Form 9

*[Name (logo) of financial support provider]*

***Naming of public call:***

**Application for project / program**

Date of publishing the call: date

Deadline for application submission: date:

Please, carefully read the instructions for submission before you complete the Form for [name of public call].

Form should be completed carefully and as clearly as possible in order to make a much better assessment of the quality of project proposals. Information should be accurate, complete, in order to provide enough detail to clearly understand the project proposal.

Please complete the form using the computer.

**Name of project / program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **I.** | **GENERAL INFORMATION ABOUT THE PROJECT APPLICANT AND PARTNERS** |
|  | **BASIC INFORMATION OF THE APPLICANT ORGANIZATION AND PARTNERS** |
| 1. | Name of organization |  |
| 2. | Address (street and number) |  |
| 3. | Zip code and location |  | 4. | Region  |  |
| 5. | Name of authorized representative of the NGO, address, e-mail and present function (e.g. Executive Director) |  |
| 6. | Tel. No. |  | 7. | Mob. tel. no. |  |
| 8. | Fax |  |
| 9.  | Address |  |
| 10. | webpage |  |
| 11. | Year of establishment |  |
| 12.  | Date of registration in the register of NGOs |  | 13. | Registration number of the NGO |  |
| 14. | Registered in (name of the registration authority) |  |
| 15. | Bank account number Including IBAN |  |
| 16. | Fiscal number  |  |
| 17. | The type of NGO (association / foundation) |  |
| 18. | The establishment objectives in accordance with the statute of the NGO |  |
| 19. | Purpose and Scope |  |
| 20. | *The total number (insert number)*  | *members* |  |
|  | *From them (insert number)* | Individuals  |  | legal entities |  |
| 21. | Part of voluntary work in the organization |  |
| a) | the number of those who work as a volunteer |  |
| b) | number of hours of voluntary work achieved in the year before the announcement of the call |  |
| 22. | Number of employees on the day of the project submission (set number) | Employed for limited time |  | Employed for an indefinite time |  |
| 23. | Is your organization beneficiary of public benefit status | Yes. |  | No. |  |
| 24. | Total income of the organization in the year before the announcement of the public call (enter the amount) |  |
| 25. | Incomes achieved (enter amount) |
| a) | Central public sources (central government ministries and agencies) |  |
| b) | Municipal public resources |  |
| c) | Foreign governments and international organizations |  |
| d) | companies and other legal entities |  |
| e) | citizens and families |  |
| f) | Other non-governmental organizations |  |
| g) | income from membership fees |  |
| h) | Income from EU funds |  |
| 26. | The total amount of wages paid in the year before the announcement of the public call |  |
| 27. | The total amount paid in other incomes in the year before the announcement of the public call |  |
| 28. | Information about the space in which the NGO operates |
| a) | Own space (indicate the size in m2) |  |
| b) | Space rental (indicate the size in m2) |  |
| c) | Space belonging to municipality / government / public enterprise / (insert size in m2 and the amount of monthly rent) |  |
| 29. | The total amount of public financial support in the year before the announcement of the call |  |
| 30. | Number of partnerships in which the organization is involved in implementing projects / programs to apply in this public call |  |
| 31. | Does your NGO prepare annual working report? (Put an "x") | Yes. |  | No. |  |
| a) | If you answered "yes" to whom it was delivered and how did you present it to the public? |  |
| 32. | Did you spend in the quality system for non-profit organizations? | Yes. |  | No. |  |
| a) | If you answered "yes" to which system and how long? |  |
| 33. | Knowledge about the applicant (or partners) through projects funded by public funding sources in previous years (Please specify the projects / programs financed by public funding sources, including the name of the institutions / providers of the public financial support which you have received financial support during the period of two years before the announcement of this public call. |
|  |  |
| 34. | Provide information about partner organizations if the project / program will be implemented in partnership (if necessary, add new rows) |
|  | **1. PARTNER ORGANISATION** (add more information for partners If necessary) |
|  | Name of Organisation: |  |
|  | Address (street and number): |  |
|  | Town: |  |
|  | Region |  |
|  | Name of authorized representative of the NGO, address, e-mail and current function *(e.g. Executive director)* |  |
|  | Telephone: |  |
|  | Mobile: |  |
|  | Fax: |  |
|  | E-mail Address: |  |
|  | website: |  |
|  | Year of establishment: |  |
|  | NGO registration number: |  |
|  | Fiscal number: |  |
|  | Date of registration in the registry of NGOs |  |
|  | Type of NGO (association / foundation) |  |
|  | Objectives of establishment in accordance with the statute of the NGO |  |
|  | Purpose and Scope |  |
|  | Number of employees: |  |
|  | The overall amount of public financial support in the year before the announcement of the call (and the number of projects financed from public sources) |  |
|  | The organization operates: |  |
|  | 1. Its own space (show the size in m2)
 |  |
|  | 1. b) rental space (show the size in m2)
 |  |
|  | 1. Space belonging to municipality / government / public enterprise / (write the size in m2 and the amount of monthly rent)
 |  |
| **II.** | **INFORMATION ON PROJECT / PROGRAM** |
| 1. |  Name of project / program: |
|  |
| 2. | The NGO that has approved the project and the date of approval |
|  |
| 3. | Summary of the project / program (a short presentation of basic information about the project / program in no more than 50 words) |
|  |
| 4. | The expected duration of implementing of the project / program in months: |
|  |
| 5. | The field in which the project / program will be implemented (please specify field of social action and public policy in which the project / program will be applied) |
|  |
| 6. | Geographical region in which the project / program will be implemented |
| a) | Republic of Kosovo (if the project / program is implemented in all territory of Kosovo |  |
| b) | Region / regions (indicate the region or regions in which the project will be implemented |  |
| c) | Municipality / municipalities (insert relevant municipalities) |  |
| 7. | The total amount required for implementing of the project / program: |  |
| 7.1. | The total amount required for donor funding; at \_\_% of the amount for the implementation of the project / program |  |
| 7.2. | Is the amount requested or obtained from public sources (central or local institutions, EU funds or from other donors for implementing the project (specify the total amounts for the applicants and partners if they have and add more rows if necessary) |
|  | Yes. |  | No. |  |
|  | If the answer to the previous question is "yes" to indicate how much is sought and approved by how much each donor is funding (add new rows if necessary): |
|  | From those that has been requested: |  | The amount of funds required: |  |
|  | From those that was provided |  | Amount of funds approved: |  |
| 8. | Please indicate how did you identify the problem and needs assessment that you intend to address it through this project, based on which you have prepared the project / program proposal? |
|  |
| 9. | List which outlines targets to be achieved through the implementation of the project / program proposal. |
|  |
| 10. | Describe the expected impacts of the project / program - how the project will affect the target group and end users in the long term. |
|  |
| 11. | Describe measurable results that you expect at the end of your project / program. |
|  |
| 12. | Explain which general and specific objectives of the public call will be achieved through the contribution of the project implementation and how. |
|  |
| 13.  | A detailed description of the project / program (max 2500 characters) |
|  |
| 14. | What is the target group (group in which the activities of the project / program will impact directly) involved in the project, including the number and their structure (e.g., age, gender, etc.)? How are they involved in this project? (Please specify the problems and needs of target groups, including quantitative indicators and how the project will reach the target group) |
|  |
| 15. | Who are the final beneficiaries of the project (individuals, groups, organizations that are not directly involved in implementing the project, but that implementation of the project will affect them indirectly)? How will the project impact to those groups? (Please specify): |
|  |
| 16. |  Describe the main activities to be carried out within the project, providers, results expected, the period of implementation, methods to be used in implementing the project (if necessary, add rows to the table below). |
|  | Activities  | Provider | The implementation methods | Period of implementation | expected results |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| ... |  |  |  |  |  |
| 17. | List the most frequent activities carried out in the project / program. |
|  |
| 18. | Please indicate which type of other activities will be carried out within the project / program. |
|  |
| 19. | Action Plan - to ensure the name of activities and highlight when to implement the activity and organization that is responsible for its implementation (the applicant organization, or partners) (if necessary, extend the table). |
| The first half of the project |
| Activity | Implementation month | 1 | 2 | 3 | 4 | 5 | 6 | responsible organization |
| Activity xyy |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |
| The second half of the project |
| Activity XY | Implementation month | 1 | 2 | 3 | 4 | 5 | 6 | responsible organization |
| ... | ... | ... | ... | ... | ... | ... | ... | ... |
|  |  |  |  |  |  |  |  |  |
| The second half of the project |
| Activity XY | Implementation month | 1 | 2 | 3 | 4 | 5 | 6 | responsible organization |
|  |  |  |  |  |  |  |  |  |
| 20. | Persons responsible for implementing the project / program |
| a) | Team Leader / project / program manager (name and attach a CV) |  |
| b) | Contractors (name, description of previous experience and qualifications) |  |
| 21. | Number of volunteers participating in the project / program (specify the number of volunteers and number volunteer hours foreseen in project / program) |  |
| 22. | Description of activities that volunteers will perform for the implementation of the project (for each category and type of volunteering) |  |
| 23. | Number of employed persons involved in the implementation of the project / program (specify for all organizations) |  |
| 24. | Expert / s, external associates, which are involved in the project / program (write names and area of their expertise) |  |
| 25. | Brief description of experiences, achievements and capabilities of your organization - independent applicant or cooperation with a partner. (Specify previous and current activities / projects / programs of which the applicant organization and partners have implemented, in particular related to the public call. |
|  |
| 26. | Is the project / program carried out in partnership? |
| .  |
| 27. | Describe the role / contribution of partner organizations in the implementation of the project / program. |
|  |
| 28. | How will you ensure the transfer of knowledge and specific skills between partner organizations in the project / program? |
|  |
| 29. | How do you plan conducting activities of the project / program to include promoters / recipients / implementers of public policies (at local or national level)? |
|  |
| 30. | Describe how do you plan to involve citizens in the project / program and to inform the general public about the achievements and results of the project / program. |
|  |
| **III.** | **RESULTS ASSESSMENT** |
| 1.  | Describe the methodology of monitoring and assessment of results achieved by the project / program and its impact on fulfilling the objectives of the public call. |
|  |
| **IV**. | **SUSTAINABILITY OF PROJECT / PROGRAM** |
| 1. | Describe your plans that will ensure the sustainability of the project / program after completion of the public financial support (financially, institutionally, the level of policy development and environmental sustainability of the project / programme activities after completion of the project)? |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name and surname of the team leader / Project / program manager**  **(in organisation - applicants)**  |  | **Name of authorized representative****(in organisation - applicant)**  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Signature** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **In** |  | **,** |  | **201\_.** |