**Annex 1: Application Form**

*Please complete the application form according to the guidelines included regarding each section. Applications that do not follow the given format might be disqualified.*

1. **General Information**

|  |  |
| --- | --- |
| Title of the action: | *The title of the action/project should be short, concise and refer to the main objectives or activities of project* |
| Number & title of lot |  |
| Location(s) of the action: | *<specify country, and region(s), area(s) or town(s) that will benefit from the action, if the case>* |
| Name of the lead applicant | *<Official name of your organization in Albanian and English>* |
| Nationality and date of establishment of the lead applicant |  |
| Legal status | *E.g. non-profit, governmental body* |
| Total estimated budget |  |
| Duration of the action |  |
|  |  |
| **Lead applicant’s contact details for the purpose of this action** | |
| Postal address: |  |
| Telephone number: (fixed and mobile) Country code + city code + number |  |
| Fax number: Country code + city code + number |  |
| Contact person for this action: |  |
| Contact person’s email: |  |
| Address: |  |
| Website of the lead applicant: |  |

1. **Project description (max 1 page)**

*Briefly describe your project proposal. State your proposal and request clearly and accurately. Include information regarding the sector of focus, objectives, major activities, required funding, and the name/description of the area where the physical presence of the fund will be.*

1. **Project justification / Relevance (max 2 pages)**

* *Describe the current situation emphasizing the needs and problems that must be solved through the proposal/required fund. Provide statistical data if possible.*
* *Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.*
* *Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.*
* *Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.*
* *Indicate any specific added-value elements or other cross-cutting issues.*

1. **Description of the target group (max 1 page)**

* *Describe and define the target groups and final beneficiaries.*
* *Give a description of each of the target groups and final beneficiaries (quantified where possible).*
* *Describe their needs and constraints and state how the action will address these needs (utility and necessity of the project for the target groups).*

1. **Goals and specific objective (max 1 page)**

* *What do you expect to achieve through this project? Please list and explain:*
* *Project Overall Objective (goal)*
* *Project Specific Objective*

1. **Expected results (max 1 page)**

* *Explain the specific results (outcomes) expected.*
* *State how the action will improve the situation of the target groups and final beneficiaries. What would be the impact relating to the implementation of this proposal?*
* *How the project will improve the applicant’s and partners’ (if applicable) technical and managing abilities.*

1. **Detailed description of project activities (max 4 pages)**

* *Identify and describe in detail each activity to be undertaken to produce the envisaged results (outputs).*
* *Justify the choice of activities.*
* *Specify the role of your organization, partners and other stakeholders.*

1. **Methodology (max 2 pages)**

* *Describe the methodology/ methods of implementation and the rationale for such methodology.*
* *Describe the role and participation in the action of the actors and stakeholders, (partners and possible sub-contractors, target groups, local authorities, etc.); level of implication and the activities of organizations participating in the project;*
* *Describe the organisational structure and the team proposed for the implementation of the action (for each key function –tasks, qualifications, expertise and experience).*
* *Describe the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);*
* *Describe the planned activities in order to ensure the visibility of the action.*
* *Describe the procedures for internal/external evaluation.*
* *Provide a brief risk analysis and mitigation measures;*

1. **Plan of activitities**

*Duration and indicative action plan for implementing the action.*

*Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc. It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.*

*The activities stated in the action plan should match those described in detail in section 7.*

*Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.*

* *Use the format provided below.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity**  *(include the activities as presented in the section 7 of the proposal; add rows if necessary)* | **Months**  *(highlight the proper box based on your activity planning; number of columns corresponds to the period of implementation )* | | | | | | | | | | | | | | | **Implementing body**  *(state the body-- the applicant, partner, stakeholder, etc. responsible for the implementation of the specific activity)* |
| M1 | M2 | M3 | *..* |  |  |  |  |  |  |  |  |  |  | M15 |
| *Activity 1 - Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *A1.1 - Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *A1.2 - Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *A1.n - Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2 - Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *A2.1 – Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *A2.2 – Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *A2.n - Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Project sustainability (max 1 page)**

* *Describe the expected impact of the action with quantified data where possible, at technical, economic, social and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).*
* *Describe the possibilities for replication and extension of the action outcomes (multiplier effects), indicating any intended dissemination channel.*
* *Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:*
* *a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.*
* *b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of action outcomes.*
* *c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).*

1. **Budget (max 1 page)**

*Include here the total amount requested in EURO and provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the description of the action).*

*Provide a justification of expenses estimation for each budget line (number of units, price per unit). The estimation should be based on real cost. Specifically, it should be clear why a certain number of items is required and how they are related to the action.*

*Present the budget as an attachment based on the format provided in Annex 4. Provide a coherent budget for the whole duration of the project.*

1. Description of the applicant[[1]](#footnote-2) (maximum 2 pages)

*Describe briefly and clearly internal structure of your organization; your financial system and the management structure; experience in implementing other projects.*

* 1. When was your organisation founded and when did it start its activities?
  2. What are the main activities of your organisation at present?
  3. List of the management board / committee of your organisation.

| Name | Profession | Gender | Function | Years on the board |
| --- | --- | --- | --- | --- |
|  |  | F / M |  |  |
|  |  | F / M |  |  |

* 1. Describe your experience with similar projects.

*Detailed description of projects managed by your organisation during the time in the fields covered by this project and this Call for Proposal, specifying:*

1. *the object and location of each project*
2. *the results of the project*
3. *your organisation’s role (leader, partner) and level of involvement in the project*
4. *the project cost*
5. *the donors of the project (name, address and e-mail, telephone number, amount contributed)*
6. *and other details that might be fit to demonstrate appropriate experience*

*Additional recommendations will be welcomed but not compulsory. Additional recommendations, if any, may be submitted either in English or national language as originals.*

* 1. Resources

*Detailed description of the various resources at the disposal of your organisation including:*

1. *the annual income over the three years , mentioning where applicable for each year the names of the main financial contributors and the proportions of annual income contributed by them ( this condition is for existing organizations that have more than two years operating with projects ) ;*
2. *the number of full-time and part-time staff by category (e.g. number of project managers, accountants, etc);*
3. *equipment and offices;*
4. *other relevant resources;*
5. **Checklist for the application**

**<PUBLICATION REFERENCE + TITLE of the Call >**

|  |  |  |
| --- | --- | --- |
| **ADMINISTRATIVE DATA**  To be filled in by the lead applicant | | |
| **Name of the lead applicant** | | |
| **Name of the co-applicant (s)** | | |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal: <**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**   1. The application form published in the Guidelines for this Call for Proposals have been used. |  |  |
| 1. The proposal is typed. |  |  |
| 1. The proposal is in English language, with the exception of support document a)-g) and i) that maybe in the national language. |  |  |
| 1. The supporting documents which are submitted as copies are certified as “according to the original” by the legal representative of the applicant, co-applicant, if the case, and stamped. |  |  |
| 1. One printed original is included. |  |  |
| 1. An electronic version of the proposal is enclosed (CD). |  |  |
| 1. Each co-applicant, if any, has completed, signed and stamped the mandate and the mandate is included. |  |  |
| 1. Declaration by the lead applicant is included, signed by the legal representative and stamped. |  |  |
| 1. The budget is enclosed, in balance, presented in the format requested, and stated in EUR. |  |  |
| 1. The logical framework has been completed and is enclosed. |  |  |
| **PART 2 (ELIGIBILITY)**   1. The applicant is legal person registered and acting in the territory of Albania |  |  |
| 1. The applicant is non-profit-making. |  |  |
| 1. The applicant has at least 3 years of experience in offering services to the victims of trafficking, including rehabilitation /re-integration or other supported services for these targets. |  |  |
| 1. The applicant is a licensed social services provider as per Albanian national legislation OR a non licensed social services provider |  |  |
| 1. The applicant is directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary. |  |  |
| 1. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines):   a) Court Registration Act;  b) Statute;  c) Fiscal registration Certification/NGO Registration Certification;  d) Tax verification form;  e) Latest financial statements of the organization in accordance with the legislation in force;  f) Document regarding pending financial obligations (Document issued by the relevant Albanianbody certifying that the CSO has no pending financial obligations);  g) Document regarding pending cases in Court (Document issued by by the relevant Albanianbody certifying that the CSO has no pending cases);  h) License issued by the Ministry of Finance , under Albanianlaw, if the case;  i) CVs of key personnel implicated in the implementation of the project. |  |  |
| Co-applicants eligibility  Additional lines, as per eligibility of applicants (rows 1 to 6), will be inserted according to the number of co-applicants, if any |  |  |
| 1. The action will be implemented in Albania |  |  |
| 1. The duration of the action is between 12 months and 20 months |  |  |
| 1. The grant requested complies with the set thresholds   For lot – EUR 10,000 – EUR 20,000 |  |  |
| 1. The proposal addresses an eligible target group: VoT/VOD |  |  |
| 1. The proposal is eligible, i.e the primary focus is the provision of “**Implementation of innovative economic empowerment solutions for victims of trafficking and domestic violence through CSOs”** |  |  |

1. lead applicant and co-applicants, if any; insert additional pages for each organisation [↑](#footnote-ref-2)