**ANNEX A**

**CALL FOR PROJECT PROPOSALS FOR NATIONAL GRANTS**

**APPLICATION FORM**

**I BACKGROUND INFORMATION ON THE ORGANISATION**

|  |  |
| --- | --- |
| Name of organisation |  |
| Address |  |
| Phone number |  |
| E-mail |  |
| Web page |  |
| Contact parson, position |  |
| Contact person’s e-mail |  |
| Contact person’s phone number |  |

**II PROJECT DESCRIPTION**

1. **Problem description**

Provide a detailed description of the problem/phenomenon addressed by the project proposal. Who recognises the problem/phenomenon and based on which parameters? What are the causes and effects? How does the project address the problem/phenomenon? How and to what extent does the project mitigate the effects of the problem/phenomenon? The problem/phenomenon needs to be clearly and realistically defined.

*(up to 400 words)*

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1. **Description of beneficiaries and target groups**

Who are the project’s beneficiaries and target groups? How have they been selected? How do you define beneficiaries’ and target groups’ priorities and needs? How are the activities envisaged by the project relevant for the selected beneficiaries and target groups? How does this project meet the beneficiaries’ and target groups’ identified needs and identities? What impact do you expect the project to have on target groups? How will the project improve the position of beneficiaries and target groups? Description of beneficiaries and target groups needs to be univocal and real.

*(up to 600 words)*

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1. **Objectives**

The project needs to contain overall and specific objectives (including SMART indicators; specific, measurable, achievable, realistic and defined in time) that should be achieved with the financial support from this grant. The objectives need to be clear, measurable and realistic.

*(up to 300 words)*

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1. **Expected outcomes**

Please specify the expected outcomes that need to be achieved through the implementation of the project.

*(up to 300 words)*

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1. **Activities**

Provide a concise description of proposed actions and activities related to the project (each activity needs to be described within one paragraph). Present key project activities and specify their relevance for the target group and beneficiaries. Activities need to be designed in the manner that will ensure that they produce expected outcomes.

*(up to 1000 words)*

**III PLAN OF ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | 1. | 2.  | 3. | 4. |  5.  | 6. | The person form the team who is in charge of implementation |
| *Example* |  |  |  |  |  |  | *Example* |
| Preparatory activity 1(Name) |  |  |  |  |  |  | Project manager + researcher |
| Implementation activity 1(Name) |  |  |  |  |  |  | Researcher |
| Preparatory activity 2 (name) |  |  |  |  |  |  | Team leader  |
| Etc. |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**IV RISKS AND RISK REDUCTION MEASURES**

Specify risk management and risk reduction strategy that you have defined; strategy for identifying, evaluating and control of potential threats and situations that might prevent achievement of the project’s overall and specific objectives. Define identified risks, provide risk likelihood, assessment of risk impact on the project and mitigation measures envisaged in case the risk occurs.

*(up to 400 words)*

**V BUDGET**

Fill in the budget table form, in detail and precisely, so that each budget line reflects and justified the envisaged project activities. The budget form may be found in the Excell format titled Annex 2 - Budget.

**VI ORGANISATION’S CAPACITIES**

1. **Short description of the Organisation**

Describe the Organisation’s mission, main scope of work and its role in the community. Provide a concise description of the cooperation and networking level. Specify the number of staff, volunteers and members. Specify major sources of finance and amounts for 2017, 2018, 2019 and 2020. *(up to 300 words)*

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1. **Finalised projects**

Specify the projects your organisation has implemented (up to 5), related to preventing and combating migrant smuggling and other forms of violation of human rights and protection of migrants. Provide short resumes of your organisation’s/project’s employees, with experience in these spheres.

Provide a short overview of the goals and outcomes achieved. (*up to 600 words*)

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1. **Additional information**

Please share here any information that you consider relevant and that has not been specified in the application.

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| --- | --- |
| Date: |  |
| Legal Representative of Organisation (Name and Surname): |  |
|  |  |
| Signature: |  |
| STAMP |