**CALL FOR PROPOSALS**

**EaP CSF RE-GRANTING (FSTP) TO MEMBERS 2021**

**LOT 2**

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**ANNEX I – Project Proposal**

*Please fill in the following template (****10 pages maximum****) and submit it by* ***12 September 2021, 23.59 Brussels time*** *at the following email address:* *applications@eap-csf.eu*

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Lot 2 | Addressing the Forum’s strategic and advocacy prioritiesThematic priority:  |
| Project title |  |
| Lead applicant (full name and address of the organisation) |  |
| Legal representative of the lead applicant (email, office phone, gsm |  |
| Project contact person (email, office phone, gsm) |  |
| Partner CSOs (full names and addresses) |  |
| Project contact person for each of the partners (email, office phone, gsm)  |  |
| Third parties (individual experts, if applicable) |  |
| Total cost of action including co-financing |  |
| Project duration (with indicative starting date, 6-16 months implementation period) |  |
| Geographic coverage |  |
| Place, date and signature of Project contact person |  |

1. **PROJECT DESCRIPTION**
2. **Summary of the project** (max 2 paragraphs)
3. **Description of context and how the project aims to change it**

*Please include here the overall context and specific needs within the selected thematic objective/s of the call for LOT 2 as outlined within the guidelines of the call (art. 2.2). Please describe how the project proposes to address the specific needs.*

1. **Objectives of the project**

*Please describe below the project objectives. Please formulate the objectives so that they are SMART (specific, measurable, attainable, realistic and timely)*

Objective 1:

Objective 2:

…

1. **Expected project outcomes (results) and indicators**

*Project outcomes (results) describe short-term and medium/long-term changes taking place as result of implementation of the project. Please list expected project outcomes both short and long-term and their corresponding indicators. The indicators must be measurable. The outcomes have to be clearly linked to the objectives as well as to the list of activities outlined below under point e).*

*Short-term*

Outcome 1:

Indicator 1:

…

*Medium/Long-term*

Outcome 1:

Indicator 1:

*…*

1. **Activities and outputs (deliverables)**

*Please describe the project activities and how they are leading to achieving the project outcomes as per point d). Please list all outputs (deliverables) linked to each project activity. Please suggest envisaged compliance with art. 2.3. of the guidelines (mainstreaming gender equality) for each project activity. Please describe the involvement of the EaP CSF Steering Committee and the EaP CSF Secretariat for implementation of activities where relevant.*

Activity 1:

Output/deliverable/s 1:

…

1. **Target group/s**

*Please describe the target groups of the relevant project activities and link them to achieving the expected project outcomes/results as defined in point d).*

1. **Project activities timeline**

 *Please provide a timeline for the implementation of project activities.*

|  |
| --- |
| Planned implementation period: *October 2021-May 2022 (example)* |
| **Project Activity** (please follow the structure in point e) | **Start date** | **Number of months** | **Implementing organisation/s** |
| 1. *Preparation of the policy paper (example)*
 | *November 2021* | *3* | *EaP CSF* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Regional-level added value**

*Please describe the envisaged regional-level added value of the project both at the level of project outcomes/results and project activities.*

1. **Evaluation of risks**

*Please list the potential risks and how to avoid them during the implementation of the project.*

Implementation risk 1:

Possible mitigation action 1:

…

1. **Communication and visibility**

*Please describe how the communication and visibility of the project will be ensured and coordinated with the EaP CSF Secretariat. Please note a more detailed communication plan for selected projects is to be developed within one month after the signature of grant agreement.*

1. **Capacity of the lead applicant**

*Financial and operation capacity - please list up to five past projects you have managed, including total amount, main donor and whether it was transnational or national project.*

*Please list the planned personal composition of the project team (reflected in the budget template).*

*Please list the project relevant thematic experience.*

1. **Capacity of project partners (including third parties)**

*Please describe the project relevant thematic experience and expertise of the project partners and the individual experts (third parties).*