |  |  |
| Citizens |  |  |  |  |  |  |  |  |
| Women |  |  |  |  |  |  |  |  |
| *<delete/ add as necessary>* |  |  |  |  |  |  |  |  |
| **Project Total:** | 125 | 19-24; 35-44 | 55 | 70 | 55 |  |  |  |

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) 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** |
| Conference/ Forum | 5 | 1 | 4 | 0 | Academia  Bloggers | 100  25 |
| Artistic Festival |  |  |  |  |  |  |
| Debate/Round-Table |  |  |  |  |  |  |
| Focus groups |  |  |  |  |  |  |
| Publications |  |  |  |  |  |  |
| Radio show |  |  |  |  |  |  |
| Study visit |  |  |  |  |  |  |
| Social media campaign |  |  |  |  | Fill in outreach section only | |
| Survey |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| TV Show |  |  |  |  |  |  |
| Website |  |  |  |  | Fill in outreach section only | |
| Workshops/ Seminar |  |  |  |  |  |  |
| *<delete/ add as necessary>* |  |  |  |  |  |  |

Please **list and describe**, in maximum one page, each anticipated 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 “activity type” listed should correspond to the categories indicated above:

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

**4. EXPECTED RESULTS**

**Which overarching result of the Balkan Trust for Democracy does the project address?** Please mark with X the appropriate box

|  |  |
| --- | --- |
|  | **Yes** |
| 1. **Engagement in European and transatlantic fora**   *Activities which improve dialogue and cooperation between regional and European and/ or transatlantic stakeholders.* |  |
| 1. **Regional cooperation in the Western Balkans region**   *Activities which facilitate dialogue, exchange of best practices, lessons learnt on issues of good governance and peace and reconciliation.* |  |
| 1. **Civic engagement, transparency and accountability**   *Activities which empower citizens to become active citizens, which increase the transparency and accountability of public officials and institutions.* |  |
| 1. **Euro-Atlantic integration**   *Activities which advance Euro-Atlantic integration processes, and which facilitate a better understanding of these processes by the population.* |  |
| 1. **Internet freedom**   *Activities which advance internet freedom and usage of secure online communication tools.* |  |
| 1. **Media Literacy**   *Activities which improve journalists’ reporting skills, and which increase citizens’ media literacy levels.* |  |
| 1. **Fighting disinformation**   *Activities which support the respect for freedom of expression and countering mis/disinformation* |  |

Please identify what changes, or **outcomes**,[[7]](#footnote-7) the project aims to achieve, relevant to the overarching result areas identified above. For each outcome, mark the following: 1) Overarching result that this outcome links to (this should correspond to the overarching results A, B, C, etc., indicated in the table above); 2) Indicator(s) you will use to measure achievement; 3) Intended targets for the indicator(s); and 4) Data collection tool(s), or means of measurement, that will be used to collect information for the indicator(s). These can be, but are not limited to: pre/post surveys, focus groups, individual interviews, etc. Please include as an annex any samples of tools (e.g. questionnaire) and planned data collection approaches (Google Analytics, Facebook polls, etc.).

*We recommend that you identify no more than 3 outcomes, and approximately 3-5 total indicators for your project. An example is provided below:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Overarching Result (A,B,C, etc.)** | **Outcome** | **Activity name,**  **as mentioned in Timeframe of Activities** | **Indicator** | **Target** | **Tool/Means of Measurement** |
| B | Increased interaction among those from different ethnic groups | *Activity 4. Training election observers in rural areas* | # of participants taking part in activity with members of different ethnic groups  % of participants indicating that they would be willing to work in the same office with members of different ethnic groups | 50  65% | Attendance sheet    Survey |
| C | Citizens engage in local political processes |  | # of citizens attending town hall meetings | 100 | Attendance sheet |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please use the space below to further describe the **methods** or **strategies** you intend to use to gather data to **verify the achievement** of the project outcomes?

|  |
| --- |
|  |

**5. SUSTAINABILITY**

How will the achieved project results be preserved, reproduced, and further developed after the Balkan Trust for Democracy support ends? Please discern between:

**Financial sustainability.** Financing follow-up activities, sources of funding.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**6. PROJECT BUDGET**

**Budget spending rationale**. Include a short narrative of the main budget categories from the Budget form.

|  |
| --- |
|  |

**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.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| Total income in the previous financial year | *Please list here amounts and funding sources* |
| Total expenditure in previous financial year | *Please list here total amount spent* |

Please list your sources of income for the previous two years including names of all donors and amounts for fiscal year.

|  |
| --- |
|  |

**7. REFERENCES**

Please provide contact information of a funder **and** a partner organization you worked with during the past 3 years.

|  |  |
| --- | --- |
| Name of Partner Organization:  City, Country:  Phone:  Website:  Social media: | Full Name of Your Point of Contact:  Title:  Mobile:  Email: |
| Name of Funder:  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. An uncertain event or set of events that, should it occur, it will negatively affect the achievement of the objectives. [↑](#footnote-ref-2)
3. Please make sure you list internal and external risks associated with each objective. [↑](#footnote-ref-3)
4. Indicate value: 1 – Improbable; 2 – Possible; 3 – Probable. [↑](#footnote-ref-4)
5. Indicate value: 1 – Low impact; 2 – Medium impact; 3 – Major impact. [↑](#footnote-ref-5)
6. Under 18; 19 – 24; 25 – 34; 35 – 44; 44 – 64; over 65 [↑](#footnote-ref-6)
7. 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-7)