**CALL FOR PROPOSALS**

**EaP CSF RE-GRANTING (FSTP) TO MEMBERS 2022**

**LOT 2 and LOT 3**

**\*\*\***

**ANNEX I – Project Proposal**

*Please fill in the following template (****10 pages maximum****) and submit it by* ***24 July 2022, 23.59 Brussels time*** *at the following email address:* [*applications@eap-csf.eu*](mailto:applications@eap-csf.eu)

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Lot 2/Lot 3[[1]](#footnote-1) | Lot 2 - Addressing pertinent needs of the Ukrainian EaP CSF members stemming from the external factors  Lot 3 - Supporting pertinent needs and capacity of the EaP CSF members to respond and to mitigate the impact of the war in Ukraine |
| Project title |  |
| Applicant (full name and address of the organisation) |  |
| Legal representative of the applicant (email, office phone, gsm |  |
| Project contact person (email, office phone, gsm) |  |
| Total cost of action including co-financing |  |
| Project duration (with indicative starting date, max 5 months implementation period) |  |
| Place, date and signature of Project contact person |  |

1. **PROJECT DESCRIPTION**
2. **Summary of the project** (max 2 paragraphs)
3. **Description of context and pertinent needs the project adresses**

*Please include here the overall context and specific pertinent needs identified. 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 changes taking place as result of implementation of the project. Please list expected project outcomes 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).*

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.*

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: *September 2022-January 2023 (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. **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. **Capacity of the 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).*

1. Please chose the relevant Lot. [↑](#footnote-ref-1)