

ANNEX II
FULL APPLICATION FORM

I. THE PROJECT

Reference of the Call for Proposals	
Title of the Call for Proposals	
Name of the applicant organization	

1. DESCRIPTION

1.1. Title

1.2. Location(s)

Region(s), town(s)

1.3. Cost of the project and amount requested from CCRDA/Taskforce

Total cost of the project (A)
In Birr:

1.4. Summary (max 1 page)

Total duration of the Project	_____ <i>months</i>
Objectives of the project	- <i>Overall objective(s)</i> - <i>Specific objective(S)</i>
Partner(s) (if any)	

Final beneficiary/ies(in the case of Consortium applicants)	
Estimated results	
Main activities	

1.5. Objectives (max 1 page)

Describe the overall objective to which the project aims to contribute towards and the specific objective(s) that the project aims to achieve.

1.6. Relevance of the project (max 2 pages)

Please provide the following information:

- Provide a detailed presentation and analysis of the problems and their interrelation at all levels.
- Provide a detailed description of the target groups and final beneficiaries and estimated number.
- Identify clearly the specific problems to be addressed by the project and the perceived needs and constraints of the Charities and Societies in general and to your organization in particular .
- Demonstrate the relevance of the project to the needs and constraints of the Charities and Societies in general and to your organization in particular and how the project will provide the desired solutions.
- Demonstrate the relevance of the project to the objectives and priorities of the Guidelines.

1.7. Description of the project and its effectiveness (max 8 pages)

Provide a description of the proposed project including, where relevant, background information that led to the formulation of the project. This should include:

- Expected results (max 3 pages). Indicate how the project will contribute to the overall situation of Charities and Societies in general and the applicant organization in particular Be specific and quantify results as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the project outcomes (multiplier effects).
- The proposed activities and their effectiveness (max 5 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities, indicating their sequence and interrelation. In this respect, the detailed description of activities must not repeat the project plan to be provided in section 1.9 below.

1.8. Methodology (max 2 pages)

Describe in detail:

- the methods of implementation and reasons for the proposed methodology;
- the procedures for follow up and internal/external evaluation;
- the role and participation in the project of the various actors and stakeholders (local partner(s), target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;
- the organisational structure and the team proposed for the implementation of the project (by function: there is no need to include the names of individuals);
- the main means proposed for the implementation of the project (equipment, materials, and supplies to be acquired or rented);

1.9. Duration and indicative project plan for implementing the project

- The duration of the project will be _____ months.
- Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.
- The activities stated in the project plan should correspond to the activities described in detail in section 1.7.

The project plan will be drawn up using the following format:

No.	Activity	Implementing body	Implementation period(January 2011-December 2011)												
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Activity I														
1.1.															
1.2.															
2	Activity II														
2.1															
2.2															
3	Activity III														
2.1.															
3.2.															

1.10. Sustainability (max 2 pages)

Describe the main preconditions and assumptions during and after the implementation phase.

Provide a detailed risk analysis and possible contingency plans.

Explain how sustainability will be secured after completion of the project.

1.11. Logical framework

Applicants are expected to attach the logical framework.

2. BUDGET FOR THE PROJECT

Use the excel budget format attached as Annex III (worksheet)