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INSTRUCTIONS ON FILLING OUT THE APPLICATION FOR PROJECT GRANTS

This application form has a set format. The applicant should make sure that the following technical requirements are fulfilled:

* Application is filled out with computer and has maximum 19 pages;
* Application is prepared in English language;
* Do not intervene in the format and the content of application form and do not change the font size (11);
* Each question and section below is addressed accordingly;
* All documents specified in the section Mandatory Documents should be submitted along with the application form;
* The completed application should be submitted electronically in “.pdf” and “word”. NGOs from Kosovo should submit the documents at norapplication@kcsfoundation.org whereas NGOs from Albania at norapplication@partnersalbania.org with the subject titled ***“Application for project grant– full name of applicant and acronym****”.*

*Attention! Information should be accurate. Any false information may lead to rejection of your application.*

*After filling out the application, please remove this instruction sheet.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Date of application |  DD/MM/YY |

**ORGANIZATION IDENTITY (maximum 2 pages. Write N/A for questions that are not applicable)**

|  |  |
| --- | --- |
| Applying lead and partner organization when applicable:  | Full name of the organization and abbreviation in brackets |
| Legal status of the lead and partner organization when applicable:  | Foundation or association (or Centre, for Albania only) |
| \*Year of establishment: |  |
| Registration No.:  | Registration number  |
| Mission of the organization: | Clear and concise description of the mission of the organization, as per the Statute |
| Relevant experience: | Briefly elaborate the relevant interventions. Project title, overall objective, budget, donor, implementation period, geographical coverage, targeted beneficiaries and results achieved should be included |
| Address: | Street, number, postal code, village/town; In cases of more than one office, please include both addresses |
| Telephone number: | Landline and mobile |
| Web-site: | www. |
| Executive Director: | Name and surname, e-mail address  |
| Contact person: | Name and surname, e-mail address  |
| Technical capacities and infrastructure: | Provide a brief description of the technical capacities and infrastructure  |
| Current staff members: | Total no. of staff and distribution by full time, part time and volunteers |
| Budget in the last 3 years: | 2017: ... EUR 2016: ... EUR 2015: ...EUR |
| Key donors: | List the three key supporting donors and total budget |
| Administrative and financial management system: | List internal procedures regulating the administrative and financial management and indicate the applied financial management system |

*\* Information on this and the following criteria applicable for the lead organization*

**PROJECT INFORMATION (maximum 3 pages. Write N/A for questions that are not applicable)**

|  |  |
| --- | --- |
| Project title | “ ” |
| Thematic priority area | 1. Non-discrimination and gender equality 2. Independent media3. Minorities and marginalized groups4. Environment protection5. Anti-corruptionUnderline the thematic area to which the application fits. Note that maximum one thematic area can be selected. |
| Implementation period | Period: DD/MM/YY - DD/MM/YY and no. of months |
| Total requested budget  | EUR xxx |
| Geographical coverage | Specify clearly the intervention location  |
| Project objective | Provide a brief explanation of the project objective  |
| Project results | Indicate the proposed project results. Project results should be clear, measurable and achievable |
| New or continuation of a previous or ongoing intervention: | If the project is a continuation of a previous or ongoing intervention, provide a summary of this intervention containing the most important information (for more info refer to relevant experience box in the preceding page).  |
| Do you have any co-funding for this project? | If yes, please list donors and attach co-funding proof (e.g. contract, decision, commitment letter, etc.). |
| Are project activities dependent on active participation and cooperation with any public institution, organization or other entities? | If yes, please list them and attach the Memorandum of Cooperation, Letter of support or any other document indicating clearly the commitment of the respective entity. |
| Have you applied elsewhere with the same project?  | If yes, to which donor, with what amount and when do you expect the answer. |
| Did you benefit any grant from KCSF or PA in the past? | YES/NO; KCSF or PA If yes, from which scheme |

Project proposal (maximum 10 pages)

The project proposal should contain the following information:

1. Analysis of the need and possibilities relevant to the proposed intervention and implementation area. Reference to relevant legislation, strategies, and/or plans at national, regional and/or local level and description on how the proposal will relate to such plans is required.
2. Description of the project including the overall objective and proposed implementation methodology and approach.
* If the proposed project is a continuation of a previous or ongoing intervention, clearly indicate how it is intended to build on the activities/results of the previous intervention.
* If the proposed project is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project (a and b are applicable for interventions implemented by your or other organizations/entities).
1. Clear, measurable and achievable project results that ensure accomplishment of the proposed project objective;
2. List and describe the proposed activities including information on timeframe, implementation method and interconnections. In case of partnership, elaborate the role of the partner;
3. Present the principal beneficiaries/target groups and final project beneficiaries[[1]](#footnote-2) including the description of their benefit from the proposed intervention. Whenever possible, data on the distribution of beneficiaries by gender and under-represented group should be provided.
4. Project stakeholders[[2]](#footnote-3) and explanation of their role in project implementation.
5. Brief presentation of the monitoring plan and proposed indicators to measure the implementation quality and timeframe.
6. Potential risks that might have a negative impact on project implementation along with the probability of occurrence (high, medium or low) and proposed mitigation measures.
7. Proposed methodology for visibility and outreach.
8. Possibility for replication and expansion of activities.

**Response to every question is mandatory. Answer the questions in the order they appear.**

**Please do not delete the questions.**

Organizational capacity building (maximum 1/2 page)

When financial support for organizational capacity building is requested, information provided should explain the grounds and type of the requested support. In addition, this section should contain a clear and concise plan justifing the request along with the benefits that this support brings to the organization.

Mandatory documents (section to be removed from the application)

**NGOs from Kosovo:**

- Certificate of registration issued by the Ministry of Public Administration

- Statute of the organization

- Fiscal number certificate (first three documents to be submitted in scanned copy)

- Application form

- Logical framework

- Plan of activities

- Budget

- In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.)

- When active participation/cooperation with other institutions, organizations or other entities is compulsory for the implementation of the project, the scanned copy of the Memorandum of Cooperation, Letter of support or any other document indicating clearly the commitment of the respective entity

**NGOs from Albania:**

- Court decision/registration

- Certificate of Registration released from the court with the latest updates, no older than 3 months

- Statute and the Establishment Act of the organization

- Certificate of tax payment obligations (no debt)

- Latest two (2) Financial Statements of the organization (first five documents to be submitted in scanned copy)

- Application form

- Logical framework

- Plan of activities

- Budget

- In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.)

- When active participation/cooperation with other institutions, organizations or other entities is compulsory for the implementation of the project, the scanned copy of the Memorandum of Cooperation, Letter of support or any other document indicating clearly the commitment of the respective entity

Whenever applicable, certificate of registration (first document for both Albania and Kosovo) of the partner organization to be submitted as well.

Checklist

|  |  |
| --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items below** |
|  | Yes | No |
| 1. Application is submitted within the deadline |  |  |
| 2. Lead NGO submitted only 1 application for project grants |  |  |
| 4. Application is typed in computer and has maximum 19 pages |  |  |
| 5. Application is in English |  |  |
| 6. Format and content of the application form is unchanged |  |  |
| 7. Each question and section of the application form is addressed accordingly |  |  |
| 8. Mandatory documents are submitted |  |  |
| 9. Project will be implemented within the designated geographical area |  |  |
| 10. Budget is within the specified threshold (EUR 25,000-EUR 40,000) |  |  |
| 11. Project duration is within the specified timeframe (12-24 months) |  |  |

Declaration of the applicant

I, the Executive Director of the NGO (name of the NGO) declare that the information provided in this application is true and correct and I am conscious that any false information may lead to rejection of the application.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

Declaration from Partner Organisation (if applicable)

The Partner Organisation <xxxxxxxxxxxxxxxxxxxxxxx> authorises the Lead Applicant < XXXXXXXXXXXXXXXXX > to submit on its behalf the present application form for applicant, as well as, to be represented by the Lead Applicant in all matters concerning this grant application.

I have read and approved the contents of the proposal submitted. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

1. *All those involved in activities funded by the project and benefiting from its implementation may be defined as principal beneficiaries/target groups. On the other hand, final beneficiaries may be qualified as those individuals who are affected by project results, even though they are not actively involved in the project.*  [↑](#footnote-ref-2)
2. *Stakeholders are all parties who in one way or another have a stake in the field or issue tackled by the project. The list of stakeholders usually includes central and /or local institutions, political parties, media, other NGOs, international community and donors, private business sector, religious institutions, etc. From the diversity of this list it is to be understood that not all stakeholders share same concerns on an issue, and consequently have different opinions or priorities.*  [↑](#footnote-ref-3)