APPLICATION FORM

Please complete the application form in English or Arabic and return by e-mail at Ceasefire Centre for Civilian Rights [contact@ceasefire.org](mailto:contact@ceasefire.org) as soon as possible. The deadline for submissions is **10 January 2022.**

If you have any questions about the application process, please email [contact@ceasefire.org](mailto:contact@ceasefire.org)

Please send your proposal and all supporting documents in **one** email.

NB: The proposal must not be more than **eight pages,** including the budget and timeframe. You must answer **all** the questions.

1. Name of organisation applying for the contract:
2. Describe briefly the objectives and activities of the organization.
3. Describe the objective of your project – remember the objective must be concrete, specific and realistic.
4. Please specify who will be the target group of beneficiaries for your project?
5. Describe the activities of your project and the outcomes they will achieve.
6. What are the obstacles that might stop you from achieving your objectives?
7. How will you deal with these obstacles?
8. Describe how both men and women will be involved in running your project and how it will benefit them.
9. Describe how you will monitor and evaluate the success of your project
10. Time frame – please specify month by month which activities will be implemented, including the steps to be taken to implement each activity (for example identifying participants, developing training materials, etc..) and the total length of the project.
11. Budget

* Combined salaries and office costs must not exceed 30% of the total
* You must give as **detailed breakdown** as possible of the costs. Define the item cost and how many items – for example cost per day and how many days, cost per person and how many people
* The budget must be in EUR
* **Specify** the total amount requested.
* **Kindly submit the budget in an Excel spreadsheet.**

1. Please provide 2 references. The references should be well-known civil society activists, donors, academics, or other prominent personalities, who can testify to the quality of your organisation’s work.
2. Please provide details of a registered organizational bank account. **Please note that applicants that cannot provide this will not be considered.**

Name of organisation (nominated to manage the contract):

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Name and job title of representative of organisation:

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_