



USAID
FROM THE AMERICAN PEOPLE

Youth Engagement Support Grants

CONCEPT PAPER APPLICATION COVER SHEET

1. RfCP #: CEP-YESG-05	2. Legal Name of Organization/ Name of the informal group:
2. Legal Address:	4. Current Address (only if different from legal):
5. Office Telephone Number:	6. Tax Identification Number and Date of Registration:
6. Name and Contact Information (e-mail and telephone) of the Executive Director:	
8. Title of the Proposed Project:	9. Project Start Date: <i>Earliest possible start date to consider: March 1, 2019.</i> End Date:
10. Please select the priority area covered by your proposal (select only one): <input type="checkbox"/> Youth Participation <input type="checkbox"/> Human Rights and Social Inclusion <input type="checkbox"/> Youth Employability	
11. Will this project be sent or has it been sent to other donors? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, list donors and amount requested on separate page.)	
12. Does the Concept Paper and/or budget contain any assistance to the government, both direct and indirect? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe.) Please describe here:	

13. Does the Concept Paper 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:

14. I hereby, confirm that *(Insert Legal Name of Organization)* operates as an independent non-politically affiliated organization.

15. I hereby, confirm that *(Insert Legal Name of Organization)* is not a debtor of the Government of Macedonia.

16. This Concept Paper is for a grant under the Youth Engagement Support Grants. The estimated grant amount requested is USD

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.

Concept Papers that do not use and comply with this form and its instructions may be disqualified

Where did you find information for this Request for Application?

- USAID FB page
- Civic Engagement Project social media (including Association for Democratic Initiatives)
- Media
- Info Sessions
- Word of mouth

CALL FOR CONCEPT PAPER OUTLINE

I. Project Description

Section 1: Problem Statement

Describe in brief the current situation related to the key economic, social, and/or cultural problem(s) or need(s) that this project will address. Why pursue the proposed actions? Who are the groups affected by this problem(s)? How are the problems/topics of priority interest to Macedonian citizens in the areas of youth participation or human rights and social inclusion or youth employability affecting the community that your youth CSO serves, as stated in the Request for Concept Papers. *(maximum 300 words)*

[Problem Statement]

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the project. What is your broad purpose? What are the specific objectives that you aim to achieve? Specifically, how will the problem be solved or the situation be improved as a result of the project? *(maximum 200 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

Please briefly describe the activities you plan to carry out to execute your project. (*maximum 300 words*)

[Proposed Activities]

Section 5: Communication Strategy

Please briefly 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? (*maximum 200 words*)

[Brief Communication Strategy]

Section 6: Project Beneficiaries and Location

List the target groups that will benefit from this project, and how each of these groups will benefit from the project? (*maximum 200 words*)

[Towns and cities where project will take place]

Section 7: 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. (*maximum 150 words*)

[Brief Description of mainstreaming of gender, youth, ethnic minorities and vulnerable groups]

Section 8: Project Sustainability

How will you ensure sustainability of this project and/or its results after completing the project implementation? Please articulate clearly tangible results and/or impact of the proposed actions – in other words, does the activity support youth, either individually or as organized groups, interacting with the public sector, either national or locally, to strengthen mechanisms for inclusion, accountability and participation in order to enhance youths' role in shaping public policies, community development or improving public services. (maximum 200 words)

[Project Sustainability]

Section 9: Mobilizing external resources

How will you mobilize external (other) resources? Please elaborate on existing or likely resource mobilization from external (i.e. central government institutions and/or municipal level institutions, private sector, community) sources or own-sources; Will you involve other sources of funding/support? (maximum 250 words)

[Mobilizing External Resources]

Section 10: Budget with Budget Notes

Please attach the estimated budget. Complete the Annex A **Concept Paper Budget Template** and **Budget Notes** by following the [Budget Guidelines](#) found as a separate document in the RfCP package (Annex B). 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 details to determine cost reasonableness 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. Background Information

a) Organizational Background of CSOs

Please provide information on the organization's mission and main programs; and the organization's past experience in implementing activities related to youth and youth engagement. (*maximum 500 words*).

b) Previous Activities of Non-registered Youth Groups

Please provide information on any similar previous activities you have implemented in the past year related to youth and youth engagement. (*maximum 500 words*).

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

- 2) Applicant is a **non-registered youth group** with similar previous activities implemented in the past year.
 Yes No

- 3) Applicant has at least **one year of operation experience (registered CSOs) or one year of engagement in effective and successful interventions (non-registered youth groups) related to the priority issues** listed in the RFA.
 Yes No

- 4) The organization's most recent registration document not older than six months (for Registered CSOs) submitted:
 Yes No

- 5) The submitted proposal duration is between 9 and 12 months:
 Yes No

- 6) Have completed all sections of the concept paper application form for this RfCP and submitted only one copy of the referred documents before the deadline stated in the timeline of this RfCP via email:
 Yes No

Application Checklist in case of submitting applications by post or hand – delivery:

- 1) **Three printed copies of the Concept Paper Application.** At least one of the copies must contain the original stamp and signatures.

Yes No

- 2) **Three printed copies of the Concept Paper Budget including the Budget Notes.**

Yes No

- 3) **Three printed copies** of the organization's most recent registration document not older than six months (for Registered CSOs).

Yes No

- 4) One printed copy of the Checklist

Yes No

By **checking** all the boxes, I hereby confirm that requirements are met and documents are included in the application package.

Name and surname:

Organization:

Date:

Signature: