

**"CIVIL SOCIETY INVOLVEMENT IN COUNTERING DISINFORMATION AND MEDIALITERACY
DEVELOPMENT IN THE CIRCUMSTANCES OF WAR"**

APPLICATION FORM

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
State registration code (EDRPOU)	
Name of executive director	
Organization's legal address (postal code, oblast, city, street, building/office)	
Actual address (if different from above - postal code, oblast, city, street, building/office)	
Telephone (+380xxxx)	
Fax (+380xxxx)	
E-mail address of the executive director	
Web page:	

BRIEF INFORMATION ABOUT THE PROJECT MANAGER

Name of the project manager	
Contact phone number of the project manager (+380xxxx)	
E-mail address of the project manager	

BRIEF INFORMATION ABOUT THE PROJECT

Project title	
Expected project budget	
Expected co-funding from UNDP	
Proposed project duration	
If the project application is submitted in partnership with other organisations, please list them	

PROJECT PROPOSAL

Project title	
Project goal (up to 50 words) Describe your project's goal.	
Project objectives (up to 150 words) Describe your project's objectives.	
Context / problem description (up to 200 words) Describe which problem you are aiming to solve by your project activity; why it is relevant for Ukraine; how the increased role of civil society will change the situation.	
Description of Project Activities (up to 500 words) Please refer to the activities as described in the <u>CFP Section 2</u> .	
Explain why your organization is uniquely suited to deliver on the objectives of this project	

The project work plan (up to 1000 words)	Please use annex 3																																																						
Monitoring and evaluation of the project (up to 500 words)	Please use annex 4																																																						
Risk analysis Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.	<table border="1"> <thead> <tr> <th data-bbox="491 539 703 618">Risk</th><th data-bbox="703 539 1075 618">Risk rating* (High/Medium/ Low)</th><th colspan="3" data-bbox="1075 539 1465 618">Mitigation measures</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Risk	Risk rating* (High/Medium/ Low)	Mitigation measures																																															
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Budget (up to 100 words) Provide project budget in UAH according to the following format (see below). Please divide the project activity expenses and administrative expenses and be advised that as a rule the project budget shall have no more than 10% of the funds allocated to administrative expenditures. If it is not the case, please justify larger expenses through a 1/3 page description*	<table border="1"> <thead> <tr> <th data-bbox="491 1061 815 1151">General Category of Expenditures</th><th data-bbox="815 1061 970 1151">Tranche 1</th><th data-bbox="970 1061 1123 1151">Tranche 2</th><th colspan="2" data-bbox="1123 1061 1313 1151">TOTAL</th></tr> </thead> <tbody> <tr><td>Personnel</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Transportation</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Premises</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Training/Seminar/ Workshops, etc. /</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Contracts (e.g., Audit) /</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Equipment/Furniture (Specify)</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Other [Specify]</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Miscellaneous</td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>TOTAL</td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> Please use the Annex 2					General Category of Expenditures	Tranche 1	Tranche 2	TOTAL		Personnel					Transportation					Premises					Training/Seminar/ Workshops, etc. /					Contracts (e.g., Audit) /					Equipment/Furniture (Specify)					Other [Specify]					Miscellaneous					TOTAL				
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Checklist	The proposal package must consist of:																																																						

	1. The filled out Application form (filled out on a computer as Microsoft Word file); 2. Copy of the Statute of the applicant organization (PDF); 3. Copy of State registration certificate (PDF); 4. Banking details (PDF); 5. CVs of proposed specialists for project implementation (Microsoft Word or PDF).
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Annex 2

Expenditure Category*	Activity**	Quantity of items	Cost per item, USD	Covered by UNDP, USD	Co-funding amount, USD	Total amount, USD
1	2	3	4	5	6	7
1. Staff						
				0		0
				0		0
Subtotal 1.				0	0	0
2. Transportation						
				0		0
				0		0
Subtotal 2.				0	0	0
3. Premises						
				0		0
				0		0
Subtotal 3.				0	0	0
4. Training/ Seminar/ Workshops, etc.						
				0		0
				0		0
Subtotal 4.				0	0	0
5. Equipment/Furniture (specify)						
				0		0
				0		0
Subtotal 5.				0	0	0
6. Other (specify)						
				0		0
				0		0
Subtotal 6.				0	0	0
7. Miscellaneous						
				0		0
				0		0
Subtotal 7.				0	0	0
Total project budget				0	0	0

* The type, number and sequence of activities/ expenditure categories may vary

** Aligned with the proposed Work Plan

Annex 3

PLANNED ACTIVITIES	Timeline				Planned Budget for the Activity (in USD)
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity.....					\$
Total					\$

1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary
2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, every 6 months, annually) Use as many time periods as necessary.
3. Indicate the budget amounts in the grant currency.

Annex 4

PERFORMANCE TARGETS

INDICATOR(S)	DATA SOURCE /	BASELINE	MILESTONES	
			Period 1	FINAL TARGETS
1.1				
1.2				

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO's key donors? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded?	
2. Audit	1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation	

	• Asset and Inventory Management • Other 4. What is the CSO/NGO's mechanism for handling legal affairs? 5. Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) 2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results	