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**Funded by the European Union**

**Contracting Authority:**  Mennonite Central Committee & Development for People and Nature Association

Promoting Peace within and between faiths in Lebanon, Syria, Jordan, and Iraq

**ANNEX A – Full application form[[1]](#footnote-2)**

**Proposed title:**

**Duration:**

**Budget:**

**Geographical scope:**

**Target audience :**

**Focal Point Contact Information:**

* Name and last name:
* Email:
* Phone number (include country code):
* Address:

1. **Executive Summary (no more than ½ a page)**

* Brief background/context (please present contextual information and why the action you propose is important)
* Objective – What specific large-scale change does your project hope to achieve?
* Expected result – Which specific results, changes in situation or condition for beneficiaries, will contribute to your project objective?
* Timeline – When will your project activities take place?
* Describe how the proposed activities relate to the priorities of the project (related to the themes mentioned in the call)
* Clearly identify the key locations where the project would be implemented.
* Two sentences introducing your organization

1. **Background/Identify the need/problem: (no more than 1 page)**

* Briefly describe what problems the action you propose would address and how? Include broader context only when there are clear connections to this project’s community issues.
* Clearly identify and describe each problem by itself
* Provide evidence and data where available (statistics, studies, meetings with the target groups etc.)
* How does the action relate to peacebuilding and the objectives mentioned in the call for proposals?
* What key cross-cutting elements (mentioned in the call) will your action seek to address?
  + Please indicate the issues related to power and to gender your action proposes to address with a view to minimizing harm and maximizing impact for beneficiaries. Consider all relevant factors related to dismantling oppression, such as ethnicity, culture, religion, socio-economic status, or age.
  + Indicate the existing or potential conflict issues you are considering in order to minimize potential harm and maximize the project’s positive impact.

1. **Objectives of the Project and Expected Results: (no more than ½ page)**

Set SMART Objectives and Results (Specific, Measurable, Achievable, Realizable and Time bound), list and describe them briefly as per the structure below:

*Objectives: What specific large scale changes does your project hope to achieve?*

1. Objective 1:
2. Objective 2:

*Results: Which specific project outcomes, changes in situation or condition, will contribute to the project objectives?*

1.1. Result:

1.2. Result:

2.1. Result:

*Example: Increase the access of youth and children to safe spaces*

1. **Activities: (no more than 1 page)**

What actions will you take to reach these results? Be sure to link the activities to the results and consider your Situation Assessment as you plan activities.

* + 1. Activity 1:
    2. Activity 2:
    3. Activity 3:

*Example: Development for People and Nature Association (DPNA) will be organizing 15 youth activities in 15 community centers targeting 300 youth in total.*

1. **Work Plan**

Provide the inputs, time frame and responsibility for each planned activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Inputs** | **Time Frame** | **Responsibility for the activity** |
| *Ex: Organize a meeting with Minister of Interior Affairs, negotiate and sign a deal* |  | *DD/MM/YYYY until DD/MM/YYYY* |  |
|  |  |  |  |
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1. **Direct project beneficiaries** 
   * Who will be directly participating in these activities?
   * How will people be chosen to participate in the project?
   * Why are these participants the focus of your project?
   * How will you ensure that project beneficiaries can participate in decision-making in this action?

|  |  |  |
| --- | --- | --- |
| Who will be directly participating in these activities?  For example, community leaders, schoolchildren, IDPs, religious leaders, immigrants, refugees, or others.  Add categories as needed; for example, adults, youth, elderly. | # of People | |
| # Women | # Men |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Number** |  |  |

1. **Indirect Impact**
   * Who will be indirectly affected by this work?
   * How will the changes for direct beneficiaries lead to changes for other people?
2. **Stakeholder Analysis**
   * Are there stakeholders in the targeted communities (local authorities, leaders, etc) that you will need to consult with before or during implementation?
   * What is their potential impact on the project?
   * How will you work with them to ensure their support?
3. **Monitoring & Evaluation Plan: (no more than 1 page) and fill the table below**

* Set indicators for the project objective(s) and results described in section 3 above (add rows as needed).
* Outputs should also be added based on the planned activities.
* Indicators should be both quantitative and qualitative
* Describe your monitoring, output data collection and indicator data collection plans, and any other learning processes. Answer these questions:
  + **How** will you gather information?
  + **When** will you gather it? How often?
  + **Who** will gather information?
  + **How** will participants be involved in monitoring and evaluating your work? Specifically, what feedback mechanism will allow participants to safely provide feedback or name grievances about the work, and how will you receive that information?

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| --- | --- | --- | --- | --- |
| **Monitoring and Evaluation Plan Example** | | | | |
|  | Summary | Indicators (measure the long-term change to which the project contributes) | Evidence  (sources and means of verification) | Assumptions |
| Objective(s) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Results |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Outputs |  |  |  |  |
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1. **Risk Analysis Table:** List the possible risks (unplanned potential threats that arise during project implementation) and the mitigation measures (approaches to respond to identified threats)

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| --- | --- | --- | --- |
| **Risk**  (factors outside the project that might negatively influence its success) | **Probability that the risk with occur** (high, medium, low) | **Level of Impact should the risk occur** (high, medium, low) | **Mitigation Measure**  (how can you avoid, reduce or respond to the risk?) |
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1. **Sustainability: (no more than ½ a page)**

Briefly describe how the project will ensure sustainability after completion of the project. This may include:

* + Conducting follow-up activities or having built-in strategies such as capacity building to allow the results to continue
  + Agreements or plans to transition ownership of project outcomes to the community or beneficiaries.
  + Facilitation of linkages between public sector institutions, civil society, and private sector institutions that will continue after the project is complete.

1. **Capacities of the Organization: (no more than 1 page)**

* Full name of the Organization:
* Date of establishment:
* Vision/ Mission/ Objectives:
* Geographic locations of your activities?
* Registration Number and Information (if applicable, if not then why?)
* Programs:
* General overview
* Achievements in relevant domains related to the proposed project
* List of donors/partner who currently fund or have funded your activities

1. **Administrative Structure of the Project: (please include a chart of the team)**

* General responsibility
* Person in charge of the implementation: contact person
* Person(s) supporting the implementation
* Organizational chart of the project

1. **Budget: please refer to the budget Annex B**

1. **Declarations:**

### Declaration by the applicant (full application)

The applicant declares that

1. the applicant has sufficient financial capacity to carry out the proposed action or work programme;
2. the applicant certifies his legal statutes;
3. the applicant has the sources of financing specified in section 2 of the Call for Proposal;
4. the applicant has the professional competences and qualifications specified in section 2 of the Call for Proposal;
5. the applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
6. the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the call for proposal document.

Signed on behalf of the applicant

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

1. To obtain information about the deadline for submission, please see section 2.2 of the guidelines. [↑](#footnote-ref-2)