**Annex 2**

***Support LSGs in Enhancing Overall Capacities for Improving e-Government***

Call for Proposals 08-2019

**PROJECT PROPOSAL APPLICATION FORM**

***Please, fill in electronically only.* *Please expand the boxes as per need.***

|  |  |  |  |
| --- | --- | --- | --- |
| **THE APPLICANT** | | | |
| Legal name of the organisation | |  | |
| The Municipality of | |  | |
| Contact information of the organisation | | Address: | |
| Telephone: | |
| Fax: | |
| Email address: | |
| WEB page: | |
| Name of legal representative of the organisation (the person authorised to sign the contract) | | Name: | |
| Address: | |
| Telephone: | |
| Mobile phone: | |
| Email address: | |
| Business Bank Name of the Lead Organisation: | |  | |
| Bank account number | |  | |
| PIB | |  | |
|  | | | |
| **Human Resources Engaged on the Project** | | | |
| Name | Position in the project team | | In charge of |
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| **Description of the Project** | | | |
| **Project Title** |  | | |
| **Project duration** (minimum nine (9) and maximum twelve (12) months) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months | | |
| **Budget in Brief**  (in USD) | Swiss PRO | Co-financing  *(no in-kind contributions, please)* | *TOTAL* |
|  |  |  |
| **Technical Assistance, according to item I of the Call for Proposals (please mark what kind of technical support is expected)** |  | | |
| **Optional Technical Assistance**  **(Please mark one if there is a need and is relevant to the project proposal)** |  | | |
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|  | | |
| **Context and Problem Analysis**  *(What problem will you address? Why is its addressing important for the community? What is the current situation and what is expected after the intervention? Define deficiencies, existing operational-human capacities, (non) existence of internal procedures, development framework (strategies and action plans), etc. Describe in which field the technical support of the Swiss PRO Program is necessary.*  *Please be specific and back it with available and relevant data. Please provide linkage with the relevant local strategic and action plans or justify community interest for the implementation of project proposal if it is not included in local documents (Max 2 pages)* |  | | |
| **Relevance of the project to the Call for Proposals**  *(Briefly explain how you will contribute to the realization of the Call objective by implementing the project.* *Indicate how the basic, and possibly optional Technical Assistance, provided by the Programme, will contribute to the improvement of the e-Government of your LSG, (what is necessary to produce from the regulations, procedures, etc. during Technical Assistance); Specify the level of electronic communication and sophistication envisaged for the proposed* eService*. Is the proposed service customized for use on "smart" mobile devices )* |  | | |
| **Target group**  (*Who is your target group? How will they benefit from the project? How many beneficiaries will be directly included in the project? Who and how many people will indirectly benefit from the project?*) | Target group:  Direct beneficiaries:  Final beneficiaries: | | |
| **Objectives of the project**  *(What is the overall objective and what are specific objectives of the project)* | Overall objective:  Specific objective(s): | | |
| **Project Implementation Strategy**  *(Describe how your project is going to address the problem, what activities are planned and how these activities are going to contribute achievement of the project objectives. Maximum 2 pages.)* | *(Description. Max 2 pages.)* | | |
| | Month | Activity Description | Responsible person/organisation | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |

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| **Impacts, outcomes, outputs and indicators of success**  *(Please list here what impacts, outcomes and outputs your project will achieve and what indicators will be used to substantiate the claims.)* | Impacts:  1.  2.  3.  4. ... |
| Impacts’ indicators:  1.  2.  3.  4. … |
| Outcomes:  1.  2.  3.  4. ….. |
| Outcomes’ indicators:  1.  2.  3.  4. ….. |
| Outputs:  1.  2.  3.  4. …… |
| Outputs’ indicators:  1.  2.  3.  4. …. |
| Relevant technical assistance  Please indicate whether you are a beneficiary of the any relevant Municipal Support Package of the Standing Conference of Towns and Municipalities for eGovernment and LSG efficiency, and specify which one. |  |
| Capacity building  Please indicate whether the members of the project team attended relevant trainings for LSG efficiency, in the good governance and e-Government field, and specify which ones. |  |
| Complementary activities  Please indicate if your LSG is a beneficiary of the EU PRO Geographic Information System (GIS) and improvement of business environment initiatives? Please describe how this project proposal will contribute to these initiatives. |  |

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| **Project Sustainability**  *(Detail how do you plan to secure sustainability of the project after the implementation ends? What are possible risks which could threaten project’s sustainability and how do you plan to address them?)* |  |

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| **Evaluation Strategy**  *(A proposal for evaluation strategy, with outlined set of indicators.)* |  |

On behalf of the Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Stamp]

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_