Untitled-3

**APPLICATION FORM**

**SMALL GRANTS PROGRAMME – DEMOCRACY 2021[[1]](#footnote-2)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **PROJECT INFORMATION** | | | | | | | |
| * + 1. **Full name of applying entity** | |  | | | | | |
| * + 1. **Project title** | |  | | | | | |
| * + 1. **Project duration** | | **Start date:** |  | | **End date:** | |  |
| * + 1. **Project location** (all communities and locations covered by Project activities) | |  | | | | | |
| * + 1. **Target group(s) of the Project** | |  | | | | | |
| * + 1. **Total amount of the Project proposal** (in USD) | |  | | | | | |
| 1. **APPLYING ENTITY’S INFORMATION** | | | | | | | |
| 1. **Postal address** | |  | | | | | |
| 1. **Phone number** | |  | | | | | |
| 1. **E-mail** | |  | | | | | |
| 1. **Website** (if applicable) | |  | | | | | |
| 1. **PROJECT COORDINATOR** | | | | | | | |
| 1. **Full name of the Project Coordinator, Position** | |  | | | | | |
| 1. **Phone number** | |  | | | | | |
| 1. **E-mail** | |  | | | | | |
| 1. **APPLICANT ENTITY BANK DETAILS** | | | | | | | |
| 1. **Organization’s fiscal code** | |  | | | | | |
| 1. **Bank account number in MDL** | |  | | | | | |
| 1. **Bank code** | |  | | | | | |
| 1. **Bank name** | |  | | | | | |
| 1. **Bank address** | |  | | | | | |
| 1. **Full name(s) and title(s) of authorized signatory person(s)** | |  | | | | | |
| 1. **APPLICANT ENTITY DESCRIPTION** | | | | | | | |
| 1. **Organization registration date** (as indicated in the Certificate of Registration) | | | | | | | |
|  | | | | | | | |
| 1. **What is the total number of full-time and part-time employees** (men and women)? | | | | | | | |
|  | | | | | | | |
| 1. **Please include a list of names, positions, email addresses and phone numbers of the Project staff who will be directly responsible for this grant’s implementation.** | | | | | | | |
|  | | | | | | | |
| 1. **Please describe the main areas of work of the applicant entity in max. 300 words** (up to 2 paragraphs) | | | | | | | |
|  | | | | | | | |
| 1. **Please indicate the Projects your entity has implemented over the past two years, specifying the budgets and donors. Give brief description of Projects’ goal and key results.** (1 paragraph per Project) | | | | | | | |
|  | | | | | | | |
| 1. **PROJECT DESCRIPTION** | | | | | | | |
| 1. **Please describe the identified target group(s), highlighting their size, location, age and gender structure, the language requirements** (if applicable) **and any other relevant parameter(s)** (up to 3 paragraphs) | | | | | | | |
|  | | | | | | | |
| 1. **Please describe the Project goal and the identified problem that the Project will address.**   **What difference will your Project make for the identified target group(s) in the area of civic and voter education (Project’s added value)?** (up to 3 paragraphs) | | | | | | | |
|  | | | | | | | |
| 1. **Please describe how the Project will contribute to the achievement of the Outcome of the Small Grants Programme – Democracy 2021?** (up to 4 paragraphs) | | | | | | | |
|  | | | | | | | |
| 1. **Please explain what impact your Project will have in the medium- and long-term[[2]](#footnote-3).**   **How will the Project support a future-oriented partnership with the CEC and CCET (Project sustainability)?** (up to 3 paragraphs) | | | | | | | |
|  | | | | | | | |
| 1. **What are the expected results (quantitative and qualitative), indicators and activities to achieve each result?** You can add or remove rows for results and activities, as necessary. | | | | | | | |
|  | **Indicator**  (what you will measure) | | | **Baseline**  (current situation) | | **Sources and means of verification** | |
| Result 1: (title) |  | | |  | |  | |
| Activity 1.1. (title) |  | | |  | |  | |
| Activity 1.2. (title) |  | | |  | |  | |
| Result 2: (title) |  | | |  | |  | |
| Activity 2.1. (title) |  | | |  | |  | |
| Activity 2.1. (title) |  | | |  | |  | |
| Result 3: (title) |  | | |  | |  | |
| Activity 3.1. (title) |  | | |  | |  | |
| Activity 3.2. (title) |  | | |  | |  | |
| Result 4: (title) |  | | |  | |  | |
| Activity 4.1. (title) |  | | |  | |  | |
| Activity 4.2. (title) |  | | |  | |  | |
| 1. **Please provide a short narrative description for each of the activities listed above.** (up to 4 sentences per activity) | | | | | | | |
|  | | | | | | | |
| 1. **List Project beneficiaries** (both direct and indirect)**, as well as involved stakeholders** (if applicable).   **Include a feasible number of beneficiaries next to each category** (direct, indirect).  If the number of indirect beneficiaries is expected to grow in the long-term, please indicate the estimated number and timeline (ex: within Y months after the Project, additional Z target groups will benefit). | | | | | | | |
|  | | | | | | | |
| 1. **Please describe how you will evaluate the Project results and ensure their sustainability.** (up to 2 paragraphs) | | | | | | | |
|  | | | | | | | |
| 1. **Please indicate all relevant risks associated with your Project implementation** (operational, financial, political, delivery, human)**. For each listed risk, please describe how you will manage it.** (up to 2 sentences per risk) | | | | | | | |
|  | | | | | | | |

1. **CALENDAR OF PROJECT ACTIVITIES**

APRIL – NOVEMBER 2021

*You may add rows to cover all planned activities (if necessary). Please indicate activities organized under each Result using the same numbering as in part 6.5.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **April** | | | | **May** | | | | **June** | | | | **July** | | | | **August** | | | | **September** | | | | **October** | | | | **November** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **RESULT 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1.1. (title)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1.2. (title)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **RESULT 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2.1. (title)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **RESULT 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3.1. (title)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Describe all tasks within the activity* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **PROJECT BUDGET – PLEASE, PROVIDE THE COMPLETED ANNEX 2 (BUDGET TEMPLATE)**
2. **APPLICANT’S STATEMENT**

I, the undersigned, as a responsible person on behalf of the organization applying for financing for this Project, hereby certify the following:

* The information provided in this application form is accurate; and
* The applicant and their partner organization/experts (if any) meet the criteria described in the Application Guide.

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| --- |
| Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. The Small Grants Programme - Democracy 2021 is implemented under the support of the “Enhancing Democracy in Moldova through Inclusive and Transparent Elections” Project (phase II) financed by USAID. [↑](#footnote-ref-2)
2. Medium-term is defined as the period of up to 2 years after the implementation of the Projects.

   Long-term is defined as the period of up to 5 years after the implementation of the Projects. [↑](#footnote-ref-3)