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| Citizen OUTREACH Grants (COG) APPLICATION FORM ***Proposals that DO NOT USE AND comply with this form AND ITS INSTRUCTIONS MAy Be disqualified***  (Please type) | |
| **1. Proposal Submission Date:** | **2. Legal Name of Organization:** |
| **3. Current Address:** | **4. Legal Address:** |
| **5. Office Tel Number :** | **6. Tax Identification Number:** |
| **7. Name and Contact Information (email and telephone) of the Executive Director/Chair:** | |
| **8. Title of the Proposed Project :** | **9. Project: Start Date: End Date:** |
| **10. Will this project be sent or has it been sent to other donors?**  **No**  **Yes (if yes, list donors and amount requested on separate page.)** | |
| **11. Does the proposal and/or budget contain any assistance to the government, both direct and indirect?**  **No**  **Yes (If yes, please describe.)**  **Please describe here:** | |
| **12. Does the proposal and/or budget contain any lobbying activities? Lobbying is an attempt to influence specific legislation at the local or national level.**  **No**  **Yes (If yes, please describe.)**  **Please describe here:** | |
| **13. Person responsible for the project (name, position, tel., email):** | |
| **14. Finance Manager or person responsible for financial reporting (name, position, telephone, email):** | |
| **15. We are applying for a Citizen Outreach Grant in the amount of USD** **$**  **Project Manager Executive Director/Chair**      Type Name: Date Type Name: Date  Please add your signatures and the date to the line above.  *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.* | |

**citizen Outreach grants’ (C0G) APPLICATION**

### I. Project Description

Section 1: Problem Statement

Based on the problem statement in the RfA, describe what are the problems and/or needs in your community. Why do you think this problem matters to your community? Who are the groups affected most by the problem and how are they affected? What are the previous projects or initiatives by other organizations or the government that your team used as lessons learned when writing this proposal? (Maximum 300 words)

Section 2: Purpose and Objectives of the Project

Please explain the overall purpose of the project. What is your broad purpose? What are the specific objectives that you aim to achieve? Specifically, how will the problem be solved or how the situation will be improved as a result of the project? Please, also discuss previous, ongoing, and/or planned initiatives that your project complements, builds on, or scales up. (Maximum 100 words)

Section 3: Project Summary & Proposed Approach (Project Implementation Plan)

Describe in brief the approach you plan to take to address the problem and achieve the above-stated objectives. What are the strategies that you will pursue? How are these strategies innovative? (Maximum 300 words)

Section 4: Citizen Engagement and Community Mobilization

Please describe in detail how you will engage the members of your community, especially women, in the issue and mobilize them to achieve project goals. What will motivate them to engage? What kind of measures, activities, and events do you plan to take to engage the public in the project How will you ensure that citizens, especially women and marginalized groups are enabled and/or empowered to take action to help resolve the issue? (Maximum 400 words)

Section 5: Communication Strategy

Please describe how you plan to use media and information tools to raise public, government, and media interest in both the issues addressed by the project and the project activities? How will you deliver your message to a wide audience? Based on your previous experiences of distributing information, what information materials will you produce and how will you distribute them? Which media outlets will you use to disseminate information, and will this be through radio, TV, print, and/or internet? How will you use web-based platforms, new media, and other information technologies to achieve your project goals? (Maximum 300 words)

Section 6: Project Team

Please list the names and positions of all staff involved in the project implementation and indicate how much work time each will devote to the project and attach their CVs

Section 7: Project Activities and Timeline Worksheet

Please use the project activity and timeline sheets found below **(Annex A),** list activities and specific and quantifiable project deliverables according to each activity.

Please, demonstrate how the proposed activities will contribute to the project Purpose and Objective discussed above in Section 2 (Maximum 300 words)

­­­­­­­­Section 8: Project Beneficiaries and Location

## Name the town(s), city(ies) or region(s) where the project will take place and indicate which particular social groups will your project target in each

Section 9: Mainstreaming of Gender, Youth, Ethnic Minorities, and Vulnerable Groups

Which marginalized groups reside in your project locations and how will you invite and engage them?

Section 10: Project Risks

## Please explain any external or internal problems/factors/events that may slow down or interfere with the project. Explain how the organization would respond to these problems. (Maximum 300 words)

Section 11: Project Sustainability

What aspects of the project will continue in future? Why? How? (*Maximum 300 words*)

Section 12: Budget

Please attach the anticipated budget. Complete **Attachment B - Budget Template** and follow Budget Guidelines found on the last page of this application form (Annex B). All budget expenditure should be shown in USD.

**II. Organizational** **Background**

1. Date when the organization was legally registered:
2. Date when the organization began its activity:
3. Organization’s mission and main programs *(Maximum 250 words)*
4. Approximate number of people working in the organization:

Full-time: Part-time: Volunteers:

1. Organizational structure (Board, staff, members) and respective responsibilities

Please provide a list of the Board members and their community and employment affiliations *(maximum 500 words*). Attach additional pages if needed.

1. Organization’s annual operating budget for the past year:
2. In the table below, list three main international and foreign partnerships (if any) that the organization was involved in in the last two years (including current initiatives).

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| --- | --- | --- | --- | --- | --- |
| **Partner Institution** | **Start/End date** | **Aim / Focus** | | **Budget in USD $** | **Name of Donor(s)** |
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1. Organizational practices, procedures, and publications used to ensure financial transparency and disclose funding sources (e.g., funding sources listed on the organization’s website, in a publicly available annual report, in a public outreach fact sheet, etc.):

1. Successful COG applicants will be eligible for technical Assistance (TA) activities that ACCESS will offer to its grantees. If your application is selected for funding, what TA topics would you be interested in? (e.g., financial management, organizational leadership, project-based technical expertise, fundraising, conducting research and surveys, designing effective advocacy campaigns, public outreach strategies, communicating more effectively with government, strategies for engaging citizens in your organization’s activities, etc.). Please list up to three topics.

**ANNEX A: Project Activities**

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| --- | --- | --- | --- | --- |
| **Description of Activities** | **Inputs Required** | **Start Date** | **End Date** | **Expected Results (Deliverables)** |
| *Example:*  *Organize public demonstration in support of the enforcement of laws protecting the rights of religious minorities* | * *Facebook page established; leaflet prepared and distributed; petition prepared* * *Invite citizens, local government, and media, and ensure their participation* * *Event activities and agenda* | *June 28, 2017* | *July 15, 2017* | * *Petition signed by 250 citizens* * *100 people accept event invitations on Facebook* * *500 leaflets prepared and distributed* * *400 people participate in the event* * *Three local media stories produced on the issue* * *Increased government commitment to the issue* |
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ANNEX A: Project timeline

**Months**

**(**Type names of months in boxes below. Begin with month project starts. )

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| **List of Activities** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Example: Meeting of advisory board [Place “X” in box(es) to note the month(s) activity is expected to take place.]* | X |  | X |  | X |  |  |  |  |  |  |  |
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annex b: BUDGET GUIDELINES

**Please complete Attachment B - Budget Template**

1. **Salaries -** Includes direct costs for the services provided by regular salaried employees working on the project. The budget should show the titles of those persons to be paid and note whether salaries are full or partial. If partial, the percentage of work time covered by the salary should be indicated. This line item should not include consultants’ fees, honoraria, temporary personnel services and all other types of services.
2. **Fringe Benefits** – Includes cost of fringe benefits provided by the employer such as medical benefits, pension plan, etc. Note: If the organization budgets for fringe benefits, it must provide a proof that the requested fringe benefits are part of its policy.
3. **Rent and utilities** *-* Includes rental of office space for the project and associated utilities payments. The amounts for rent and utilities should be shown separately.
4. **Supplies** *-* Includes purchases of office supplies, such as paper, pens, folders, printer and photocopier cartridges, flash drives, and other office consumables for use in the project.
5. **Equipment** *-* Includes purchases of equipment to be used during project implementation. Each piece of equipment should be listed separately and the price per unit indicated.
6. **Communications and postage** *-* Communications includes telephone, fax, e-mail, and internet expenses. Postage includes postage stamps, express mail services, and courier services.
7. **Travel and per diem** *-* Includes transportation costs for local travel, and per diem to cover accommodations, meals and incidental expenses incurred for travel on official business related to the project.
8. **Contractual services** *-* Includes services provided on a contract basis, including: consultant fees, honoraria, temporary personnel services, translation services, rented or leased equipment, audit fees, legal fees, accounting, and audit services (if performed by an outside contractor rather than in-house).
9. **Other Direct Costs** *-* Includes any direct costs other than the ones mentioned **under** the above cost items. Items such as printing costs; training seminars, meetings, and conference expenses (room rental, equipment rental, coffee breaks and meals, materials, etc.); reference materials related to the project; and bank fees. Note: line items labeled “Miscellaneous” or “Contingency” will not be accepted. All proposed costs should be specified.
10. **Bank Charges** – Includes bank servicing charges up to 1%.
11. **Unallowable Costs** – The following expenses categories are unallowable under the ACCESS program and should not be included in the proposed budget:
    1. **Entertainment –** Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are not allowable.
    2. **Capital improvements –** The use of ACCESS funds for renovations or improvements to buildings, land, or equipment is prohibited.
    3. **Other –** Any expense that is not directly related to the program or project is unallowable. Costs such as kitchen help hired to prepare or serve refreshments for an event are unallowable because these services are not directly related to the project plan. Gifts, gratuities, commissions, donations, fines, and penalties are not allowable expenses under ACCESS.
    4. **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.