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| ***Proposals that DO NOT USE AND comply with this form AND ITS INSTRUCTIONS MAy Be disqualified***.(Please type ) |
| 1. **GENERAL INFORMATION**
 |
| **1.1. Proposal Submission Date:**      | **1.2. Legal Name of Organization (English):**     **1.2. Legal Name of Organization (Russian):**      |
| **1.3. Current Address:**      | **1.4. Legal Address:**      |
| **1.5. Office Tel Number :**       | **1.6. Tax Identification Number and Date of Registration:**      |
| **1.7 Person responsible for the project/project manager (name, position, tel., email):**       |
| **1.8. Finance Manager or person responsible for financial reporting (name, position, telephone, email):**       |
| **1.9. Unique Entity ID (if budget exceeds $ 25, 000):**       |
| 1. **PROJECT DESCRIPTION**
 |
| **2.1. Title of the Proposed Project :**      | **2.2. Project: Start Date: End Date:**             |
| * 1. **Amount requested:**

      | * 1. **Target region:**

      |
| **2.5. Will this project be sent or has it been sent to other donors?** **[ ]  No** **[ ]  Yes (if yes, list donors and amount requested on separate page.)** |
| **2.6. Does the proposal and/or budget contain any assistance to the government, both direct and indirect?****[ ]  No** **[ ]  Yes (If yes, please describe.)****Please describe here:**       |
| **2.7. Does the proposal and/or budget contain any lobbying activities? Lobbying is an attempt to influence specific legislation at the local or national level.****[ ]  No** **[ ]  Yes (If yes, please describe.)****Please describe here:**        |
| **2.8. We are applying for** Insert Name of Grant **in the amount of USD** **$**      **Project Manager Executive Director/Chair**Type Name:       Date Type Name:       DatePlease add your signatures and the date to the line above. *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.* |

**APPLICATION**

### I. Project Description

***Section 1: Problem Statement***

Describe in brief the current situation and the problem or need that this project will address. Why pursue this project? Who are the groups affected by this problem? How is this problem/topic of priority interest to the Kyrgyz Republic in your community more specifically? What has been done so far by other organizations or the government to address this problem? (300 words maximum)

***Section 2: Purpose and Objectives of the Project***

Please explain the overall purpose of the project. What is your broad purpose? What are the specific objectives that you aim to achieve? Specifically, how will the problem be solved or the situation be improved as a result of the project? (100 words maximum)

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***Section 3: Proposed Approach (Project Implementation Plan)***

Describe in brief the approach you plan to take to address the problem and achieve the above-stated objectives. What are the strategies that you will pursue? How are these strategies innovative? What groups and institutions will be mobilized in support of this initiative? What decision-making institutions will you target? What other organization(s) are working on this issue? How will you cooperate/network with them? (300 words maximum)

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| Section 4: Project Activities and Timeline WorksheetPlease describe in concrete terms the activities you plan to carry out to execute your project and the order in which you plan to implement them. Please complete the project activity and timeline sheets found below **(Annex A)**. (300 words maximum) |

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| Section 5: Communication Strategy Please describe how you plan to use media and information tools to raise public, government, and media interest in both the issues addressed by the project and the project activities? How will you deliver your message to a wide audience? What information materials will be produced, and how will you distribute them? Which media outlets will you use to disseminate information, and will this be through radio, TV, print, and/or internet? How will you use web-based platforms, new media, and other information technologies to achieve your project goals? (maximum 300 words) |

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| Section 6: Project Team Please attach brief biographies (*maximum 250 words per bio*) of the project team and indicate how much work time for each will be devoted to the project. |

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| Section7: Project Beneficiaries and LocationList in the table below the target groups that will benefit from this project. Identify the % of women, youth, and ethnic minorities, where applicable. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Beneficiary target group* | *% of women* | *% of youth* | *% of ethnic minorities* | *How will each of these groups benefit?* |
|       |       |  |  |       |
|  |       |  |  |  |
|  |       |  |  |  |
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| Section8: Mainstreaming of Gender, Youth, Ethnic Minorities, and Vulnerable GroupsPlease provide more information about how the project will ensure the active engagement and participation of women, youth, ethnic and religious minorities, IDPs, people with disabilities, and/or other vulnerable groups, or how the project will benefit them. Describe how project activities, public outreach materials, and reporting will consider the needs and ensure the participation of diverse people. For example, the project may aim for 50% of the project activity participants to be women, collect information on the number of people with disabilities benefitting from the project, etc. (maximum 300 words) |

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| Section9: Project Risks Please explain any external or internal problems/factors/events that may slow down or interfere with the project. Explain how the organization would respond to these problems. (maximum 300 words) |

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| Section10: Project Sustainability How will you ensure sustainability of this project and/or its results after completing the project implementation? (maximum 300 words) |

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**II. Organizational Background**

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| --- | --- | --- |
| A. Date when the organization was legally registered:       | B. Date when the organization began its activity:        | C. Organization’s annual operating budget for the past year:       |
| D. Organization’s mission and main programs *(maximum 250 words).*      |
| E. Approximate number of people working in the organization: Full-time:       Part-time:       Volunteers:        |
| F. Organizational structure (Board, staff, members) and respective responsibilities. Please provide a list of the Board members and their community and employment affiliations *(maximum 500 words*). Attach additional pages if needed.      |
| G. List in the table below three main international and foreign partnerships (if any) that the organization was involved in in the last two years (including current initiatives).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner Institution** | **Start and end date** | **Aim / Focus of Partnership** | **Total budget in USD $** | **Name of donor(s)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

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| H. Organizational practices, procedures, and publications used to ensure financial transparency and disclose funding sources (e.g., funding sources listed on the organization’s website, in a publicly available annual report, in a public outreach fact sheet, etc):       |
| I. Successful applicants may be eligible for Technical Assistance (TA) activities that EWMI RoLAC may offer to its grantees. If such opportunities are offered to successful applicants, what TA topics would you be interested in? (e.g., financial management, organizational leadership, project-based technical expertise, fundraising, conducting research and surveys, designing effective advocacy campaigns, public outreach strategies, communicating more effectively with government, strategies for engaging citizens in your organization’s activities, etc.). Please list up to three topics.       |

**II. Project monitoring & Project planning**

Section 1: Project Monitoring & Evaluation (M&E) Plan and Logical Framework

An indicator is a quantitative or qualitative measure to describe whether the intended results have occurred and to show that the organization is reaching the objective. For example: one petition signed by 2,000 citizens; one web platform developed and 200 volunteers registered through it; 1000 copies of informational materials produced and distributed; 10 public meetings attended by at least 400 people organized with local government officials; one monitoring report produced and 300 copies published and distributed, etc.

List the overall goal(s) and specific objectives that the organization expects will be achieved through this project. List a maximum of 3 indicators for each objective.

**Attach more sheets as needed to explain all indicators for all project objectives**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activities | Inputs | Outputs | Outcomes | Indicators | Performance Metrix | Performance datesStart date – End date |
| What activities will be carried out as part of this project to achieve the objectives? | Resources required to carrying out activities as well as in-kind contribution of Implementing Partner (money, time, staff, equipment, etc.).Inputs are both tangible and intangible. | What does your activity produce? These are direct, tangible results of program activities. It is easy to count outputs, f.e. number of people trained or learning sessions conducted.  | What measurable/observable change at the societal level you expect as a result of your activities? *Short-term outcomes often focus on changes in knowledge, behavior and attitudes of beneficiaries*. Outcomes should be linked to program objectives.  | What are the indicators of performance?Indicators intend to measure achievement of the **objective**, these may be output or outcome based indicators | Baseline*If possible, define state of indicator at the beginning of intervention* | Target*State what is the intended result should be at the end of intervention* |
| Specific objective 1: Raise legal awareness of civilians in pilot locations |
| Activity 1.1. To identify the basic needs of the local population in terms of obtaining legal aid and information | - Implementing Partner’s staff, Experts,Financial resources, Government partners, Other NGO partners' support | Needs assessment results; Local activists being trained on most fruequent leagl issues, the ways of addressing formal and informal justice institutions and other essentional information. (paralegals); Legal consultations from paralegals/from FLACS/etc be  | Increased legal knowledge of beneficiaries demonstrated; More appeals to formal and informal institutions; More people address FLACs and gove good feedback; Active civil participation in legal initiatives; Other | Number of paralegals trained (output); Percentage of knowledge increase among civilians who have received legal training (Output); Increased number of people addressing FLACs for legal consultations (outcome); Ability of local civilians to find legal info-  |       |       | July - August |
| Activity 1.2Conduct two-day seminars in each area of the project (total 3) for 40 future paralegals from local male and female activists (LGB employees, local deputies, activists, youth committees, aksakal courts, school teachers and CSOs) |
| Activity 1.3Organize “Schools of Law” in 10 schools  |  |  |  |
| Activity 1.4 |

ANNEX A: Project timeline

 **Months**

 **(**Type names of months in boxes below. Begin with month project starts. )

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| **List of Activities** |       |       |       |       |       |       |       |       |       |       |       |       |
| *Example: Meeting of advisory board [Place “X” in box(es) to note the month(s) activity is expected to take place.]* | X | X | X |    | X |    |    |    |    |    |    |    |
|        |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
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|       |    |    |    |    |    |    |    |    |    |    |    |    |
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annex B: BUDGET SUMMARY

Please attach the anticipated budget. Complete Attachment B - Budget Template and follow Budget Guidelines found on the last page of this application form (Annex D). All budget expenditure should be shown in USD.

|  |  |  |
| --- | --- | --- |
| **Category** | **Description/details** | **Requested** |
| Staff Salaries |  | **$120.00** |
| Fringe Benefits |  | **$25.00** |
| Rent and Utilities |  | **$230.00** |
| Supplies |  | **$500.00** |
| Communication and Postage |  | **$600.00** |
| Equipment |  | **$450.00** |
| Travel and Per Diems |  | **$663.00** |
| Contractual |  | **$12,036.00** |
| Other Direct Costs |  | **$25,630.00** |
| **Total Requested:** |  | **40 254** |
| Co-Share |  | 0 |
| **Project Total** |  | **$40,254.00** |

annex C: BUDGET GUIDELINES

**Please complete Attachment B - Budget Template**

1. **Salaries -** Includes direct costs for the services provided by regular salaried employees working on the project. The budget should show the titles of those persons to be paid and note whether salaries are full or partial. If partial, the percentage of work time covered by the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.
2. **Fringe Benefits** – Includes cost of fringe benefits provided by the employer such as medical benefits, pension plan, etc. Note: If the organization budgets for fringe benefits, it must provide a proof that the requested fringe benefits are part of its policy.
3. **Rent and utilities** *-* Includes rental of office space for the project and associated utilities payments. The amounts for rent and utilities should be shown separately.
4. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use in the project.
5. **Communications and postage** *-* Communications includes telephone, fax, e-mail, and internet expenses. Postage includes postage stamps, express mail services, and courier services.
6. **Travel and per diem** *-* Includes transportation costs for local travel, and per diem to cover accommodations, meals and incidental expenses incurred for travel on official business related to the project.
7. **Contractual services** *-* Includes services provided on a contract basis, including: consultant fees, honoraria, temporary personnel services, translation services, rented or leased equipment, audit fees, legal fees, accounting, and audit services (if performed by an outside contractor rather than in-house).
8. **Other Direct Costs** *-* Includes any direct costs other than the ones mentioned **under** the above cost items. Items such as printing costs; training seminars, meetings, and conference expenses (room rental, equipment rental, coffee breaks and meals, materials, etc.); reference materials related to the project; and bank fees. Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. All proposed costs should be specified.
9. **Bank Charges** – Includes bank servicing charges up to 1%.
10. **Unallowable Costs** – The following expenses categories are unallowable under the RoLAC program and should not be included in the proposed budget:
	1. **Entertainment –** Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are not allowable.
	2. **Capital improvements –** The use of RoLAC funds for renovations or improvements to buildings, land, or equipment is prohibited.
	3. **Other –** Any expense that is not directly related to the program or project is unallowable. Costs such as kitchen help hired to prepare or serve refreshments for an event are unallowable because these services are not directly related to the project plan. Gifts, gratuities, commissions, donations, fines, and penalties are not allowable expenses under RoLAC .
	4. **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.