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| **Rapid Response Grants****GRANT APPLICATION COVER SHEET** |
| **1. RfA #: CEP-RRG-03**      | **2. Legal Name of Organization/ name of the informal group:**      |
| **3. Legal Address:**      | **4. Current Address (only if different from legal):**      |
| **5. Office Tel Number :**      | **6. Tax Identification Number and Date of Registration:**      |
| **7. Name and Contact Information (e-mail and telephone) of the Executive Director:**      |
| **8. Title of the Proposed Project :**      | **9. Project: Start Date: End Date:**           |
| **10. Will this project be sent or has it been sent to other donors?****[ ]  No** **[ ]  Yes (if yes, list donors and amount requested on separate page.)** |
| **11. Does the proposal and/or budget contain any assistance to the government, both direct and indirect?****[ ]  No** **[ ]  Yes (If yes, please describe.)****Please describe here:**       |
| **12. Does the proposal and/or budget contain any lobbying activities? Lobbying is an attempt to influence specific legislation at the local or national level.****[ ]  No** **[ ]  Yes (If yes, please describe.)****Please describe here:**        |
| **13. Project Director or person responsible for the project (name, position, tel., e-mail):**      |
| **14. Finance Manager or person responsible for financial reporting (name, position, telephone, e-mail):** |
| **15. We are applying for a Rapid Response Grant in the amount of USD****Project Manager/Coordinator/Director Executive Director/Chair**Type Name:       Date:       Type Name:       Date:      Please add your signatures and the date to the line above. *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.* |

***Proposals that do not use and comply with this form and its instructions may be disqualified***

GRANT APPLICATION

I. Project Description

Section 1: Problem Statement

Describe in brief the current situation related to the key political, economic, social, and/or cultural problem(s) or need(s) that your proposal will address. Why pursue the proposed actions? Who are the groups affected by these problem(s)? *(maximum 300 words)*

[Problem Statement]

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the proposed project. What is your broad purpose? What are the specific objectives that you aim to achieve? Specifically, how will the problem(s) be solved or the situation be improved as a result of the project? *(maximum 100 words)*

[Purpose and Objective of the Project]

Section 3: Proposed Approach (Project Implementation Plan)

Describe in brief the approach you plan to take to address the problem(s) and achieve the above-stated objectives. What are the strategies that you will pursue? What is your proposed methodology? What groups and institutions will be mobilized in support of this initiative? *(maximum 500 words)*

[Proposed Approach]

Section 4: Project Activities and Timeline Worksheet

Please describe in concrete terms the activities you plan to carry out to execute your project and the order in which you plan to implement them. Please complete the project activity (Annex A) and timeline sheets (Annex B). Include activities to achieve your advocacy and/or public education objectives.

[Proposed Activities]

***Section 5: Project Impacts, Results, and Deliverables***

List the overall purpose and specific objectives that the organization expects to achieve through this project. The purpose and objectives are required to correspond with Section 2.

Please define the impacts that are expected to be achieved through this project. What are the political, economic, cultural or societal changes/effects produced after realization of the project activities under each package of expected result/s?

Please specify the expected project results i.e. what will be achieved through realization of the project activities. The achievement of the result/s should lead to the realization of the specific objectives.

Please define each of your proposal’s results and respective deliverablesand **provide at least three deliverables for your proposal.**

Delete the examples provided and insert additional information regarding your project.

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| **Overall purpose of the proposed project:***(Please list the overall purpose of the proposed project)**Example: Enhance women’s involvement in decision-making at the local government level* |
| ***Expected Impact:****(Please define the impact that is expected to be achieved)**Example: Women are recognized as an equal partner in decision-making process in the targeted municipalities.* |
| ***Specific objective 1:****(Please list specific objective 1)**Example:* *Improved implementation of the anti-discrimination law at the local level* |
| ***Expected result/s under specific objective 1:****(Please specify the expected project result/s under specific objective 1)*1. *Example: Enhanced capacities for leadership, project cycle management and communication skills of 50 women in the targeted municipalities*.
2. *Example: Produced and adopted a Local Action Plan for combating gender discrimination by the local councils*.

 *Etc.*  |
| **Deliverable 1:** *Example: Detailed calendar of project activities*  | **Deliverable 2:** *Example: Prepared methodology for the Action Plan for combating gender discrimination.*  | **Deliverable 3:** *Example: Executed 4 (four) workshops on development of local Action Plans* |

Section 6: Communication Strategy

Please describe how you plan to use information tools or/and the media to achieve the project’s objectives. (maximum 300 words)

[Communication Strategy]

Section 7: Project Team

Please insert brief biographies (*maximum 250 words per bio*) of the project team and indicate how much work time for each will be devoted to the project.

Section 8: Project Beneficiaries and Location

List in the table below the target groups that will benefit from this project. Identify the % of women, youth, and ethnic minorities, **where applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Beneficiary target group* | *% of women* | *% of youth* | *% of ethnic minorities* | *How will each of these groups benefit?* |
|       |       |  |  |       |
|  |       |  |  |  |

Name the town(s), city(ies) or region(s) where the project will take place.

[Towns and cities where project will take place]

Section 9: Mainstreaming of Gender, Youth, Ethnic Minorities, and Vulnerable Groups

Please provide more information about how the project will ensure the active engagement and participation of women, youth, ethnic, religious, and sexual minorities, people with disabilities, and/or other vulnerable groups, or how the project will benefit them. Describe how project activities, public outreach materials, and reporting will consider the needs and ensure the participation of diverse people. For example, the project may aim for 50% of the project activity participants to be women, collect information on the number of people with disabilities benefitting from the project, etc. *(maximum 250 words)*

Description of mainstreaming of gender, youth, ethnic minorities and vulnerable groups

Section 10: Project Risks

Please explain any external or internal problems/factors/events that may slow down or interfere with the project. Explain how your organization would respond to these problems. *(maximum 300 words)*

[Project risks]

Section 11: Budget

Please attach the anticipated budget. Complete **Attachment B - Budget Template** and follow Budget Guidelines found on the last page of this application form (Annex C). All budget expenditure should be shown in USD.

**Budget notes:** please provide narrative justification for each and every budget item in the budget template to determine cost reasonableness. Budget notes should provide the information of the proposed activity with sufficient detail to determine if the cost estimate is reasonable and is based on supported facts rather than guesswork.

Specifically, budget notes must identify, justify, and/or explain:

a. each type of unit used

b. the number of unites proposed

c. the cost per unit

d. how costs were derived (determined to be reasonable).

**Lump sums are not allowed under this grant, so each budget item should have its own breakdown.**

II. Project Monitoring

Project Monitoring & Evaluation (M&E) Plan

An indicator is a quantitative or qualitative measure to describe whether the intended results have occurred and to show that the organization is reaching the objective. For example: one petition signed by 2,000 citizens; one web platform developed and 200 volunteers registered through it; 1000 copies of informational materials produced and distributed; 10 public meetings attended by at least 400 people organized with local government officials; one monitoring report produced and 300 copies published and distributed, etc.

List the overall goal(s) and specific objectives that the organization expects will be achieved through this project. List a **maximum** of 3 indicators for each objective.

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| ***Project Goal****: (Example: Enhance women’s involvement in decision-making at the local government level.)* |
| **Objective** | **Indicators** | **Baseline**(Current level) | **Target** |
| **Example:** Improved implementation of the anti-discrimination law at the local level  | # of measures applied by the local government in line with the anti-discrimination law  | 0 | 10 |
| Number of local government representatives participating in project activities. | 0 | 10 |
| Number of local government policy decisions that serve to implement the anti-discrimination law. | 0 | 4 |
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***Attach more sheets as needed to explain all indicators for all project objectives.***

III. Organizational Background

A. Date when the organization was legally registered: [Date Organization Registered]

B. Date when the organization began its activity: [Date Organization began its activity]

C. Organization’s mission and main programs *(maximum 250 words).*

[Organization's mission and main programs]

D Approximate number of people working in the organization:

Full-time: [Full time employees] Part-time: [Part time employees] Volunteers: [Volunteers]

E. Organizational structure (Board, staff, members) and respective responsibilities. Please provide a list of the Board members and their community and employment affiliations (maximum 500 words).

[Organizational structure]

F. Organization’s annual operating budget for the past year: [Organizational annual operating budget]

G. List in the table below foreign donors (if any) that the organization has received funding from in the last three years (including all current initiatives). Please only list the funding that was awarded to your organization, and not your other implementing partners.

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| --- | --- | --- | --- | --- |
| **Donors** | **Start and end date** | **Aim / Focus of Grant** | **Total budget in USD $ for the organization** | **Name of Partner(s)****(if any)** |
|       |       |       |       |       |
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H. Organizational practices, procedures, and publications used to ensure financial transparency and disclose funding sources (e.g., funding sources listed on the organization’s website, in a publicly available annual report, in a public outreach fact sheet, etc):

[Organizational transparency practices]

ANNEX A: Project Activities

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| --- | --- | --- | --- | --- |
| **Description of Activities** | **Inputs Required** | **Start Date** | **End Date** | **Expected Results (Outputs/Outcomes)** |
| *Example:**Organize advocacy effort in support of the enforcement of laws protecting the rights of ethnic minorities.* | * *Facebook page established; leaflet prepared and distributed; petition prepared*
* *Invite citizens, local government, and media, and ensure their participation*
* *Event activities and agenda*
 | *August 28, 2017* | *October 10, 2017* | * *Petition signed by 250 citizens*
* *100 people accept event invitations on Facebook*
* *500 leaflets prepared and distributed*
* *400 people participate in the event*
* *Three local media stories produced on the issue*
* *Increased government commitment to the issue*
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ANNEX B: Project time line *(for up to 3 months)*

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| Type names of months in boxes (I,II,III) below. Begin with month project starts.  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | I | II | III |
| **List of Activities** |       |       |       |
| *Example: Meeting of advisory board [Place “X” in box(es) to note the month(s) activity is expected to take place.]* | X |    | X |
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annex C: BUDGET GUIDELINES

 Please complete *Annex D - Budget Template*. The guidelines below will provide you with description of what costs are to be included in each of the line items, and the detail required. All budget expenditure should be shown in USD.

1. **Salaries -** Includes direct costs for the services provided by regular salaried employees working on the project and fringe benefits provided by the employer such as medical benefits, pension plan, etc. The budget should show the titles of those persons to be paid and note whether salaries are full or partial. If partial, the percentage of work time covered by the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.Note: If the organization budgets for fringe benefits, it must provide a proof that the requested fringe benefits are part of its policy.
2. **Rent and utilities** *-* Includes rental of office space for the project and associated utilities payments. The amounts for rent and utilities should be shown separately.
3. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use in the project.
4. **Equipment** *-* Includes purchases of equipment to be used during project implementation. Each piece of equipment should be listed separately and the price per unit indicated.
5. **Communications and postage** *-* Communications includes telephone, fax, e-mail, and internet expenses. Postage includes postage stamps, express mail services, and courier services.
6. **Travel and per diem** *-* Includes transportation costs for local travel, and per diem to cover accommodations, meals and incidental expenses incurred for travel on official business related to the project.
7. **Contractual services** *-* Includes services provided on a contract basis, including: consultant fees, honoraria, temporary personnel services, translation services, rented or leased equipment, audit fees, legal fees, accounting, and audit services (if performed by an outside contractor rather than in-house).
8. **Other Direct Costs** *-* Includes any direct costs other than the ones mentioned **under** the above cost items. Items such as printing costs; training seminars, meetings, and conference expenses (room rental, equipment rental, coffee breaks and meals, materials, etc.); reference materials related to the project; and bank fees. Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. All proposed costs should be specified.
9. **Bank Charges** – Includes bank servicing charges up to 1%.
10. **Unallowable Costs** – The following expenses categories are **unallowable** under the Project and should not be included in the proposed budget:
* **Entertainment –** Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are not allowable.
* **Capital improvements –** The use of the Project’s funds for renovations or improvements to buildings, land, or equipment is prohibited.
* **Other –** Any expense that is not directly related to the program or project is unallowable. Costs such as kitchen help hired to prepare or serve refreshments for an event are unallowable because these services are not directly related to the project plan. Gifts, gratuities, commissions, donations, fines, and penalties are not allowable expenses under the Project.
* **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.
* **Ineligible Commodities and Services** – The following types of costs are not allowed under any circumstances: (i) Agricultural commodities (ii) Motor vehicles (iii) Pharmaceuticals (iv) Pesticide (v) Used equipment (vi) U.S. Government-owned excess property (vii) Fertilizer