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| Ref. Number |  |
| (*EU PRO+ only*) | |

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# Public Call for Proposals for Strengthening Social Services

# (CFP EUPROPLUS 01-2022)

GRANT APPLICATION FORM

(ANNEX A)

*Please, fill in* ***electronically only.****Please* ***do not delete*** *any text.*

*Please expand the boxes as per need.*

*Maximum 15 pages*

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|  | **THE APPLICANT** | |
| ***1*** | **Legal name of the lead organisation***<Serbian and English name>* |  |
| **Contact information of the lead organisation** | Address: |
| Municipality: |
| Email address: |
| Contact phone: |
| Internet page: |
| Founded on (date): |
| Registry Number (*matični broj*): |
| Tax Identification Number (*PIB*): |
| **Name of legal representative of the organisation** *<the person authorized to sign the contract>* | Name: |
| Position in organisation: |
| Contact phone: |
| E-mail address: |
| **THE APPLICANT’S EXPERIENCE** | | |
| ***2*** | **Please list and elaborate at least two projects RELEVANT to the Call that your organisation implemented in the last four years** | PROJECT 1 |
| Donor: |
| Objective: |
| Role in the project: |
| Project value: |
| Period of realisation: |
| Results: |
| Reference: |
| PROJECT 2 |
| Donor: |
| Objective: |
| Role in the project: |
| Project value: |
| Period of realisation: |
| Results: |
| Reference: |
| ***3*** | **Please list and elaborate other main projects carried out in the** **last four years, including on-going projects, by providing relevant data** *<donor, objective and results, year of realisation, role in the project>* |  |
| ***4*** | **Please indicate whether you provided any support to public institutions or directly to the vulnerable groups in overcoming negative consequences of COVID-19 Pandemic. If yes, please list specific activities and your role.** |  |
|  | **CSO FACT SHEET**  ***<ONLY CSO Applicants fill in this section>*** | |
| ***5*** | **Organisation's mission and objectives** *<submit the Statute of the CSO>* |  |
| **Brief description of the Organisation**  *<Please provide a brief description of the activities and operation of your organisation, taking into account years of operation, development, capacities, participation in certain projects and major achievements.>* |  |
| **Main areas/projects that the your organisation has been working in the last 3 years**  *(list and elaborate up to three)*: | 1.  2.  3. |
| **Organisational Structure** |  |
| **Number of full/part time paid staff, with short description of responsibilities** |  |
| **Average annual turnover in the last two year**s *<submit annual bank statements from the last two years>* |  |

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|  | **THE PARTNER(S) *<if applicable>*** | |
| ***6*** | **Legal name of the partner organisation(s)** |  |
| **Contact information of the partner organisation** | Address: |
| Municipality: |
| Email address: |
| Contact phone: |
| Internet page: |
| Founded on (date): |
| Registry Number (*matični broj*): |
| Tax Identification Number (*PIB*): |
| **Name of legal representative of the organisation** *<the person authorized to sign the contract>* | Name: |
| Position in organisation: |
| Contact phone: |
| E-mail address: |
| **THE PARTNER’S EXPERIENCE** | | |
| ***7*** | **Please list and elaborate at least two projects RELEVANT to the Call that your organisation implemented in the last four years** | PROJECT 1 |
| Donor: |
| Objective: |
| Role in the project: |
| Project value: |
| Period of realisation: |
| Results: |
| Reference: |
| PROJECT 2 |
| Donor: |
| Objective: |
| Role in the project: |
| Project value: |
| Period of realisation: |
| Results: |
| Reference: |
| ***8*** | **Please list and elaborate other main projects carried out in the** **last four years, including on-going projects, by providing relevant data** *<donor, objective and results, year of realisation, role in the project>* |  |
| ***9*** | **Please indicate whether you provided any support to public institutions or directly to the vulnerable groups in overcoming negative consequences of COVID-19 Pandemic. If yes, please list specific activities and your role.** |  |
|  | **CSO FACT SHEET**  ***<ONLY CSO Partners fill in this section>*** | |
| ***10*** | **Organisation's mission and objectives** *<submit the Statute of the CSO>* |  |
| **Brief description of the Organisation**  *<Please provide a brief description of the activities and operation of your organisation, taking into account years of operation, development, capacities, participation in certain projects and major achievements.>* |  |
| **Main areas/projects that the your organisation has been working in the last 3 years**  *<list and elaborate up to three>* | 1.  2.  3. |
| **Organisational Structure** |  |
| **Number of full/part time paid staff, with short description of responsibilities** |  |
| **Average annual turnover in the last two year**s |  |

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| **PROJECT SUMMARY** (max 1 page) | | | | |
| ***11*** | **Project title** |  | | |
| **Project duration**  *<Minimum* ***10*** *- maximum* ***15*** *months>* | *Total of months:* | | |
| **Target municipality/ies** |  | | |
| **Project Budget**  **(in RSD)** | EU PRO+ | Co-financing <if applicable>  *(no in-kind contributions, please)* | TOTAL |
|  |  |  |
| **Objectives of the Project** | Overall objective:  Specific objective(s): | | |
| **Scope of the Action** *<Please refer to the Call for Proposals document>* | The eligible activities under the Call that the project is addressing: | | |
| **Direct beneficiaries[[1]](#footnote-1)** *<target groups and estimated number>* |  | | |
| **Final beneficiaries[[2]](#footnote-2)** *<target groups and estimated number>* |  | | |
| **Main activities** |  | | |
| **Estimated results** |  | | |

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| **PROJECT DESCRIPTION** (max 7 pages) | | |
| ***12*** | ***Project Context and Problem Analysis***  *<What problem will the project address? Why is its addressing important for the community and target groups and/or municipality? How will it contribute to the addressing of the COVID-19 crisis and prevent further issues? Please be specific and back it with available and relevant data. Please provide linkage with the relevant national/local strategies, action plans and COVID-19 related assessments and elaborate how it will contribute to their implementation>* |  |
| ***13*** | ***Relevance of the project to the Call for Proposals***  *<Please explain how your intervention will contribute to the achievement of the Call’s objectives? identify which of the key thematic areas of the Call the project is addressing and briefly explain how?Please refer to the Call for Proposals document for more clarification >* |  |
| ***14*** | ***Target group(s)***  *<Who is your target group? How will you address their needs and how will they benefit from the project? How will you identify and select beneficiaries of the project? How many beneficiaries will be directly included in the project? Who and how many people will indirectly benefit from the project?Will the project produce immediate benefits for final beneficiaries? Is it likely to create long term and broader benefits?>* |  |
| ***15*** | ***Project Implementation Strategy***  *<Please present the intervention logic, how is your project going to address the problem? Please provide a list and detailed description of each activity that will be undertaken and how these activities are going to contribute to the achievement of the project objectives and will lead to the results and then to the outcome(s) and impact (mid-term and long term expected effects of the project). Elaborate role and participation in the action of the actors and stakeholders necessary to carry on the action. What are the main means required for the implementation of the action>* |  |
| ***16*** | ***Details on partnership – if applicable***  *<Description of roles and responsibilities of each partner, operational modalities, financial responsibilities and contributions. State the relevance and key qualifications of the partner that will benefit the project. Possibilities of knowledge sharing between two organisations.*  *NOTE: Additional agreement on partnership stipulated in the Call must be submitted with the application>* |  |
| ***17*** | **Outputs, outcomes, impacts and indicators of success**  *<Please list here key outputs and outcomes/results your project will achieve and what indicators will be used to substantiate the claims?>* | Outputs (immediate results) |
| 1. *Output & indicator* 2. *Output & indicator* 3. *Output & indicator* 4. *<list more per need>* |
| Outcomes (mid-term results) |
| 1. *Outcome & indicator* 2. *Outcome & indicator* 3. *Outcome & indicator* 4. *<list more per need>* |
| Impacts (long term effects of the project) |
| 1. *Impact & indicator* 2. *Impact & indicator* 3. *Impact & indicator* 4. *<list more per need>* |
| ***18*** | **Stakeholders**  *<Please list stakeholders (institutions, organisation, etc.) necessary to cooperate in order to successfully implement project activities. Elaborate role and participation in the action of these stakeholders and how do you plan to ensure their participation in the project?>* |  |
| ***19*** | **Project Sustainability**  *<Detail how do you plan to secure sustainability of the project after the implementation ends?Will the project continue independently and have further development after the project implementation period? Will the project have continued positive effects after it ends?*  *How will the results of the project be maintained and financed after the project ends?Will there be local “ownership” of the results of the action? Will it lead to improved legislation or codes of conduct, etc?>* |  |
| ***20*** | **Risks and mitigation measures***<Please identify possible risks which could threaten project’s implementation and sustainability and how do you plan to address them? What mitigation measures you are planning to deliver? >* |  |
| ***21*** | **Evaluation Strategy** *<How do you plan to monitor the project, make sure quality and timely delivery of the activity plan? Please list the tools that you will use >* |  |
| ***22*** | ***Cross cutting themes***  *<GG: Does the proposal address any good governance (GG) aspects. Indicate which GG principles (efficiency, transparency, accountability, participation and anti-discrimination) are be recognised within the project activities and how.*  *GE: Describe how gender equality is incorporated into project activities. Indicate how you would ensure equal participation of women and men in project activities. Describe what gender sensitive objectives and activities have you included, where applicable, in order to contribute to gender equality>* | GG aspect |
|  |
| GE aspect |
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| **HUMAN RESOURCES** (Engaged in Managing the Project)\* | | | | | |
| ***23*** | Name, Surname | Position in the project team /In charge of | Occupation/ profession | Lead/ partnership organisation | Full-time/  Part-time |
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*\*List only human resources that are part of the project implementing team and submit their CVs in supporting documentation*

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| **IMPLEMENTATION PLAN** | | | | | | | | | | | |  |
| ***24*** | **Activity Description** | **Responsible person, position, organization** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** | **Month 8** | **Month 9** | **Month 10** |
| 1.1. Opening of the dedicated bank account .. |  | **X** |  |  |  |  |  |  |  |  |  |
| 1.2. |  |  |  |  |  |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |  |  |  |  |  |
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Guidelines for completion of Implementation plan:

* *Implementation period starts from the moment of signing the Grant Agreement with EU PRO Plus Programme (precisely Month 1)*
* *Administrative activities such as an opening of a bank account for project implementation, transfer of cost share cash contribution funds etc., should be included in the implementation plan, as well as the activities that will contribute to the visibility of the project and the donor*
* *Insert additional rows and columns per need*
* *When filling in the implementation plan, specify activities and enter letter X in the cells Month (1,2,3...) indicating the period of implementation of activities*

On behalf of the Project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of the Applicant's authorised person and its title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:

Date

1. “Direct beneficiaries” are the groups/entities who will be positively affected directly and immediately by the project at the Project Purpose level [↑](#footnote-ref-1)
2. “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large. [↑](#footnote-ref-2)