ANNEX 1 – GRANT PROPOSAL FORM

**Section 1. General Information**

|  |  |  |
| --- | --- | --- |
| **Name of the Applicant and Contact Information** | | |
| Grant title |  | |
| Applying as | *Please indicate one of the following:*   1. Individual application of CSO 2. Coalition of CSOs 3. CSO(s) in partnership with LSG(s) 4. Academic institution | |
| Information about the Primary Applicant | Name:  Identification number: Registration date:  Place of registration: Address:  Email: | |
| Contact information of the person in charge of the grant in the primary applicant organization | Name |  |
| Mailing address |  |
| Work landline |  |
| Mobile |  |
| Email |  |
| Overall Goal of the grant |  | |
| Specific Objectives |      | |
| Brief summary of grant activities |  | |
| Target groups and estimated number of direct and indirect beneficiaries | Target groups:  1.  2. …  Direct beneficiaries:  Indirect beneficiaries: | |
| Duration of the grant, tentative start and end dates |  | |
| Total budget (USD) |  | |
| Requested from UNDP (USD) |  | |
| Share of co-funding, if any (USD and %) |  | |

**Grant description and implementation**

In this part, please provide information on problems that your grant proposal is designed to address as well as about activities, expected outcomes and compliance with the set criteria.

|  |
| --- |
| **1. Background and capability of the applicant** |
| *Please provide the background information and previous experience of the applicant in the relevant field and capability to implement similar grant projects. Explain why the grantee is uniquely suited to deliver on the objectives* |
| **2. Proposed Methodology, Approach, and Implementation Plan** |
| *Please describe your methodology and strategy including explanation of specific goals, outcomes, content, activities, duration, forms and methods, as well as implementation plan for the above-described programme and how it will contribute to the achievement of the objectives of the Call for Proposals.*  *Please clearly indicate the objective(s) of the Call for Proposals that is addressed by your grant proposal (for the list of objectives, see: section 2 – the goal of the call for proposals)* |
| **3. Relevance of the proposal with the goals and conditions of the call** |
| *Describe the how your project will respond to the goals and conditions of the call.* |
| **4. Management Structure and Key Personnel** |
| *Please provide management structure and CVs of the key personal* |
| **5. Planned activities** |
| *Please describe specific activities to be implemented and short and long-term results of the grant implementation.* |
| **6. Grant beneficiaries** |
| *Please define how the grant will address the needs of the grant target group, direct and indirect beneficiaries.* |
| **7. Expected impact and sustainability** |
| *Describe the impact that the grant will bring about in a long-term perspective on the level of Public Administration Reform in Serbia.*  *Please identify how sustainability of positive results will be ensured, sustained and expanded after the completion of the grant.* |
| **8. Risk-management, monitoring and evaluation mechanisms** |
| *Please describe how are you going to engage with and ensure participation of stakeholders and beneficiaries in the grant planning and implementation.* |