**UNFPA**

**Grant Application Form**

|  |  |
| --- | --- |
| **Name of the Applicant Organization** |  |
| **Reference No (to be filled in by UNFPA)** |  |

***Important Notes:***

***1.*** *Statutes or corporation charter of the applicant organisation must be submitted together with the application form.*

***2.*** *If the organisation is awarded, it may be requested to submit documents such as Declaration Form, Annual Activity Report subsequently. These don’t need to be submitted at the Application.*

1. PROJECT (MAX 5 pages)

**1. Project – Basic Definitions and Explanations**

|  |  |
| --- | --- |
| Project Title: |  |
| Location(s) of the Project |  |
| Duration of the project | ..... months  |
| **Project budget**  | […………………USD] |
| **Amount requested from the UNFPA** | […………………USD] |
| **Other contributions, if any (name the organisation which is going to make a contribution)** | […………………USD] |
| **Objective** *(Please do not list the activities of your Project as objective. Indicate the overall changes/goal you will achieve at the end of these activities)*  |  |
| **Target group** *(Define in detail and quantify as much as possible)* |  |
| **Justification of the Project** *(Define the local problem which constitutes the topic of your project. Explain how the funding is going to contribute to solving that problem)*  |  |
| **Monitoring plan** *(Explain how your action will be monitored)* |  |

#### 2. Project Activities

Please elaborate on the activities you will carry out within the scope of the Project by writing headings.

**3. Activity timetable and outputs**

Using the following format, state in which month of the project the activities you defined above will take place (do not indicate a date) and the outputs/results to be achieved through that activity.

|  |  |  |
| --- | --- | --- |
| **Title of the Activity** | **Month of Application** | **Results** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### 4. Partnerships

Is your project going to develop a cooperation with another CSO or a public institution/local administration as a supporting institution? If yes, name the institution, explain what kind of a cooperation is going to be established, and how that institution is going to support your project.

**5. Risk Analysis**

Please describe the main risks related to this project, and what are the mitigating strategies that you are intending to apply

**6. Sustainability**

Give a brief explanation of how the activities, impacts and outputs of your projects may continue once the action and funding support come to an end.

1. **APPLICANT ORGANIZATION**
2. **Contact details**

|  |  |
| --- | --- |
| **Name of the Applicant Organisation (and – if applicable – its abbreviation)** |  |
| **Postal Address** |   |
| **Telephone number: city code + number** |   |
| **Fax number: city code + number** |   |
| **E-mail** |   |
| **Web-site** |  |
| **Authorised Person (empowered to sign documents)**  |  |
| **Contact Person’s Name/Function**  |  |
| **Contact Person’s e-mail address** |  |
| **Contact Person’s phone number**  |  |
| **Contact Person’s mobile phone number** |  |

1. **About the Organisation**

|  |  |
| --- | --- |
| **Date of Establishment** |  |
| **Objective and Working Areas** |  |
| **Previous experience relating to the project topic (at most 3 completed or ongoing action/project** |  |
| **Is there a currently ongoing grant/IP agreement? If yes, write its title, grant amount and funding institution** |  |
| **Previous experience with international donors, UN agencies, and INGOs** |  |
| **Number of Paid Employees** |  |
| **Number of Registered Members** |  |

1. **DECLARATION**

In my (our) capacity as the person(s) authorised for presenting and signing this project on behalf of \_\_\_\_\_\_\_\_ *(indicate the name of your organisation),* I hereby declare the accuracy of the information contained in this form and accept to provide all necessary and additional information and documents if the proposed action is awarded an IP agreement.

**Name – Surname Date**

1. **CHECKLIST**

Please make sure that your application documents are complete by consulting the following list and take care to prepare your application package according to the following order:

1. Application Form
2. Project Budget
3. Statutes or Corporation Charter of the applicant organisation (pdf)