|  |  |
| --- | --- |
| **Applicant Organization Size:**  **Are you applying with Co-applicant(s)?** |  |

1. **Applicant Organization’s Information**
2. **General Information**

**1.a Organization’s Name:**

**1.b Legal Registration Number:**

**1.c Type of Entity** (as registered)**:**

**1.d Location and Address of Main Office:**

**1.e Address of branch offices** (if any)**:**

**1.f Email of organization:**

**1.g Phone Number:**

**1.h Year of establishment:**

**1.i Website and/or Social Media pages:**

**1.j Organization’s mission and main objectives** (around 10 lines):

1. **Contact Person for Naseej’s Call for Proposals**

\*\* all official communication on the application will be shared through the e-mail(s) of the Contact Person

**2.a Name, Surname and Position:**

**2.b Landline and Mobile Number:**

**2.c E-mail:**

1. **Organization’s Size**

**3.a Annual Budget in € for 2019:**

\*\* For any conversion refer to the exchange rate for July 2002 on InforEuro><https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>

**3.b Current total number of staff (including permanent, part-time):**

**3.c Geographical outreach:**

Insert the locations where your organization is operating and when you started to operate there. Add as many lines as you need.

|  |  |
| --- | --- |
| **Location** | **When did you start to work in this location?** |
|  |  |
|  |  |

1. **Gender equality in the organization**

**4.a % of women in managing/decision making positions (board, managers):**

**4.b Inclusion of gender equality in organizations’ activities and objectives (max. 1 page)**

Explain how gender equality and women’s rights are included in your organization’s activities and objectives.

* Do you have a gender strategy/policy? If yes, describe it.
* How is gender equality included in your mission and/or objectives, including your strategic plan?
* How is gender equality included in your Human Resources policy?

1. **Relationships with other organizations and actors**

**5.a Membership in Regional, National and/or International Networks and/or Coalitions (including GBV Cluster)**

Is your organization member of any network or coalition? If yes, describe your membership.

1. **Project Management Capacities**

**6.a Projects implemented in the last 3 years**

Please provide:

* The number of projects totally or partially funded by donors you have implemented in the last 3 years and the duration of these projects
* How many projects are currently being managed?
* How many different donors is the organization managing or has managed? Who are these donors?
* Total budget managed in the last 3 years in USD or EUROs

**6.b Previous experience in grant management**

Does your organization have any previous experience in managing projects with co-applicants? If yes, describe it. Include information on the projects’ duration, budget, donors, activities and locations.

1. **Financial Management Capacities**

**7.a Has the organization been audited by external auditors? If not, explain why.**

Yes/No

**7.b Financial and control procedures (**max 1 page**)**

Describe the organization’s financial and control procedures.

1. **Co-applicant Organization(s) Information (1)**
2. **General Information**

**1.a Organization’s Name:**

**1.b Legal Registration Number:**

**1.c Type of Entity** (as registered)**:**

**1.d Location and Address of Main Office:**

**1.e Address of branch offices** (if any)**:**

**1. f Email of organization**

**1.g Phone Number:**

**1.h Year of establishment:**

**1.i Website and/or Social Media pages:**

**1.j Organization’s mission and main objectives** (around 10 lines):

1. **Contact Person for Naseej’s Call for Proposals**

\*\* all official communication on the application will be shared through the e-mail(s) of the Contact Person

**2.a Name, Surname and Position:**

**2.b Landline and Mobile Number:**

**2.c E-mail:**

1. **Organization’s Size**

**3.a Annual Budget in € for 2019:**

\*\* For any conversion refer to the exchange rate for July 2002 on InforEuro><https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>

**3.b Current total number of staff (including permanent, part-time):**

**3.c Geographical outreach:**

Insert the locations where your organization is operating and when you started to operate there. Add as many lines as you need.

|  |  |
| --- | --- |
| **Location** | **When did you start to work in this location?** |
|  |  |
|  |  |

1. **Gender equality in the organization**

**4.a % of women in managing/decision making positions (board, managers):**

**4.b Inclusion of gender equality in organizations’ activities and objectives (**max. 1 page**)**

Explain how gender equality and women’s rights are included in your organization’s activities and objectives.

* Do you have a gender strategy/policy? If yes, describe it.
* How is gender equality included in your mission and/or objectives, including your strategic plan?
* How is gender equality included in your Human Resources policy?

1. **Relationships with other organizations and actors**

**5.a Membership in Regional, National and/or International Networks and/or Coalitions (including GBV Cluster)**

Is your organization member of any network or coalition? If yes, describe your membership.

1. **Project Management Capacities**

**6.a Projects implemented in the last 3 years**

Please provide:

* The number of projects totally or partially funded by donors you have implemented in the last 3 years and the duration of these projects
* How many projects are currently being managed?
* How many different donors is the organization managing or has managed? Who are these donors?
* Total budget managed in the last 3 years in USD or EUROs

1. **Financial Management Capacities**

**7.a Has the organization been audited by external auditors? If not, explain why.**

Yes/No

**7.b Financial and control procedures (**max 1 page**)**

Describe the organization’s financial and control procedures.

1. **Co-applicant Organization(s) Information (2)**
2. **General Information**

**1.a Organization’s Name:**

**1.b Legal Registration Number:**

**1.c Type of Entity** (as registered)**:**

**1.d Location and Address of Main Office:**

**1.e Address of branch offices** (if any)**:**

**1. f Email of organization**

**1.g Phone Number:**

**1.h Year of establishment:**

**1.i Website and/or Social Media pages:**

**1.j Organization’s mission and main objectives** (around 10 lines):

1. **Contact Person for Naseej’s Call for Proposals**

\*\* all official communication on the application will be shared through the e-mail(s) of the Contact Person

**2.a Name, Surname and Position:**

**2.b Landline and Mobile Number:**

**2.c E-mail:**

1. **Organization’s Size**

**3.a Annual Budget in € for 2019:**

\*\* For any conversion refer to the exchange rate for July 2002 on InforEuro><https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>

**3.b Current total number of staff (including permanent, part-time):**

**3.c Geographical outreach:**

Insert the locations where your organization is operating and when you started to operate there. Add as many lines as you need.

|  |  |
| --- | --- |
| **Location** | **When did you start to work in this location?** |
|  |  |
|  |  |

1. **Gender equality in the organization**

**4.a % of women in managing/decision making positions (board, managers):**

**4.b Inclusion of gender equality in organizations’ activities and objectives (**max. 1 page**)**

Explain how gender equality and women’s rights are included in your organization’s activities and objectives.

* Do you have a gender strategy/policy? If yes, describe it.
* How is gender equality included in your mission and/or objectives, including your strategic plan?
* How is gender equality included in your Human Resources policy?

1. **Relationships with other organizations and actors**

**5.a Membership in Regional, National and/or International Networks and/or Coalitions (including GBV Cluster)**

Is your organization member of any network or coalition? If yes, describe your membership.

1. **Project Management Capacities**

**6.a Projects implemented in the last 3 years**

Please provide:

* The number of projects totally or partially funded by donors you have implemented in the last 3 years and the duration of these projects
* How many projects are currently being managed?
* How many different donors is the organization managing or has managed? Who are these donors?
* Total budget managed in the last 3 years in USD or EUROs

1. **Financial Management Capacities**

**7.a Has the organization been audited by external auditors? If not, explain why.**

Yes/No

**7.b Financial and control procedures (**max 1 page**)**

Describe the organization’s financial and control procedures.

1. **Project’s Information**

**1. General Information**

**1.a Project’s Title:**

**1.b Duration in months:**

**1.c Location(s) of implementation:**

**1.d Remote areas and marginalized communities**

* Is the project targeting hard-to-reach areas and/or marginalized communities with reduced access to services? If yes, which areas and communities?

**1.e Stream(s) targeted (1,2,3):**

**1.f Project Partner(s)** (if any)**:**

List all the organizations/actors that will be partners in the project.

By **Partner Organization**, we mean any organization involved or participating in the sub-grantees’ project activities; partner organizations cannot manage any fund or resource form Naseej Grant Scheme.

For each of them, explain in-depth their role in the project. Add as many lines as you need.

|  |  |
| --- | --- |
| **Partner** | **Role** |
| … |  |
|  |  |

**2. Project’s Activities**

**2.a Project’s Context (**max 2 pages**)**

Describe the context where your project will be implemented (social, political, economic etc.), focusing on those aspects that are relevant to your project.

* What are the needs and problems you have identified?
* How were these areas identified?

**2.b Project’s objectives (**max 1 page**)**

**2.b Project’s Activities and Timelines (**max 10 pages**)**

In the following section all the activities that you will implement through your project should be listed.

Provide a description of the activity (include details and figures), a description of the people who will benefit from it directly (indicating the gender of beneficiaries and their group age) and location (if your activity is held in multiple locations).

For each activity indicate, by coloring or ticking the cases, its duration. Each case corresponds to 3 months (1quarter) integrate this with the above section on activities

Add as many lines as you need.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | | | **Timeline** | | | | | | | | | | | | | |
| **Activity 1** | | | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **Q5** | | **Q6** | | **Q7** | |
| **Title** |  |  | |  | |  | |  | |  | |  | |  | |
| **Description**  *\*sub-activities* |  |
| **Location(s)** |  |
| **Duration in months** |  |
| **Target / beneficiaries** |  |
| **Implementer(s):** *define if the activity is conducted by the applicant alone, by co-applicant(s) alone or together* |  |
| **Activity 2** | | | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **Q5** | | **Q6** | | **Q7** | |
| **Title** |  |  | |  | |  | |  | |  | |  | |  | |
| **Description**  *\*sub-activities* |  |
| **Location(s)** |  |
| **Duration in months** |  |
| **Target / beneficiaries** |  |
| **Implementer(s):** *define if the activity is conducted by the applicant alone, by co-applicant(s) alone or together* |  |
| **Activity 3** | | | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **Q5** | | **Q6** | | **Q7** | |
| **Title** |  |  | |  | |  | |  | |  | |  | |  | |
| **Description**  *\*sub-activities* |  |
| **Location(s)** |  |
| **Duration in months** |  |
| **Target / beneficiaries** |  |
| **Implementer(s):** *define if the activity is conducted by the applicant alone, by co-applicant(s) alone or together* |  |
| **Activity 4** | | | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **Q5** | | **Q6** | | **Q7** | |
| **Title** |  |  | |  | |  | |  | |  | |  | |  | |
| **Description**  *\*sub-activities* |  |
| **Location(s)** |  |
| **Duration in months** |  |
| **Target / beneficiaries** |  |
| **Implementer(s):** *define if the activity is conducted by the applicant alone, by co-applicant(s) alone or together* |  |
| **Activity ..** | | | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **Q5** | | **Q6** | | **Q7** | |
| **Title** |  |  | |  | |  | |  | |  | |  | |  | |
| **Description**  *\*sub-activities* |  |
| **Location(s)** |  |
| **Duration in months** |  |
| **Target / beneficiaries** |  |
| **Implementer(s):** *define if the activity is conducted by the applicant alone, by co-applicant(s) alone or together* |  |

1. **Participatory Approach**

**3.a Involvement of local communities/right holders (especially women and girls) in the project (**max 1 page**)**

Explain how your organization has involved/will involve local communities/right holders in the project, with a special focus on women and girls. What role will they have in the implementation of activities?

1. **Sustainability**

**4.a Linkages to other initiatives (**max 1 page**)**

Is the proposed project linked to other existing project/initiatives (by your organization or other actors)? If yes, describe the initiatives/projects and how they are linked to the proposed project.

**4.b Continuation of activities (**max 1 page**)**

Explain how will this project ensure sustainability (social, policy, economic and institutional).

1. **Risks and security**

**5.a Risks management (**max 2 pages**)**

What are the main challenges and risks that may hinder the implementation of your project? How would you mitigate those risks? Describe each risk in the table below and explain what you are going to do to mitigate each risk.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk’s Description | How will this risk affect the project’s activities? | How likely is the risk to happen?  Very/likely/not likely | Impact  A lot/ to some extent/ not much | Mitigation |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Expertise and Experience relevant to the Stream(s)**
2. **List of relevant implemented projects**

Here below, list all the projects that the Applicant (and Co-applicants) have implemented **in the last 5 years** that are relevant to the Stream(s) you are applying for. Add as many lines as needed.

If you have implemented activities relevant to the Stream(s) you are applying to, that were not part of a project, you can describe them at the end in the section “Other activities implemented”.

|  |  |  |
| --- | --- | --- |
| **1** | **Main Implementer** |  |
| **Relevant to Stream(s)** | Stream 1 Stream 2 Stream 3 |
| **Project Title** |  |
| **Duration (months)** |  |
| **Location(s)** |  |
| **Partners** |  |
| **Main activities and results** |  |
| **Main beneficiaries** |  |

|  |  |  |
| --- | --- | --- |
| **2** | **Main Implementer** |  |
| **Relevant to Stream(s)** | Stream 1 Stream 2 Stream 3 |
| **Project Title** |  |
| **Duration (months)** |  |
| **Location(s)** |  |
| **Partners** |  |
| **Main activities and results** |  |
| **Main beneficiaries** |  |

|  |  |  |
| --- | --- | --- |
| **3** | **Main Implementer** |  |
| **Relevant to Stream(s)** | Stream 1 Stream 2 Stream 3 |
| **Project Title** |  |
| **Duration (months)** |  |
| **Location(s)** |  |
| **Partners** |  |
| **Main activities and results** |  |
| **Main beneficiaries** |  |

|  |  |  |
| --- | --- | --- |
| **…** | **Main Implementer** |  |
| **Relevant to Stream(s)** | Stream 1 Stream 2 Stream 3 |
| **Project Title** |  |
| **Duration (months)** |  |
| **Location(s)** |  |
| **Partners** |  |
| **Main activities and results** |  |
| **Main beneficiaries** |  |

1. **Safeguarding, Data Protection and Confidentiality (**max 1 page**)**

Describe the organization’s experience and expertise on safeguarding, data protection and confidentiality practices and how do you ensure confidentiality of beneficiaries especially SGBV survivors. Describe any SOPs applied, if any.

**List of documents to be attached (for Applicant and Co-applicants):**

|  |  |  |
| --- | --- | --- |
| **1** | Certificate of registration by relevant Ministry/ies | Compulsory |
| **2** | Clearance by Tax authorities | Compulsory |
| **3** | Overall annual audit report for fiscal year 2019 | Compulsory |
| **4** | ANNEX 3 Declaration by applicant | Compulsory |
| **5** | Copy of safeguarding policy and/or SOPs on SGBV case management and data protection | Optional/ if available |
| **6** | Copy of any policy on Fraud | Optional/ if available |