

Short Project Application Form

Turning Words Into Action to Address Anti-Semitism

Lot:		
Project title:		
Lead implementing organization:		
Partner organization (if applicable):		
Legally registered address of the lead organization:		
Legally registered address of the partner organization (if applicable):		
Name (for individuals):		
Project duration:	From:	To:
Geographic location:		
Project total budget (in EUR):		
Partner contributions, if applicable (in EUR or in kind):		
Project manager (name):		

Narrative

Background

Please provide a description of the history and current situation in the area to be addressed, stakeholders, relevant legal frameworks, and past/current interventions by the organization or other organizations and their impact. (max. ½ page)

Problem analysis

Please provide an account of the problematic situation to be addressed by the project and its causes, implications of the problem and identification of the groups affected by it. Specify how the problem is different for women/girls and men/boys. (max. ½ page)

Project objective

What is the expected change to be achieved by the project? How is it relevant to the problem analysis? Include the gender-relevant objectives. (max. ½ page)

Project's sustainable outputs

What deliverables will be produced by the activities and how will they contribute to the achievement of the project's objective? Please also specify any gender sensitive aspects of project outputs. (max. ½ page)

Project's key activities

What will be done to achieve outputs? What resources will be used? How will stakeholders and project partners (if applicable) be involved? Please also specify the roles of women and men in any planned action. (max. 2 pages)

Stakeholder involvement and partnership

Who are the project's relevant stakeholders (not necessarily project partners)? Describe the project partners' relevant experience in the implementation of similar projects, as well as the expected contribution of partners and the extent of their responsibilities. Please also specify the involvement and roles of women and men among stakeholders. (max. ½ page)

Plan for monitoring

*Where, when, by whom, how often and by what means will the implementation of the project be monitored?
How will you monitor the implementation of the project from the point of view of gender equality? (max. ½ page)*

Plan for evaluation

Explain how the implementation process of the project and its final result (impact) could be evaluated. What milestones have you set for the project and how will the gender aspects of implementation be evaluated? Include a cost allocation for this in the budget if you think it is necessary (max. ½ page)

Sustainability and exit strategy

How are the project outputs sustainable in the long run? What steps need to be taken in order for the organization's engagement to cease and for outputs to be handed over? Who will take ownership of project outputs? How could project outputs be used by you or others after they are completed? What activities will be continued after implementation and by whom? Is further funding necessary to continue, sustain or safeguard outputs? Who will cover the potential costs? What other related projects may your project directly encourage? Please also specify any gender relevant aspects of the project's sustainability prospects. (max. ½ page)

List of relevant projects

What relevant projects or other activities (max. 3 projects) have you or your organization carried out in the last three years? Which donors funded them? (max. ½ page)

Biographies/Terms of reference for key persons

Please include a short biography of the project manager and (at most) two other key people responsible for the implementation of the project. If you intend to hire consultants, please include a short name for each consultant's assignment, brief terms of reference for the work they will do, a brief profile for the required person, including minimum years of experience, and then attach 1-2 CVs of consultants (specify their nationality) who satisfy these requirements to your application when you submit it. (max. 1 page)

Supporting documents

Please list all supporting documents you have decided to attach to your application already at this stage (e.g. copy of organization's legal registration document, Mission Statement, official Statute/Charter; list of Board Members, most recent financial statements; confirmation that organisation has a qualified bookkeeper; evidence of legally registered bank account, etc.

Project monitoring matrix

	Narrative summary	Objectively verifiable indicators (OVI)	Means of verification (MOV)	Assumptions
Project objective				
Outputs				
Activities				

Project activity plan					Start date:					End date:				
#	Activity	Milestone	Responsibility	Month	Month									
1														
2														
3														
4														
5														
6														
7														
8														

Detailed budget				
PROJECT TITLE:				
Organisation:				
DESCRIPTION	AMOUNT	UNITS		TOTAL
	(€)		Quantity	
I. STAFF COSTS (e.g. staff salaries, travel and accommodation; external experts fees, travel and accommodation)				
TOTAL				
II. OPERATIONAL COSTS (e.g. supplies, meetings/events, office cost and utilities)				
TOTAL OPERATIONAL COSTS				
TOTAL				
GRAND TOTAL				

N.B. You should complete a separate budget in this format for each partner (organisation) taking part in the project.