**COVID-19 Solidarity Programme**

**APPLICATION FORM**

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|  | **I. General Information** |  |

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| **Name of the applicant organisation** |  |
| **Legal status and ID of the organisation** |  |
| **Legal address** |  |
| **Phone number** |  |
| **Region / city / communities where you work** |  |
| **Organisation’s Website address (if any)** |  |
| **Organisation’s Facebook page (if any)** |  |
| **Budget for the last year** |  |
| **Applicant organisation’s field of operation (please tick the relevant sectors. If other, please specify)** | **Education**  **Social Services**  **Social Protection**  **Economic Recovery**  **Legal Services**  **Livelihoods**  **Health Services**  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Proposal related information** | |
| **Title of the proposed project** |  |
| **Project duration** |  |
| **Priority:**  **Please, Tick the relevant priority area your project is addressed to.** | **Education**  **Social Services**  **Social Protection**  **Economic Recovery** |
| **Project implementation geographical area** |  |
| **Contact person** | |
| **Name and position** |  |
| **Phone number** |  |
| **Email address** |  |

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|  | **II. Detailed application** |  |

**How does your project proposal correspond to the needs emerged by COVID-19 and the priority area you selected (please describe how newly emerged needs different from those before C19)(see the list of priority areas; How your project plans to mitigate the situation?)?(***Max. 300 words*)

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**Target groups and beneficiaries** (*Max. 200 words*)

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| *Who are your target groups?*  *How has COVID-19 changed the needs of your target group?*  *Who are your beneficiaries, direct and indirect?* |

**Please describe briefly your project idea, its goal and expected results (***Max. 300 words*)

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| **Project overall idea:**  **Goal of the project:**  **Expected results:** |

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| --- | --- | --- | --- |
| **Project Objectives** | **Title of the activity (description should be provided below)** | **Expected results** | **Indicators** |
| **Objective #1** |  |  |  |
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| **Objective #2** |  |  |  |
|  |  |  |
| **Objective #3** |  |  |  |
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**Please describe activities planned to be implemented within the project and all the relevant steps (Title of the activities, Frequency, Venue, # of attendees, description of the activities)**

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| **Activity #1:**  *(example. Title of the activities: information session. Frequency: Twice a week for two months; Venue: Tbilisi; Gardabani; #of attendees: 20 people; description of the info. session (what topics were discussed)*  **Activity #2:**  **Activity #3:**  *(Add as many activities as required according to your proposal)* |

**Activity timeline:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of the activity | Month | | | | | | | |
| Activity #1 |  |  |  |  |  |  |  |  |
| Activity #2 |  |  |  |  |  |  |  |  |
| Activity #3 |  |  |  |  |  |  |  |  |
| (Add as many rows and columns as required according to your proposal) |  |  |  |  |  |  |  |  |

**What could be the main challenges or risks faced during the project implementation? List at least two internal & two external challenges. How will you mitigate these risks?** (*Max. 200* *words*)

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| **Challenges/risks** | **Mitigation activities** |
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**Monitoring and Evaluation. Please describe what tools does your organization use to monitor progress, activities, outputs and results. (Max. 300 words).**

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**Visibility of the proposed project**

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| **Describe the project promotion activities** |  |
| **What resources are required to implement visibility activities?** |  |
| **What financial resources are required to implement visibility activities? (Include this information in budget as well!)** |  |

**Please list the project key staff (provide respective CVs as part of your application package)**

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| **Name and surname of the person:** |  |
| **Position she/he is entitled in the organisation:** |  |
| **Position she/he is entitled in the project:** |  |

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|  | **III. Additional Information** |  |

**Please provide contact information of two reference organisation, able to give reference to your organisation in regard of presented project:**

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| **Name of the organization:** |  |
| **Name and surname of the person giving reference:** |  |
| **Position of the person she/he is entitled in the organisation:** |  |
| **The link between the respective person and your organization:** |  |
| **Contact phone number and email of the respective person** |  |

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| --- | --- |
| **Name of the organization:** |  |
| **Name and surname of the person giving reference:** |  |
| **Position of the person she/he is entitled in the organisation:** |  |
| **The link between the respective person and your organization:** |  |
| **Contact phone number and email of the respective person** |  |

*Applicants must submit the following documentations:*

* *Annex 1 – Application Form;*
* *Annex 2 – Budget;*
* *Registration certificate of the organisation;*
* *Statute of the organisation;*
* *Evidence of track record of the projects implemented in your priority field during past two years;*
* *CVs of the project team;*

*Here, you can include any materials, links or supporting info that you think would help us understand what your organisation and project is about.*

## Applicant’s declaration

**By signing this document, I declare that:**

1. *The information provided in the application is true and accurate.*
2. *I agree that the presented data can be shared with the participant selection committee within the "COVID-19 Solidarity Programme".*
3. *I am ready to provide additional information for the purpose of evaluating the application.*

**Name:**

**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any questions **related to the proposal** can be submitted via e-mail until **20 October** **2020:** [geo.covid@peopleinneed.cz](mailto:geo.covid@peopleinneed.cz) Responses will be sent within **2** working days.

Any concerns or feedback **related to the** **participant selection process** can be submitted to the PIN Georgia office at #16 G. Kikodze str. 0105, Tbilisi, Georgia or via e-mail: [feedback.georgia@peopleinneed.cz](mailto:Feedback.georgia@peopleinneed.cz)