# Section 1- About the Applicant

*The information stated below will be used to establish the legal agreement between the EU Anti-Corruption Initiative and the applicant if selected.*

In case of a consortium – this section has to be filled in by the main applicant of the consortium.

|  |
| --- |
| **Contact details**  |
| **Applicant** | *Partner responsible for project administration.*  |
| Full legal name |  |
| Short name (where applicable) |  |
| Legal status |  |
| Foundation date |  |
| Legal Registration No. |  |
| Address |  |
| Telephone  |  |
| e-mail |  |
| Webpage  |  |
| Project ManagerTelephonee-mail |  |
|  |
|  |
| Other  |  |
| **Non-Commercial partner 1** | *If more non-commercial partners add further rows for these.*  |
| Full legal name |  |
| Short name (where applicable) |  |
| Legal status |  |
| Foundation date |  |
| Legal Registration No. |  |
| Address |  |
| Telephone  |  |
| e-mail |  |
| Webpage  |  |
| Project ManagerTelephonee-mail |  |
| Other  |  |

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| --- |
| **About the Applicant** |
|  |
| *Vision, mission, history, composition of the team including areas of expertise of the in-house experts, relevant previous experience, previous donors’ funding history (field, short description of project, name of the donor, awarded amount), information on financial and operational capacity (used accounting system, adopted internal policies and procedures), etc.* |
|  |
|  |
| **About Non-commercial Partner –** *add further boxes if more than one partner is included.* |
| *Vision, mission, history, ownership, strategic interest in project, relevant previous experience, etc.* |
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| **Key figures of the Applicant (EUR)** |
|  | Most recent year | Most recent year -1 | Most recent year -2 |
| Revenue from Awards |  |  |  |
| Other Sources (i.e. Fundraising) |  |  |  |
| Total Revenue |  |  |  |
| Number of full-time employees  |  |  |  |

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| **Key figures of the Non-commercial Partner (EUR)** |
|  | Most recent year | Most recent year -1 | Most recent year -2 |
| Revenue from Awards |  |  |  |
| Other Sources (i.e. Fundraising) |  |  |  |
| Total Revenue |  |  |  |
| Number of full-time employees  |  |  |  |

# Section 2 – About the Project

|  |
| --- |
| **Project Title** |
| *Short project title* |
|  |

|  |
| --- |
| **Project Summary** |
| *Summary of the project description* |
|  |

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| --- |
| **Project description**  |
| *The full Project Proposal should be a concise and further development of the project description submitted in the Concept Note. Please describe in no more than 10 pages the project based on the guidance provided* |
| Problem identification | *Describe the problem you would like to address.* |
| Project goal and objectives  | *Describe objectives of the project – what is the expected long-term impact of the project; what is the goal of the project.* |
| Theory of Change (ToC)  | *Describe the Theory of Change and intervention logic for the project – what desired changes will the project lead to, for whom and how? Under what conditions/assumptions will the changes occur? Why is the chosen approach the best one to achieve the objectives?* |
| Target groups and beneficiaries | *Describe organizations, institutions, groups or individuals which will be engaged and targeted. Describe who will be the final beneficiary of the project* |
| Project outcomes and results framework | *Present the expected outcomes that the project will deliver within the project period. What are expected key results and key indicators? Please refer to the format to be used for describing outcomes and the results framework in below Annex 5.1* |
| Project partners | *Describe partners’ rationale for entering the partnership; earlier experiences of partners including collaboration experience; key competencies among partners and their relevance to the project; roles within the partnership and how they interlink within the project, etc.* |
| Geographic reach  | *Indicate regions/cities of Ukraine on which project activities will be mainly focused.* |
| Project monitoring and evaluation | *Describe how project monitoring and evaluation will be carried out and by whom. Describe how the planned baselines will be established (data source and collection) and by whom.**Describe a set of indicators that would permit continuous measurement of progress toward targeted results. For each result, what is the performance indicator? What is the baseline data? What is the performance target? What is the timetable for achieving results?*  |
| Project planning and implementation (work plan) | *Describe the activities planned during the project and the methods of implementation.**Please refer to the format to be used for describing the activities in below Annex 5.2 and Annex 5.3* |
| Communication | *Describe how project results will be documented and communicated.**Describe clearly the rationale for the communication activities (why) as well as how project activities and results will be communicated to the general public and target groups; outline how media (both traditional and new media) will be used for the purposes of the project. Describe if there are any restrictions on which results that can be communicated.*  |
| Project sustainability and exit | *Describe the expected viability of the proposed project, including the financial, institutional, social (how will the project affect the beneficiaries) and environmental sustainability.* *Describe if any stakeholders (commercial or non-commercial) will benefit from the project - if so how?**What will happen to the project after the end of EU Anti-Corruption Initiative support.* |
| Innovative and IT tools | *Indicate what innovative and IT tools will be developed, applied during the project implementations, if there will be any.* |
| Risk management | *Describe risk factors, likelihood (high, medium, low), potential effect on the project implementation and risks mitigation strategy.* |
| Project costs and financing (EUR) | *Present total project cost and expected contribution from EU Anti-Corruption Initiative. Indicate if the project is supported by other donors (or if parts of possible non-eligible project costs are covered from outside sources). Fill out the budget template, and provide comments to the budget including assumptions upon which the budget is based.*  |
| Time frame | *Indicate expected time frame of the project*  |

# Section 3 – Project Staff

|  |
| --- |
| **Project staff**  |
| **Applicant** |
| Name | Title | Responsibility under the project |
|  |  |  |
|  |  |  |
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| **Non-commercial partner:** |
| Name | Title | Responsibility under the project |
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# Section 4 - Budget

**Budget:** Please use provided template (*Annex 2 Budget template,* *xls file*), fill out all sheets and send it together with the full proposal. Please include only budget summary here:

|  |  |
| --- | --- |
| Cost Category | **TOTAL** |
|
|
| Human Resources | EUR 0.00 |
| Travel | EUR 0.00 |
| Equipment and supplies | EUR 0.00 |
| Local office | EUR 0.00 |
| Other costs, services | EUR 0.00 |
| Events | EUR 0.00 |
| Other | EUR 0.00 |
|  |  |
| Subtotal direct eligible costs | **EUR 0.00** |
|  |  |
| *Indirect costs (7%)* | *EUR 0.00* |
|  |  |
| Total eligible costs of the Action | **EUR 0.00** |

# Section 5 - Annexes

## Annex 5.1: Results framework

|  |  |
| --- | --- |
| Project title |  |
| Project goal and objectives |  |

|  |
| --- |
|  |
| Outcome | [The short-term and medium-term effects of the outputs on the target group] |
| Outcome indicator(s) | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to activities] |
| Target | Year |  | [Intended situation by the end of engagement (phase)] |
| Sustainable Development Goals (SDGs): | Describe briefly which SDGs that the outcomes will contribute to achieve and how the outcomes will contribute |
|  |
| Output 1: | [Short-term result of activities carried out] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to activities] |
| Target | Quarter 1 |  | [Intended situation after first quarter of implementation] |
| Target | Quarter 2 |  | [Intended situation after second quarter of implementation] |
| Target | Quarter 3 |  | [Intended situation after third quarter of implementation] |
| Target | Quarter 4 |  | [Intended situation after fourth quarter of implementation] |
| Target | Quarter 5 |  | [Intended situation when activity ends] |
|  |
| Output 2: | [Short-term result of activities carried out] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to activities] |
| Target | Quarter 1 |  | [Intended situation after first quarter of implementation] |
| Target | Quarter 2 |  | [Intended situation after second quarter of implementation] |
| Target | Quarter 3 |  | [Intended situation after third quarter of implementation] |
| Target | Quarter 4 |  | [Intended situation after fourth quarter of implementation] |
| Target | Quarter 5 |  | [Intended situation when activity ends] |
|  |
| Output 3: | [Short-term result of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to activities] |
| Target | Quarter 1 |  | [Intended situation after first quarter of implementation] |
| Target | Quarter 2 |  | [Intended situation after second quarter of implementation] |
| Target | Quarter 3 |  | [Intended situation after third quarter of implementation] |
| Target | Quarter 4 |  | [Intended situation after fourth quarter of implementation] |
| Target | Quarter 5 |  | [Intended situation when activity ends] |

## Annex 5.2: Project description format

|  |  |  |  |
| --- | --- | --- | --- |
| **Output** | **Main activities** | **Time frame for implementation** | **Output based budget estimate, EUR** |
| **Output 1:** (From the results format) | Describe the main activities to be carried out  | Describe when the activities will be implemented |  |
| **Output 2:** (From the results format) | Describe the main activities to be carried out | Describe when the activities will be implemented |  |
| **Output 3:** (From the results format) | Describe the main activities to be carried out | Describe when the activities will be implemented |  |

## Annex 5.3: Project work plan

*Describe a detailed schedule of the process of project implementation using the table below. Please indicate time necessary for the planning, organizing and implementation of the project, the activities planned and the implementers responsible for the implementation of the activities*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity | Person Responsible | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Quarter 5 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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