|  |  |
| --- | --- |
| Ref. Number |  |
| (Swiss PRO only) | |

**Annex 2**

***Support to Support to LSGs in Addressing COVID-19 Consequences in Substandard Settlements***

Call for Proposals 02-2021

**PROJECT PROPOSAL APPLICATION FORM**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **THE APPLICANT** | | | | | | | | | |
| Legal name of the applicant (local self-government - LSG or civil society organisation- CSO) | | |  | | | | | | |
| The Municipality of | | |  | | | | | | |
| Contact information of the lead applicant | | | Address: | | | | | | |
| Telephone: | | | | | | |
| Fax: | | | | | | |
| Email address: | | | | | | |
| WEB page: | | | | | | |
| Name of legal representative of the lead applicant (the person authorised to sign the contract) | | | Name: | | | | | | |
| Home address: | | | | | | |
| Telephone: | | | | | | |
| Mobile phone: | | | | | | |
| Email address: | | | | | | |
| Contact person that would be in charge of project and his/her contacts (email address and phone number): | | |  | | | | | | |
| Bank name and account number of the Lead Applicant | | |  | | | | | | |
| PIB | | |  | | | | | | |
| Founded on (date) - only for CSOs | | |  | | | | | | |
| Registry Number | | |  | | | | | | |
| **Please list and elaborate similar projects that your LSG/CSO as the lead applicant implemented (2 pages max.)** | | | | | | | | | |
|  | | | | | | | | | |
| **Human Resources Engaged on the Project** | | | | | | | | | |
| Name | Position in the project team | | | | | In charge of | | Full-time | Part-time |
|  |  | | | | |  | |  |  |
|  |  | | | | |  | |  |  |
|  |  | | | | |  | |  |  |
|  |  | | | | |  | |  |  |
|  |  | | | | |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of the Project** | | | |
| **Project Title** |  | | |
| **Project duration** | Total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months | | |
| **Budget in Brief**  (in USD) | Swiss PRO | Co-financing  *(if applicable, no in-kind contributions, please)* | *TOTAL* |
|  |  |  |
| **Context and Problem Analysis**  *(What problem will you address? Why is its addressing important for the community? 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)* |  | | |
| **Operational capacity:** *Did the Lead Applicant (LSG or CSO) conduct an assessment of needs of excluded groups in local communities and on designing required solutions to those needs they would like to introduce? In case of LSG, has assessment conducted through the participatory approach with the civil sector and other relevant stakeholders?* |  | | |
| **Relevance of the project to the Call for Proposals**  (*Please identify which of the objectives of the Call the project is addressing and briefly explain how?)* |  | | |
| **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?*) |  | | |
| **Objectives of the project**  *(What is the overall objective and what are specific objectives of the project)* |  | | |
| **Details on partnership - MANDATORY FOR LSG and IF APPLICABLE FOR CSO**  (*Description of roles and responsibilities of each partner, operational modalities, financial responsibilities and contributions. Additional agreement on partnership stipulated in the Call must be submitted with the application)* |  | | |
| **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 to achievement of the project objectives. Maximum 3 pages.)* | *(Description. Max 2 pages.)* | | |
| |  |  |  | | --- | --- | --- | | Month | Activity Description | Responsible person/organisation | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |

|  |  |
| --- | --- |
| **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. …. |

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

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

On behalf of the Applicant

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

Full name

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

Signature

[Stamp for LSG]

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