**APPLICATION FORM[[1]](#footnote-2)**

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| **Organization name in English** |  |
| **Project** **title** |  |
| **Project location***(Country/countries and city/cities)* |  |
| **Anticipated start date of project** *(month/day/year)* |  |
| **Anticipated end date of project** *(month/day/year)* |  |
| **Overall budget of the project** *(EUR)* | **€**  |
| **Funding requested from GMF/TF** *(EUR)* | **€** |

**Please select the activity you wish to apply:**

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| **Activity 1 – Electoral observation and monitoring** |  |
| **Activity 2 – Raising public awareness, countering disinformation, propaganda, hate speech**  |  |

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| **Organization****Legal Address:****Full postal address:** **Phone:****Website:****Social Media:** | **Legal representative of the organization****Name:****Title:****Phone:****Mobile:****Email:** |
| Other members of the project team (names, positions, email): | **Project Manager****Name:****Title:****Phone:****Mobile:****Email:** |
| Have you applied to the German Marshall Fund before? *(mark with X)* | YES, date: (Month/Date/Year) | NO  |
| Have you received a grant from the German Marshall Fund before?  | YES, date and amount:(Month/Date/Year: $ or €) | NO |

**1. SUMMARY**

***PROJECT OVERVIEW***

**Background**. What is the issue/problem/part of the problem your project will address? What are the causes of the problem, and what are its effects? Please explain in minimum half a page – maximum one page only the context that is directly related to your project.

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**Please provide a brief description of the project**. Why is it important to solve this problem/ issue? How will the project provide the desired solutions? Please explain in minimum half a page – maximum one page only the issue/ problem that is directly related to your project.

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**Expected results**. Please list all the activities you wish to implement as part of this project. Along with their corresponding outcomes. Please see the example below:

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| **No.** | **Activity Type** | **Outcomes** |
|   | *Example: 5 Workshops* | *Example: 300 participants educated on voting rights* |
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|  | *<delete/ add as necessary>* |  |

**Outreach**

**Publicity**. What methods and tools will you use to inform the target audience and the general public about the progress of the project and its results? Please check all that apply and add as needed:

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| **Media Type** | **Frequency** | **Anticipated number of people reached**  | **Please describe how this media tool will be used to reach your target audience and/or the general public** |
| Social media (Facebook, Instagram and TikTok) |  |  |  |
| Website |  |  |  |
| Newspaper |  |  |  |

***Target groups of activities***

Please indicate the intended **target groups** for this project. This should reflect the **primary target groups** of the project only (for example, if your project primarily targets journalists but some of these are women, fill out only “Journalists” and not “Women”). For each target group, please indicate how many are female or male, and the number of participants per country.

*Please add or delete in the “Country” columns above as needed to reflect those countries where target groups are located. You may also add additional rows to the “Target Groups” column. An example is provided below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Groups** | **Estimated Number** | **Age group**7 | **Out of which:** | **Country\***  |
| **Female** | **Male** |  |  |  | *delete/ add as necessary* |
| Citizens |  |  |  |  |  |  |  |  |
| Civic leaders |  |  |  |  |  |  |  |  |
| Experts/ Think-tankers |  |  |  |  |  |  |  |  |
| International organizations representatives |  |  |  |  |  |  |  |  |
| Journalists |  |  |  |  |  |  |  |  |
| Lawyers |  |  |  |  |  |  |  |  |
| Public officials |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| **Project Total:** |  |  |  |  |  |  |  |  |

**Innovation.** Please let us know what makes your project innovative. What similar initiatives/projects are you aware of? How is your project’s approach different from them?

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**Partnerships**. If you are implementing this project in partnership other organization(s)/institution(s), please provide: Name of the organisation, Country, Person of contact, mobile, email. Describe the organisation’s role in the project and specify if this partnership is formal or informal.

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| **Organization details** | **Contact Person** | **Role of organization in project activities[[2]](#footnote-3)** | **Type of partnership** *(formal/informal)* |
| Full name:Address:Phone number:Webpage/ social media channel: | Full Name:Position:Phone:Mobile:Email: |  |  |
| *<delete/ add as necessary>* |  |  |  |

**Risk and risk management[[3]](#footnote-4)**. Please respond to the below questions by marking either “yes” or “no” and offering the requested details, where applicable.

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| Potential Risk**[[4]](#footnote-5)**  | Probability of occurrence**[[5]](#footnote-6)** | Potential impact on project**[[6]](#footnote-7)** | Measures to minimise the probability of occurrence and/or the potential impact on project: |
| *<add as necessary>* |  |  |  |
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| Does your organisation have a written **conflict of interest policy?** | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines)  |
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| Please list the main organisations, institutions and companies in which your organisational staff and board have been active in, either as staff or leadership, over the last 24 months.  |
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| Has your organisation past through an **audit** in the past 24 months? | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines) |
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| Does your organisation have an **operational accounting system**? | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines)Please also provide information regarding management of petty cash  |
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| Does your organisation have an **operational procurement system**? | YES | NO |
| If yes, please attach it to your email back and offer a brief overview below (5-7 lines) |
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**2. SUSTAINABILITY**

How will the achieved project outcomes be preserved, reproduced, and further developed after the GMF/TF support ends? Please describe where applicable:

**Financial sustainability.** Financing follow-up activities, sources of funding.

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**Institutional sustainability**. What structures would allow for a continuation of the project?

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**Policy-level sustainability.** Will it lead to improved codes of conduct, methods, legislation, etc.?

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**3. PROJECT BUDGET**

**Budget spending rationale**. Include a short narrative of the main budget categories from the Budget form.

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**Other funding.**

Have you applied for other funding for this project? If so, please specify the amount and the funding source.

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Have you received (or received official confirmation of) other funding (financial or in-kind) for this project? If so, please specify the amount and the funding source.

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**4. ORGANIZATION DESCRIPTION**

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| Country where registered |  |
| Registration number |  |
| Date of registration |  |
| Registered as: (e.g. foundation, association, governmental organization, etc.) |  |

**Mission**. What is the mission of your organization? For example, if you were asked to describe why your organization exists, what would you say?

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**Structure**. What is the structure of your organization? Who makes the decisions (Managing Board, Director/Coordinator...)? How many people work in your organization? Are they employed, paid by project, or volunteers?

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Please describe your **experience** implementing similar projects to the one you propose.

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If you have received funding from GMF/TF before, please describe in 2 – 3 paragraphs the **impact of the previous grant(s). If organizational name has changed**, please provide previous name under which GMF/TF funding was received.

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**Funding.** What was the total income and expenditure of your organization in the previous financial year?

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| Total income in the previous financial year: |  |
| Total expenditure in previous financial year: |  |

Please list your sources of income for the previous two years including names of all donors and amounts.

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**5. REFERENCES**

Please provide contact information of a partner organization you worked with during the past two years.

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| Name of Partner Organization:City, Country: Phone:Website:Social media: | Full Name of Your Point of Contact:Title:Mobile:Email: |

1. **All fields are mandatory**. Use “None” or “Not applicable” where appropriate. Empty or incomplete applications will not be reviewed. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)
5. [↑](#footnote-ref-6)
6. [↑](#footnote-ref-7)