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| Public policy and accountability Grants (PPAG) 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 Telephone Number :** | **6. Tax Identification Number:** |
| **7. Name and Contact Information (email address and telephone number) 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 a separate page)** | |
| **11. Does the proposal and/or budget contain any assistance to the government, either directly or indirectly?**  **No**  **Yes If yes, please describe:** | |
| **12. Person responsible for the project (name, position, telephone number, email address):** | |
| **13. Finance Manager or person responsible for financial reporting (name, position, telephone number, email**  **address):** | |
| **14. We are applying for a Public Policy and Accountability 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.* | |

**Public Policy and Accountability grants (PPAG) APPLICATION**

### I. Project Description

Section 1: Issue Statement and Policy Environment

Please provide a brief description of the specific issue this project aims to address and how it is relevant to transparent and accountable governance in the field of sustainable urban development in Georgia. Describe the political and policy environment related to the issue and any past and ongoing developments in the policy field(s) relevant to your project idea (e.g. statistics and evidence proving the importance of the problem for sustainable urban development and public values at stake, gaps in the Georgian policies, legislation, practices or processes from the viewpoint of transparent and accountable governance, information suggesting the priority of the issue for the public and government, existing requirements, commitments, government strategies, plans, draft laws, currently open windows for policy interventions, challenges related to policy adoption and/or implementation, etc.). (maximum 500 words)

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Section 2: Project Purpose and Objectives

Please explain the overall purpose of the project, including the influence you aim to have on the policy issue. What is your broad purpose? What are the specific objectives that you aim to achieve? Specifically, how will the problem be solved or the situation be improved as a result of the project? (maximum 200 words)

Section 3: Proposed Approach and Activities

Describe in brief the approach you plan to take to address the problem and achieve the above-stated objectives. Will you conduct policy analysis/research on urban policy problems and engage in advocacy on sustainable policy solutions? Will you monitor the implementation of laws, policies, practices, processes or other commitments relevant to transparent and accountable governance? Will you recommend policy changes based on existing research or monitoring? Will you engage citizens, raise their awareness and mobilize citizen support for reform? What are the strategies that you will pursue? How are these strategies effective and innovative? Explain explicitly or implicitly the theory of change behind your purpose and objectives, on the one hand, and the proposed approach and activities, on the other, and back it up with relevant information and analysis. (maximum 400 words)

Section 4: Engaging the Public and Relevant Stakeholders

Please describe in detail how you will involve relevant stakeholders from government, international institutions, civil society organizations, and the general public. What measures, activities, and events do you plan to organize to engage stakeholders and citizens in the project? What groups and decision-making institutions will you target in support of this initiative? What other organizations are working on this issue and how will you cooperate/network with them? How will you ensure that citizens are empowered to take action to help resolve the issue? (maximum 500 words)

**\*Please respond to Sections 5 and 6 below only if you plan to conduct research as part of your project.\***

***Section 5: Research Methodology***

Please describe the specific research and analysis methods you plan to use in your project, be they quantitative, qualitative, or a combination of both. Do you plan to conduct original research or extrapolate from existing data and reports? Please identify the data sources and describe the preferred techniques (e.g., desk review, regression analysis, case studies, surveys, interviews, focus groups, etc.). (maximum 500 words)

***Section 6: Quality Control***

Please describe the types of internal or external processes you plan to use to evaluate your research findings and ensure quality control. For example, do you plan to employ short-term experts to review and critique the pre-final reports or policy products? If your organization has a standardized quality assurance process for the work it produces, please describe that process. (maximum 400 words)

***Section 7: Communication Strategy***

Please describe how you plan to raise awareness about and advocate for the results of your research or monitoring activities. What types of written products will you produce (e.g., policy study, monitoring report, commentaries in web or print media outlets, blog posts, policy briefs, etc.)? What events do you plan to organize to discuss and raise the profile of your work and your recommendations? 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? Who are the concrete constituencies, target groups, and/or decision-makers that you plan to target with your strategy? How will you also ensure that you involve and raise interest in the issue among the broader public? (maximum 700 words)

Section 8: Organizational Experience and Expertise

Please describe your organization’s experience and expertise with the issue (e.g., previous and ongoing projects, publications, and other work that demonstrates the organization’s qualifications to address this specific issue). (maximum 300 words)

Section 9: Project Team

Please, attach brief biographies (*maximum 250 words per bio*) of the project team and indicate how much work-time for each will be devoted to the project.

Section 10: Project Activities and Timeline Worksheet

Please describe the activities you plan to carry out the order in which you plan to implement them. Please complete the project activity and timeline sheets found below **(Annex A**).

­­­­­­­­Section 11: Project Beneficiaries and Location

A. List in the table below the target groups that will benefit from this project. Identify the % of women, youth, and ethnic minorities, **where applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Beneficiary target group* | *% of women* | *% of youth* | *% of ethnic minorities* | *How will each of these groups benefit?* |
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## B. Name the town(s), city(ies) or region(s) where the project will take place:

Section 12: Project Risks

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

Section 13: Project Deliverables

Please describe/list specific project deliverables according to each activity (use **Annex A - Project Activities** chart as a guide), as applicable. For example: five discussions on the topic organized in Tbilisi and the regions, each with a total of at least 40 participants from government, civil society, media, and the general public; ten news stories on the topic and six commentaries aimed at making the issue important and accessible for the public published in local and national internet and print news outlets; one Facebook-based petition with at least 2000 supporters submitted to relevant government institutions; one policy report and one brief produced and disseminated via 200 hard copies and an electronic version on the organization’s website; six quarterly monitoring reports produced and 300 copies of each published and distributed, etc. (maximum 300 words)

Section 14: Project Sustainability

Are there any aspects of this project that will continue in the future?

Yes

No

If yes, please explain how the organization and beneficiaries will make this happen. (maximum 300 words)

## 

Section 15: 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. Project monitoring

Section 1: Project Monitoring & Evaluation (M&E) Plan

An indicator is a quantitative or qualitative measure to describe whether the intended results have occurred and to show that the organization is reaching the objective.

List the overall goal(s) and specific objectives that the organization expects will be achieved through this project. List a maximum of 3 indicators for each objective.

**Project Goal:** *(Example:**Enhance and improve the anti-discrimination law and its implementation.)*

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| --- | --- | --- | --- |
| **Objective** | **Indicators** | **Baseline**  (Start Value. Provide supporting documents) | **Target**  (please provide supporting documents) |
| Example: Improve government enforcement of the anti-discrimination law. | Number of violations of the law recorded by the government | 3 | 40 |
| Number of court cases involving violations of the law initiated by the government | 0 | 10 |
| Percentage increase among minority groups who say enforcement of the law is satisfactory | 5% | 50% |
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**Attach more sheets as needed to explain all indicators for all project objectives.**

**III. Organizational Background**

A. Date when the organization began its activity:

B. Date when the organization was legally registered:

C. Organization’s mission and main activities. (maximum 250 words)

D Approximate number of people working in the organization:

Full-time:       Part-time:       Volunteers:

E. 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.

F. Organization’s annual operating budget for the past year:

G. List in the table below three projects or partnerships with international donors (if any) that the organization was involved in in the last two years (including current initiatives).

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| **Partner Institution** | **Start and end date** | **Purpose of Project/ Partnership** | **Total budget in USD $** | **Name of donor(s)** |
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H. Please describe the organization’s 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).

### IV. Support for Organizational Development

I. Successful PPAG applicants will be eligible for technical Assistance (TA) activities that EWMI ACCESS will offer to its grantees. If your application is selected for funding, what TA topics are you 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 and/or the public, strategies for engaging citizens in your organization’s activities, etc.). Please list up to three topics.

J. **As part of the PPAG program, applicants may allocate up to $5,000 of the grant to implement measureable self-initiated institutional development activities.** Examples of such activities include, but are not limited to: purchasing computer software to assist in accounting or management; professional development training courses for staff; conducting an audit; developing a strategic plan through participatory processes; preparing a fundraising plan; and developing and implementing specific policies and procedures that improve organizational management and/or financial sustainability. Please describe any institutional development activities, their cost, and the specific deliverables for these activities that you plan to conduct under the grant. Expected costs for these activities must also be listed in the budget (Annex B).

ANNEX A: Project Activities

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| **Description of Activities** | **Inputs Required** | **Start Date** | **End Date** | **Expected Results (Outputs/Outcomes)** |
| Example: Organize discussions with government, CSOs, international institutions, and the general public throughout Georgia | * Identify venues and dates * Develop invitation lists, agendas, and speakers * Produce and disseminate PR materials and press releases for events to attract media and public participation | April 15, 2018 | June 15, 2018 | * 5 discussions conducted in Tbilisi and 4 regions * 250 people participate in the discussions, including at least 20 local and national government officials * 15 local and national media stories produced |
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**Attach more sheets as needed to explain all activities and expected results.**

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 | XIII | XIV | XV | XVI | XVII | XVIII |
| **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 the 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, computer diskettes, pantry supplies 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** – Includes the following expenses categories are unallowable under the EWMI-G-PAC 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 G-PAC 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 EWMI-G-PAC.
    4. **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.