|  |  |
| --- | --- |
| with funding by the European Union |  |

**APPLICATION FORM**

**CHECKLIST**

***Please make sure your application satisfies all the criteria specified in the below checklist.***

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Proposal summary (Word Format) |  |  |
| Proposal budget (Excel Format) |  |  |
| Registration certificate |  |  |
| Organisational financial statements for the last 2 years (or audit reports where available) |  |  |
| Written statement explaining the difference between the proposed and the previous project (for organisations who have previously benefitted from a UNICRI grant) |  |  |
| Declaration of Honour (Word Format) |  |  |

**THE PROPOSAL**

1. **APPLICANT INFORMATION (this section must not exceed 1 page in length. The pages that exceed this page limit will not be evaluated)**

|  |  |
| --- | --- |
| **Name of APPLICANT, address and contact details** (incl. telephone number and email) |  |
| **Date of registration of the organisation** |  |
| **Project Director/Manager** (name and contact information) |  |
| **Primary Contact Person** (name, job title and contact information) |  |

|  |
| --- |
| **1.1. Prior experience in implementing activities on countering violent extremism, preventing radicalization and recruitment, intercultural dialogue, conflict prevention and human rights.** |
| *(Please provide date, duration, location, brief description, major donor, partner(s) if any.)* |

|  |
| --- |
| **1.2. Prior experience in working with the UN and other international donor organizations.** |
| *(Please mention any project(s) which were funded, even partially, by UNICRI or any UN organisations in the last 3 years; mention other projects which were funded by international organizations. Provide name of the donor organisation, size of the grant received, date, duration and location of the project;)* |

1. **PROJECT INFORMATION (this section must not exceed 3 pages in length. The pages that exceed this page limit will not be evaluated)**

|  |  |
| --- | --- |
| **Project title** |  |
| **Grant amount requested from UNICRI in USD** |  |
| **Total cost of the proposal** | *(Different from the Grant amount requested from UNICRI if additional funding is secured. In this case, please provide evidence of the secured additional funding.)* |
| **Location of the project** | *(Please justify the national/regional reach)* |
| **Project dates** | *(Please note that implementation will be able to start on December 2018 at the earliest and should last maximum 12 months)* |

|  |
| --- |
| **2.1 Context analysis/problem description** |
| *(Please describe and analyse the problem conditions which the project aims to influence positively; provide information on how the differing needs of women and men have been identified. )* |

|  |
| --- |
| **2.2 Project end-beneficiaries (gender and age)** |
| *(Please provide information on the targeted beneficiaries – including vulnerable and at-risk groups. Give a rough estimate of how many women and men the project plans to reach.)* |

|  |
| --- |
| **2.3 Specific objective(s) of the project** |
| *(Please define objectives that are specific, measurable, achievable, relevant and time-bound.)* |

|  |
| --- |
| **2.4 Expected results of the project** |
| *(Please explain what the expected results of the proposed project will be on the situation of end-beneficiaries; provide information on how the differing needs of women and men have been addressed.)* |

|  |
| --- |
| **2.5 Activities to be implemented** |
| *(Please describe the project activities)* |

|  |
| --- |
| **2.6 Role of the key stakeholders (including community and other organisations)** |
| *(Please describe how the key stakeholders will be involved in the project)* |

|  |
| --- |
| **2.7 Innovation** |
| *(Please describe the innovative component of this project)* |

|  |
| --- |
| **2.8 Staff involved in the project** |
| *(Please provide information on the number of staff involved in the project activities and describe their roles and responsibilities.)* |

|  |
| --- |
| **2.9 Monitoring provisions** |
| *(Please explain how your organization will monitor the implementation and performance of the project. List indicators that will be used to assess the results of the project)* |

|  |
| --- |
| **2.10 Risks and mitigation measures** |
| *(Please identify the main risks for project implementation and describe the measures put in place to mitigate them.)* |

|  |
| --- |
| **2.11 Sustainability** |
| *(Please describe how the project will be sustained after the grant has been ended. What measures will be put in place to ensure sustainability?)* |

1. **WORKPLAN** (*Please make sure that the information stated in the work plan aligns with the information stated above*) - (this section must not exceed 2 pages in length. The pages that exceed this page limit will not be evaluated)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected results** | **Main Planned activities** | **Implementation period (months)** | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**4. BUDGET** (Please use budget template in Excel format)