**Support to civil society organisations within the project NAGE- Networking and Advocacy for Green Economy**

**Reference number of the Call: NAGE/2018/395-379/BiH**

**Contracting Authority:**

Rural Development Network in Bosnia and Herzegovina, Bosnia and Herzegovina

**Deadline for submission of project proposals: 1st May, 2020 by 23:59 p.m**

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**APPLICATION FORM**

|  |  |
| --- | --- |
| **Title of the project:** |  |
| **Place of implementation of the project:** |  |
| **Budget of the project:** |  |
| **Name of the applicant:** |  |
| **Registration number[[1]](#footnote-1):** |  |
| **Date and place of registration:** |  |
| **Nationality[[2]](#footnote-2) of the applicant:** |  |

|  |
| --- |
| **Applicant’s contact details**  |
| Postal address: |  |
| Telephone number: (fixed and mobile) country code + city code + number |  |
| Contact person for this project: |  |
| Contact person’s e-mail: |  |
| Address of the organisation: |  |
| Website of the organisation (if applicable): |  |

**Any change in the addresses, phone numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

**I SUMMARY OF THE PROJECT**

|  |  |
| --- | --- |
| **Title of the project:** |  |
| **Location of the project:** |  |
| **Duration of the project:** | < *months*> (minimum 3 months, maximum 6 months) |
| **Total budget of the project**  |  |
| **Objectives of the project:** | <*Overall objective*><*Specific objective(s)*> |
| **Target group(s)[[3]](#footnote-3):** |  |
| **Final beneficiaries[[4]](#footnote-4):** |  |
| **Expected results:** | *<Indicate the titles of the results>* |
| **Main activities:** | *<Indicate the titles of the activities >* |

**Summary of the project** (maximum 1 page, font Arial 11)

On maximum one page please describe the main information and the essence of your problem *(the main problem you want to solve using relevant information that demonstrate the scope of the problem, needs identified, current situation and the proposals for solving the problem with the main activities, results and objectives of the project).*

**Summary of the project in English**

Below, please provide translation of the project summary in English.

 **II PROJECT**

Please provide the description of the proposed project, including all information requested in the text below.

|  |
| --- |
| **1. Relevance of the project (maximum 2 pages, font Arial 11)** |

Please provide the following information:

* 1. **What problem do you intend to solve*?*** *(Define the general framework of the problem you want to solve. Explain the specificity of the problem from the perspective of your organisation. Please state how the described problem reflects on the area of your work and how you plan to participate in the solving of the problem)*

* 1. **How is the problem related to the objectives of this Call for proposals*?*** *(Point at the direct relevance to the objectives, sectors and themes listed in the Guidelines. The project must fit with the objectives defined by this Call for proposals and with at least one theme covered by the Call for proposals)*
	2. **How is your project proposal relevant to the needs of the country and the sector within which the activities are planned** (*Explain in detail and clearly the current situation in the country or the target municipality, including political, legislative and institutional context of the problem in the area concerned, and include, where possible, specific data*)
	3. **How many people in your community are directly affected by this problem? Who are the target groups and final beneficiaries of the project?** *(Describe in detail target groups and final beneficiaries, their needs and expected number of those who will be directly included. How are you going to inform, motivate and involve target groups in the project/project activities?)*
	4. **Why is the solving of this problem important for your community?**

|  |
| --- |
| **2. Description of the project (maximum 3 pages, font Arial 11)** |

Please provide the following information:

* 1. **State overall and specific objective(s) of the project** *(Explain what will change in your community in relation to the problem described if you implement this project, and how will the implementation of the project improve the position of the target groups/local community)*
	2. **What are the expected results of the project?**(*State and describe clearly the results of the project. Please keep in mind that the results of the project should be measurable, in other words you should be able to list and describe the results achieved at the end of the project, and these results should stem from your activity plan.*)
	3. **What activities are you planning to implement so as to achieve the results and objective(s) of the project?** *(Identify and describe in detail each project activity which you will implement in order to achieve the results and objective(s), specifying the roles and reasons for including associates if they are involved in the implementation of project activities.)*
	4. **How will you measure the achievement?** *(What indicators will be* ***followed*** *so that you can check that you implemented the project successfully – in relation to project activities and your target groups? What information are you going to collect and in what way? State how you are going to do monitoring and evaluation of the project)*

*Please provide the answers to the above questions by filling in the table below:*

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Indicators | Target | Means of verification |
| (Name of the activity) | Eg: Number of trained stakeholders on green economy. | Eg: 25 stakeholders trained on green economy | Eg: list of participants; training evaluation; photos |
| … |  |  |  |
| ... |  |  |  |

* 1. **Explain the impact of the project on the improvement of the thematic area and how is the sustainability of the project reflected (***Please describe how the project will influence the thematic area after the completion of the financing and who will take care of the results of the project. List any follow-up activity envisaged)*
	2. **What is the organisational structure and the team proposed for the implementation of the project?** *(State the functions of all members of the project team – e.g. Project Coordinator, Project Assistant, Financial Manager, etc. Do not include the names of the individuals. In addition to defining the functions, for each of them please briefly precise the tasks and responsibilities in the project)*

**III DURATION OF THE PROJECT AND INDICATIVE ACTION PLAN**

The duration of the project will be **\_\_\_\_\_\_\_\_\_ months**.

Insert the time schedule of activities in months in the project proposals. The time frame of activities must not contain specific dates or months, but just show planned activities in months – ***month I, month II,*** etc. Please write only the title and number of activities in the table, which should match those described in detail under point 2.3 of the section II of this Application form.

The implementing body must be the applicant. Any months or periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the project.

The action plan will be drawn up using the following format:

|  |  |  |
| --- | --- | --- |
| Activity | Month |  |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7  | 8 | 9 | 10 | 11 | 12 | Implementer/Responsible organisation |
| Example | Example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and associate |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

**IV BUDGET OF THE PROJECT**

 (the budget is drawn up in a separate excel table which is part of the application package – Annex B)

**V APPLICANT**

|  |  |
| --- | --- |
| **Name of the applicant:** |  |
| **Abbreviation:** |  |
| **Registration number:** |  |
| **Date and place of registration:** |  |
| **Official address:** |  |
| **Authorised representative:** |  |
| **Phone number:** |  |
| **Mobile phone number:** |  |
| **E-mail address:** |  |
| **Website (if applicable):** |  |
| **Number of employees:** |  |
| **Number of volunteers:** |  |
| **Experience in projects[[5]](#footnote-5) – where applicable please write the information from the previous three years ( 2017, 2018 and 2019):** | Name of the project:Time period of implementation:Budget:Donor:Expected results:  |
| Name of the project:Time period of implementation:Budget:Donor:Expected results: |
| Name of the project:Time period of implementation:Budget:Donor:Expected results: |
| Name of the project:Time period of implementation:Budget:Donor:Expected results: |

**VI DECLARATION BY THE APPLICANT**

The applicant, represented by the undersigned, being the authorised signatory of the applicant in the context of the present call for proposals, representing any associate(s) in the project, hereby declares that:

* The applicant has sufficient capacity to carry out the proposed activities;
* The applicant certifies its legal status and the legal status of the associate(s) (if any) in accordance with the information provided in this Application form;
* The applicant and the associate(s) (if any) have the professional competences and qualifications specified in section 4 of the guidelines for applicants;
* the applicant undertakes all obligations foreseen in the Application form and undertakes to act in accordance with the principles of good partnership practice;
* the applicant is directly responsible for the preparation, management and implementation of the project with the associates (if any) and is not acting as an intermediary;
* if decided to be awarded a grant, the applicant accepts all contractual obligations as laid down in the Grant Contract;
* the applicant fulfils all conditions for submission of a project proposals, laid down in the Guidelines for Applicants;
* the applicant is aware that, for the purposes of safeguarding the EU’s financial interests, their personal data may be transferred to internal audit services, to the European Court of Auditors and other institutions of the European Union.

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other has been approved by them after the submission of this grant application.

Signature of the applicant’s authorised signatory

|  |  |
| --- | --- |
| **Name and surname:** |  |
| **Position in the organisation:** |  |
| **Signature and stamp:** |  |
| **Date and place:** |  |

**VII ASSOCIATES**

|  |  |
| --- | --- |
| **Name of the associate:** |  |
| **Abbreviation:** |  |
| **Registration number:** |  |
| **Date and place of registration:** |  |
| **Legal status:** |  |
| **Official address:** |  |
| **Contact person:** |  |
| **Phone number:** |  |
| **Mobile phone number:** |  |
| **E-mail address:** |  |
| **Web site:** |  |
| **If cooperation with the applicant has been established previously, please describe briefly** |  |

 **VIII CHECKLIST**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | *(completed by the applicant)* |
| Name of the applicant |  |
| Date and place of registration and registration number |  |

|  |  |
| --- | --- |
| **BEFORE SENDING YOUR PROJECT PROPOSAL, PLEASE CHECK IF EACH OF THE ITEMS BELOW IS COMPLETED AND IN ACCORDANCE WITH THE FOLLOWING CRITERIA:** | **Completed by the Applicant** |
| **Title of the project:** *<indicate the title >* | **YES** | **NO** |
| **PART 1 – ADMINISTRATIVE COMPLIANCE and ELIGIBILITY OF THE APPLICANT** |  |  |
| 1. The correct application form, prepared for this Call for proposals, has been used |  |  |
| 2. The declaration by the applicant has been filled in, signed and stamped as a part of the application form  |  |  |
| 3. An electronic version of the application form, budget and supporting documents is ready to be sent to nagegranting@gmail.com  |  |  |
| 4. The budget is enclosed, presented in the template requested and in EUR |  |  |
| 5. Supporting documents on the basis of which the eligibility of applicants is checked is enclosed: * A copy of the Registration Certificate of the Applicant
* A copy of the Statute of the Applicant
* A copy of the balance sheet and the profit and loss account of the organisation for 2017[[6]](#footnote-6), 2018, and 2019 for the applicants
* Original Legal entity sheet of the applicant (Annex C)
* Original financial identification form of the applicant (Annex D)
 |  |  |
| **PART 2 – ELEGIBILITY OF THE PROJECT** |  |  |
| 6. Duration of the project is between 3 and 6 months (the minimum and maximum allowed) |  |  |
| 7. The requested grant is between 3.000 EUR and 3.500 EUR (the minimum and maximum allowed) |  |  |

**IX Assessment grid FOR the full apPLICATION**

*(FOR THE USE OF THE contracting authority ONLY)*

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **opening &administrative check** |  |  |
| 1. The submission deadline has been met. |  |  |
| 2. The application satisfies all the criteria specified in the checklist in Section VIII of the grant application form |  |  |
| **DECISION:**The committee has decided to conduct eligibility verification for applications which passed the administrative checks. |  |  |
| Administrative compliance has been checked by:Date: |
| **eligibility verification** |  |  |
| 1. The checklist for the full application form (part 2) has been duly completed. |  |  |
| 2. The lead applicant satisfies the eligibility criteria in Section 4.1.1 of the guidelines. |  |  |
| 4. The supporting documents listed below were submitted in accordance with the checklist in Section V of the grant application form |  |  |
| * A copy of the Registration Certificate of the Applicant
 |  |  |
| * A copy of the Statute of the Applicant
 |  |  |
| * A copy of the balance sheet and the profit and loss account of the Applicant for 2017, 2018 and 2019
 |  |  |
| * Original Legal entity sheet of the Applicant (Annex C)
 |  |  |
| * Original financial identification form of the Applicant (Annex D)
 |  |  |
| Eligibility has been assessed by:Date: |
| **decision:**The committee has checked the applicant’s eligibility under the criteria laid down in the guidelines for applicants and has selected the full proposal for evaluation.  |  |  |
| **evaluation of the full application**  |  |  |
| **decision:****A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope. |  |  |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals. |  |  |
| The proposal has been evaluated by:Date:  |  |  |

1. Registration number from the decision on the enlisting into the registry of civil society organisations at the competent authority. [↑](#footnote-ref-1)
2. An organisation’s statute must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. [↑](#footnote-ref-2)
3. “Target groups” (direct beneficiaries) - the groups/entities who will directly benefit from the action at the level of the specific objective(s) of the project. [↑](#footnote-ref-3)
4. “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-4)
5. Please add new row if needed for more projects [↑](#footnote-ref-5)
6. Applicable for CSOs registered before 2017. [↑](#footnote-ref-6)