# Annex 2 Application form

# 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. |
| Name in English |  |
| Full legal name in Ukrainian |  |
| Short name (where applicable) |  |
| Legal status |  |
| Foundation date |  |
| Legal Registration No. |  |
| Address |  |
| Telephone |  |
| e-mail |  |
| Webpage |  |
| Project Manager | Name  Telephone  e-mail |
| Head of the organization | Name  Telephone  e-mail |
| Accountant | Name  Telephone  e-mail |
| Other |  |

|  |
| --- |
| **About the Applicant** |
| **Please briefly answer the following question**   1. What is the mission statement that guide your organization activity? 2. What are three core values for your organization? 3. Does your organization have a strategic plan? If yes, please provide a link on the document. What are the most important tasks for your organization for the current and following year? 4. Please name the governing bodies of your organization (Board, General Assembly, Supervisory Board, executive director etc). Please provide a link on the Statute 5. **Please name three top projects of your organization and indicate the achieved results. Please provide a link to the project results.** 6. Please provide the links on the annual reports for 2021-2023 and audit report for 2023 7. What is budget of your organization in 2022-2023? Name the sources of the funding and names of the donors. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key figures of the Applicant (EUR)** | | | |
|  | 2022 | 2023 | 2024 |
| Annual budget |  |  |  |
| Sources of the funding |  |  |  |
| Name of the donors |  |  |  |
| Type of the grant ( Core grants, Thematic or project grants, consultancy contracts, fees, and other income-generation activities) |  |  |  |
| Number of full-time employees |  |  |  |
| Number of external experts |  |  |  |

# Section 2 – About the Project

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| --- |
| **Project Title** |
|  |

|  |  |
| --- | --- |
| **Project description** | |
| The full Project Proposal should be concise, clear and focused. 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 | Please indicate the project goal  Please indicate the project objectives  1  2  3 |
| 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 results | Please indicate the short-term and long term results  *Please fill in the Annex 3.1: Results framework* *Please fill in the Annex 3.2: Project work plan* |
| 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 and foreign countries on which project activities will be mainly focused. |
| Communication *(if relevant to the grant and thematic activities)* | 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.  Please indicated the expected number of the people reached and inform |
| Advocacy *(if relevant to the grant and thematic activities)* | Please describe the advocacy campaign and expected results, the impact of the campaign the key-stakeholders |
| 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. |
| Risk management | Describe and rank risk factors, likelihood (high, medium, low), potential effect on the project implementation and risks mitigation strategy. |
| Gender and non-discrimation | Please indicate how your project activities may impact gender equality and assist vulnerable or discriminated groups within the population. |
| 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, other outside sources. Fill out the budget template in the Attachment 3, and provide comments to the budget including assumptions upon which the budget is based. |
| Time frame | Indicate expected time frame of the project |

## Annex 3.1: Results framework

Please write the theory of change of the project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Indicator** | **Baseline** | **Target result Year1** | **Target result Year2** | **Expected impact | long-term results** |
| **Objective 1** | The activity is the work performed in which inputs are mobilized to produce outputs. Please write both quantitative and |or qualitative indicators | Baselines are used to define a starting point and the level of progress. | The expected short- or medium-term result. Please write both quantitative and |or qualitative expected results | The short- or medium-term result of an operation’s outputs. | The long term and societal beneficiary level effects intended or unintended by specific operations or policy. |
| Activity 1 |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |
| **Objective 1** |  |  |  |  |  |
| Activity 1 |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |

## Annex 3.2: 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 | Year 1 (1-12 months) | | | Responsible |
| **Objective 1** |  |  |  |  |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| **Objective 2** |  |  |  |  |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |