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| **Rapid Response Grants**  **GRANT APPLICATION COVER SHEET** | |
| **1. RfA #: CEP-RRG-06** | **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 economic, social problem(s) or need(s) that this project will address. These problem(s) and need(s) should be in line with your youth CSO’s strategic goals. 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 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? How are these strategies innovative? What groups and institutions will be mobilized in support of this initiative? What decision-making institutions will you target? What other organization(s) are working on this issue? How will you cooperate/network with them? *(maximum 300 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).

[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, key economic, social, and/or cultural 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 deliverables**.**

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

|  |  |  |
| --- | --- | --- |
| **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 developed.*  *Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_* | **Deliverable 2:**  *Example: Prepared methodology for the Action Plan for combating gender discrimination.*  *Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_* | **Deliverable 3:**  *Example: Executed 4 (four) workshops on development of local Action Plans.*  *Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

Section 6: Communication Strategy

Please describe how you plan to use media and information tools to raise public, government, and media interest in both the issues addressed by the project and the project activities? How will you deliver your message to a wide audience? What information materials will be produced and how will you distribute them? Which media outlets will you use to disseminate information, and will this be through radio, TV, print, and/or internet? How will you use web-based platforms, new media, and other information technologies to achieve your project goals? *(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.**

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

How will you ensure continuity and sustainability of this project and/or its results after completing the project implementation? This may include necessary follow-up activities, built-in strategies, ownership, etc. Please try to distinguish between the following four types of sustainability: Financial, Institutional, Policy level and Environmental. (maximum 250 words)

[Project Sustainability]

Section 12: Budget with Budget notes

Please attach the anticipated budget. Complete **Attachment C - Budget Template** and follow Budget Guidelines found on the last page of this application form (Annex D). 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 for CSOs

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 three 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* | *September, 3, 2018* | *October 3, 2018* | * *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 12 months)*

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|  | **Quarters**  ***(****Type names of months in boxes below. Begin with month project starts. )* | | | | | | | | | | | |
|  | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| **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 |  | X |  |  |  |  |  |  |  |
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**Eligibility Criteria Checklist:**

1. Applicant is a **Macedonian CSO**, meaning that it is managed by a governing body the majority of who are citizens or lawful permanent residents of Macedonia;

Yes  No

1. Applicant has at least **one year of operational experience**;

Yes  No

3) The submitted project proposal duration is between **3 and 6 months**;

Yes  No

4) Have submitted and **completed all sections of the Application Form** for this RFA anddelivered the full application package **before the deadline** stated in the timeline of this RFA.

Yes  No

**Application Checklist:**

1. Filled in Application Form and the Project Budget;

Yes  No

1. Budget notes added to the Project Budget;

Yes  No

1. Organization’s registration document not older than six months, issued by the Central Register of the Republic of Macedonia;

Yes  No

1. Confirmation letter issued by the Public Revenue Office confirming that the organization is not a debtor of the Government of the Republic of Macedonia.

Yes  No

I hereby confirm that that all the **ticked** requirements and documents are met and included in the application package.

**Name and surname:**

**Position:**

**Organization:**

**Date:**

**Signature:**

annex D: BUDGET GUIDELINES

Please completean **Annex C – Budget Template and provide Budget Notes.** 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. If requested, applicant should be able to provide supporting documents to justify the costs.

1. **Staff Gross Salaries -** Includes direct costs for the services provided by employees with gross salaries working on the Project. Calculations of these expenditures shall be based on employment contracts concluded between the organization/employment agency and the employee. The budget should show the names and titles of the proposed staff and indicate whether salaries are full or partial. If partial, the percentage of work time covered from the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.

Please note that the rate of 100% per month means that the proposed staff will allocate 8h/per day to the project funded by CEP. 50% engagement means that the staff member will allocate 4h/per day to the CEP Project. Please consider the staff member's current gross salary when allocating the required percentage for the CEP funded project.

*Budget Notes*: In the budget notes justify the rate and engagement of the proposed staff and provide a brief job description. Include the name of the staff member where applicable.

1. **Rent and utilities** *-* Includes rental of office space as well as associated utilities payments and the amount to be covered under this Project. Utilities include electricity, heat, and water. Amounts for rent and utilities should be shown separately.

*Budget Notes:* Please indicate the basis of cost allocation. It could be the number of employees working on the CEP funded project or the space used by the employees working on the project. Use the following allocation formula for a proportional/equitable distribution of costs between projects: cost for rent \*(number of people engaged in this project/ total number of staff members in the organization) = cost that can be charged to CEP.

*Example (for rent) = $800 full rent amount \* 3 people engaged in this project / 8 staff members in the organization = $300 (cost that can be charged to CEP)*

1. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use during the project funded by CEP.

*Budget Notes:* Please provide justification of costs incurred under this budget category.

1. **Equipment** *-* Includes purchases of equipment to be used during the implementation of the project funded by CEP. Each piece of equipment should be listed separately and the price per unit indicated.

*Budget Notes:* Please provide justification of costs by providing market research information and a description of the products to be used under this CEP.

1. **Communications and postage** *-* Communications include telephone, fax, e-mail, and Internet expenses. Postage includes postage stamps, express mail services, and courier services.

*Budget Notes:* Please provide calculation for cost allocation and justification of costs incurred under this budget category.

1. **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 funded by CEP.

*Budget Notes:* Provide travel details, purpose of the trip, destination, number of trips and costs per trip. Prices should be justified either by market rate, local regulations or your organization’s travel policies. Prices for per diem and lodging should be listed separately. Indicate if the Per Diem amount is based on the organization’s policy or Macedonian law.

1. **Contractual services** *-* Includes services provided on a contract basis, such as: 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). Travel expenses for consultants should NOT be included under this item.

*Budget Notes:* Please provide rate justification for each budget line item under this category. Fees for each line item should be based either on organizations’ experience or market rate. Applicant must comply with its internal procurement policies and conduct market research/bidding process, as applicable, to justify rates.

1. **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 (up to 1%). Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. Applicant must provide cost breakdown for each line item. All proposed costs should be specified.

*Budget Notes:* Please provide justification for each line item under this category. Applicant must comply with its internal policies or conduct market research to justify the rates. In case of lunch, dinner, and coffee break, approximate number of participants should be provided. Price should be justified either by organization’s historic payments or market rate.

**Unallowable Costs** – The following expense 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 CEP’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 CEP.
* **“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.
* **Sub-awards** - transfer a portion of the programmatic work under a CEP grantees prime award to another institution or organization, a sub-recipient. This is not related to engagement of third parties under contract (experts, NGOs etc), but is concerning sub-granting schemes, subsidies and any other sub-award as part of the programmatic work under the grant application.