

**Annex 1 – Application Form**

**Note:** The applicant must complete this form in full. The information must be stated clearly and succinctly.

|  |  |
| --- | --- |
| 1. **INFORMATION ABOUT THE APPLICANT** | |
| Full name of the applicant entity |  |
| Telephone number, including mobile |  |
| E-mail |  |
| Web site (if any) |  |
| Tax number of the organization |  |
| Registration date according to Registration Certificate |  |
| Contact details of the Project manager | (Name, Surname)  Telephone:  E-mail address: |
| Full name and Position of the signing person. |  |
| Total number of employees |  |
| Describe the main fields of activity of the applicant in max. 500 characters |  |

|  |  |
| --- | --- |
| 1. **BANK DETAILS** | |
| Beneficiary name of the bank account |  |
| MDL Bank account number **destinated** to project implementation (IBAN) |  |
| Bank code |  |
| Bank name |  |
| Bank address |  |

|  |
| --- |
| 1. **ORGANIZATIONAL CAPACITY** |
| *(Describe the organizational capacity of the entity to implement the project) (maximum 500 words)* |

|  |  |
| --- | --- |
| 1. **EXPERIENCE** | |
| Is the organization experienced in implementing projects funded by international organizations? | Yes  No |
| If 'Yes' please list 3 the biggest projects implemented in the last 3 years | |
| *(Please briefly describe the goal and objectives of the project, the budget, the funder and the main achievements - maximum 500 words)* | |
| Is the organization experienced in implementing projects in the STMM communities? | Yes  No |
| If 'Yes' please list the 3 biggest projects implemented in the last 3 years | |
| *(Please briefly describe the goal and objectives of the project, the budget, the funder and the main achievements - maximum 500 words)* | |

|  |
| --- |
| 1. **The Goal of the Project** |
| *Describe the problem that is proposed to be solved by the implementation of the proposed project (maximum 500 words).* |

|  |
| --- |
| 1. **The Objectives of the Project** |
| *What are the objectives that the proposed project will ultimately achieve? Objectives should be SMART (maximum 500 words)* |

|  |
| --- |
| 1. **Sustainability of the proposed initiative** |
| *Describe whether you have a plan for ensuring long-term sustainability and continued impact beyond the project duration? (maximum 500 words)* |

|  |
| --- |
| 1. **Feasibility of the proposed initiative** |
| *In order to demonstrate the feasibility of the proposed initiative, please defined roles and responsibilities, and a step-by-step approach to achieving the project goals (maximum 500 words).* |

|  |
| --- |
| 1. **Project beneficiaries** |
| *Who are the beneficiaries of the proposed project? (maximum 500 words)* |

|  |
| --- |
| 1. **The Impact of the project** |
| *Describe what results do you expect once the initiative is implemented. What will be the impact evaluation methodology? Please indicate quantitative and* *qualitative metrics (maximum 500 words)* |

|  |
| --- |
| 1. **Project monitoring and evaluation** |
| *Describe which methods and source for collecting the indicators (maximum 500 words).* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Proposed action plan** | | | | | | | |
| *Present an action plan to be implemented according to the table below. Describe the actions of the project, following a logical and clearly defined path in which each subsequent action is the result of the previous ones. Also, include the budget to be allocated for each action (add rows if necessary).* | | | | | | | |
| Planned activities | Timeline (months) | | | | | Planned Budget for the Activities *(in USD, VAT 0%)* |
| 1 | 2 | 3 | 4 | 5 |
| Activity 1 |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Activity n |  |  |  |  |  |  |
| Project management |  |  |  |  |  |  |
| Total | | | | | |  | |

|  |  |  |
| --- | --- | --- |
| 1. **Risk analysis** | | |
| Identify the potential risks that may affect the achievement of the project objectives and measures to mitigate them. Risks include but are not limited to: technical risks, financial risks, management and organizational risks, operational risks, legal and regulatory risks, impact risks, etc. | | |
| **Risk** | **Risk rating\* (high/medium/low)** | **Mitigation measures** |
|  | *Fill in* | *Fill in* |
|  |  |  |
|  |  |  |
| *\** *Risk classification is based on reflecting the likelihood of the risk materializing and the consequences it will create, if it occurs.* | | |

|  |  |
| --- | --- |
| 1. **Budget** *(in USD, VAT 0%)* | |
| *Present the consolidated project budget according to the table below that results from the budget developed in the excel format.* | |
| **General Category of Expenditures** | **Budgeted Amount** |
| Personnel |  |
| Transportation |  |
| Premises |  |
| Training/Seminar/Workshops, etc. |  |
| Contracts |  |
| Equipment/Furniture (Specify) |  |
| Other (Specify) |  |
| Miscellaneous |  |
| **Total** |  |