Proposal

Applications should be submitted in English, not exceed 10 pages and contain the following information:

1. **Title page**

* Reference to the grant competition
* Title of the proposed project
* Total budget of the project (excluding VAT)
* Name and registration number of the organisation
* Legal address of the organisation
* Name of manager and contact details (telephone number, e-mail address)
* Signature and stamp of the manager

1. **Project description** 
   1. Title of the project
   2. Implementation period
   3. Objective of the measure
   4. Relevance

*In a few sentences, briefly describe why this project is needed and how it is contributing to the objective of this grant scheme.*

* 1. Target group

*State who is being addressed through the planned activities and who stands to benefit; specify geographic coverage*

* 1. Project team

*Please list all staff who will be involved in the implementation of the project and their respective functions. CVs of all staff relevant to the implementation of the project should be attached.*

* 1. Indicative implementation timeline (activity/results)

*Please briefly specify the planned activities, when they are to be implemented and what results/outputs (e.g. # of workshops, radio show aired, blog entries, etc.) you expect. Please quantify where possible. In the timeline, please indicate when each of the proposed activities is planned to be implemented by inserting (x) in the relevant column.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Activity | 2018/2019 timeline | | | | | | | | Result/Output |
| № |  | 10/ 18 | 11/ 18 | 12/ 18 | 01/ 19 | 02/ 19 | 03/ 19 | 04/ 19 | 05/ 19 |  |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |

* 1. Budget (in UAH, without VAT)

Please use the attached template in Excel format. The budget should only contain costs relevant for the activities envisaged under the project. Neither ongoing costs of the organisation nor any kind of debt can be included in the budget.

* 1. *Annex*
* Brief background on applicant, including financial turnover of previous 2 years, completed and ongoing projects (type of financing, project volume)
* CVs of all staff proposed for the implementation of the project