**ANNEX I - APPLICATION FORM**

**Call for Project Proposals**

**Empowering Youth for Human Rights and Equality**

**through**

**EU funded project “Countering Discrimination, Hate Speech and Gender-based Violence” contract nr 2022/441-438**

**Contracting Authority:** Advocacy Training and Resource Center - ATRC

**Project funded by the:** European Union Office in Kosovo

**Project Title:** Countering Discrimination, Hate Speech and Gender-based Violence

**Deadline for submission of applications**: 15 January 2024, at 4 P.M.

Please read and fill out this form carefully. This form, as well as the information it must contain, are necessary for every proposal. Applications that do not adhere to this format or that lack certain information, risk immediate disqualification.

1. **General information**

|  |  |
| --- | --- |
| Full Legal Name of Applicant  (As per registration certificate) | Official name of the organization. |
| Full address of applicant(s)   * Postal address * Phone * Fax * Email * Website |  |
| Project title: | The project title must be short, concise and refer to the main objectives or activities of the project |
| Target area/location of the project: | Area/Region where the action will be implemented |
| The main objectives of the project: | Please specify the main objective of the proposed action |
| The results of the project: | The results of the action should be clearly written and indicate numbers of the outputs |
| Main activities: | Draft shortly the main activities of the action |
| Target Groups and Beneficiaries: | Present information about beneficiaries of your action (type of groups, age) and define their number |
| Estimated Budget: | Budget requested for this scene of sub-grant scheme - call for proposals |
| Duration of the project: | NOTE: The duration of the project up to 12 months. |
| Date of application: |  |

1. **Summary of the action (MAXIMUM 1 PAGE)**

Please, provide a brief description of your application clearly and accurately describing your request. (Include information regarding the scope, expected objectives, main activities, and results)

**2.1 Justification and activities of the project**

* 1. Describe the current situation. Indicate the needs and problems to be solved by means of the fund you are requesting (present statistics if possible; preferably, for the municipality in which your organization operates (if applicable);
  2. Refer to important plans that have been undertaken at national and/or local level related to the action and describe how the activity will relate to these plans;
  3. Describe the intervention and relevance of the action to the objective(s) and priority(s) of the Call for Proposals. Please give a detailed activity explanation.
  4. Describe how the project will promote community participation, public and governmental awareness of respecting human rights for vulnerable groups;

**2.2 Description of the target groups**

* Describe and define the target groups and final beneficiaries, their needs and constraints, and indicate how the action will address those needs.
* Give a description of each of the target groups and final beneficiaries (also write in numbers where applicable).

**2.3 Special elements of added value**

Indicate any specific elements of added value, in particular the promotion or consolidation of public/private partnerships, the involvement of local/international stakeholders or other related issues such as experience on promoting human rights, gender equality, buylling, , equal opportunities in work, education etc.

1. **Project activity description of the action (MAXIMUM 2 PAGES)**

Please describe in more detail and list the activities you plan to implement and the expected results of your action in a maximum of two pages.

1. **Work plan table - Duration and an example of the action plan for the implementation of the activity.**

For easier reference, you can use the following table, which you can adapt according to the needs of your proposals. (Please complete the table for as many months as the duration of your initiative is planned and implemented.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |

**4.5 Methodology:**

* Implementation methods and rationale for such a methodology.
* Procedures for internal/external supervision and evaluation.
* The role and participation in the activity of different stakeholders and different actors, target groups;
* The organizational structure and the team proposed for the implementation of the activity (according to their function: there is no need to include the names of individuals);

**4.6 Sustainability of the project:**

- Describe the expected impact of the project, with data in numbers where possible (if it deals with integration of communities in education, work, gender equality, combating discrimination in schools, their treatment, gender-based violence, capacity building in public officials directly related to the topic, etc.)?

- Submit a brief risk analysis, including a number of risk types, if any;

- Explain how you will ensure that the project is sustainable after completion. This may include the necessary follow-up activities, strategies built, ownership, communication plan, etc.

* 1. **Final checklist for the applicant**

|  |  |  |
| --- | --- | --- |
| **BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING POINTS IS COMPLETE AND RESPECTS THE SPECIFIED CRITERIA:** | **To be filled in by the applicant** | |
| **Title of the Proposal: <***indicate the title>* | **Yes** | **No** |
| I have used the correct Application Form, as outlined in the Project’s Call for Project Proposals |  |  |
| I have carefully read the guidelines and filled out the application form as per the requirements and criteria listed |  |  |
| I have attached a copy of the lead applicant’s ID or registration act |  |  |
| I have attached the Project’s Application Form |  |  |
| I have attached the Project’s Budget Form |  |  |
| I have attached the required registration documents, as outlined in the Application Guidelines |  |  |