Armenia Integrity Project (AIP)
GRANT APPLICATION FORM

## A. CONTACT INFORMATION

|  |  |
| --- | --- |
| **Full Legal Name of Organization**(As per registration certificate) |  |
| **Full Name of Applicant** |  |
| **Project Title** |  |
| **Project Duration** |  |
| **Project Partners** (if applicable) |  |
| **Address** |  |
| **Office Telephone Number (s)** |  |
| **E-mail Address** |  |
| **Web Address** |  |
| **Contact Person, Title** |  |
| **Contact person’s e-mail address** |  |
| **Contact person’s phone number** |  |

## B. ORGANIZATIONAL INFORMATION RELATED TO ELIGIBILITY

|  |  |
| --- | --- |
| **Date of registration** |  |
| **Type of organization** |  |
| **Attached is a copy of our****organization’s formal registration as****evidence of valid legal status.** | YES / NO |

## C. FINANCIAL MANAGEMENT

|  |  |
| --- | --- |
| **Fiscal Year end (for your accounting purposes)** |  |
| **We have an accounting system in place?** | YES / NO |
| **Our accounting system is computerized:** | YES / NO |
| **We have a current operational bank account?** | YES / NO |

## D. BUDGET INFORMATION

|  |  |
| --- | --- |
|  | **USD**  |
| **Amount of funds requested from****AIP** |  |
| **Applicant’s cost-sharing amount, if any**, Please mention other confirmed funds from other donors, if any |  |
| **Total cost of proposed project** |  |

## E. TECHNICAL PROPOSAL FORMAT

### 1. EXECUTIVE SUMMARY (1 page)

Briefly summarize as clearly and concisely as possible the key components of your proposal, including the problem/need, target audience, project objectives, major activities, anticipated results, and sustainability.

### 2. STATEMENT OF NEED/SITUATION ANALYSIS (1 page)

Describe the problem or need that will be addressed through your project proposal. Include information about how you became aware of the problem, the extent of the problem/need; how it is connected with the one of the objectives mentioned in the RFA; who are the people affected, a summary of any research, studies, literature review, etc., already conducted that provide evidence of the need; what, if anything, has been done by your organization or others to address the problem; and why this is an important issue that needs resolution (what will happen if the problem/need is not addressed).

### 3. PROJECT DESCRIPTION/TECHNICAL APPROACH

#### 3.1. Project Concept (1-3 pages)

In this section, please address the following:

 **Goal and Objectives:** Please name one overall project goal and list up to three main objectives to be achieved. *Objectives should be clear, specific, measurable, and achievable within the project time frame.*

 **Expected Results:** What are the concrete results/changes, both quantitative and qualitative that this project expects to achieve to improve the situation you are trying to change? *Expected results should directly correspond to specific objectives, project activities and timeline. They should be concrete, practical, and achievable.*

 **Assumptions and Risks:** What other considerations, which are outside your control, must take place (or not take place) in order for the project to succeed? *Identify any potential constraints that could impact project progress and how the proposed project is going to address them.*

 **Partnership (***if any***):** Explain the role of any partner in your project. Who are your partners and collaborators in the project and why have you selected them? Explain how they will be involved in project design and implementation by clearly mentioning the parts to be implemented with or by partners in the project timeline table. Please include in the proposal attachment section any letters of support from partners or other groups with whom you will be forming strategic alliances.

#### 3.2. Project Implementation (1-2 pages)

Describe how the project will be implemented. What are the specific actions/activities that you will take to achieve expected results and program objectives? Give a description of the main phases of the project and the key activities that will be undertaken. Answer the questions: what will be done, where it will be done, who is the target audience/for whom it will be done, when it will be done, how it is going to bring the desired change to contribute to the achievement of the expected result(s), and who will be responsible? *Provide enough detail to demonstrate that you have clearly thought out the best type of activities to achieve the results, the logical sequence of implementation, and a realistic timeframe.*

#### 3.3. Project Timeline (1 page)

Using the sample format shown below, provide a timetable of activities by quarter, showing for each activity who is the responsible person:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **Responsible person/partner (if applicable)**  |
| Activity 1 |  |  |  |  |  |  |  |  |  | Name 1 |
| Activity 2 |  |  |  |  |  |  |  |  |  | Name 2 |
| Activity 3 |  |  |  |  |  |  |  |  |  | Name 3 |

#### 3.4. Monitoring and Evaluation Plan (1 page)

Describe how you plan to monitor and evaluate your progress in attaining desired programs results and the effectiveness of project activities in meeting project objectives. Please use the table provided bellow to state the key indicators that will be used to:

(a) Determine whether the project is being implemented as planned, how will the data be collected? How often will monitoring and evaluation take place and who will be responsible for data collection, evaluation, and preparation of the report.

(b) Assess and evaluate the effectiveness and impact of project activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicator | Indicator Definition | Data Source | Data Collection/Frequency/Disaggregation (by gender, geographic region etc., where possible) | Responsible | Baseline/Annual Targets/ Final Target |
| Objective 1 |
| Result 1 |
| Indicator 1 |  |  |  |  |  |
| Objective 2 |
| Result 1 |
| Indicator 1 |  |  |  |  |  |

#### 3.5. Sustainability Plan (1 page)

Describe how the project activities, results, or benefits will be continued or sustained beyond the end of the grant funding. Describe the possibilities for replication of the project.

### 4. PROJECT PERSONNEL (1-2 pages)

Describe key project personnel, their role on this project, and relevant experience to manage/implement this project.

### 5. INSTITUTIONAL CAPACITY (1-2 pages)

#### 5.1. Brief description of your organization

Please describe the organization’s mission and goals, main areas of work, the role it plays in the community and relevant previous experience in the field. Shortly describe the level of cooperation with other anti-corruption/integrity/transparency institutions. Indicate the number of staff employed.

#### 5.2. Organizational Development Plans (if applicable)

Please describe the organization’s development needs and the type of capacity building activities that the organization may need to undertake the proposed project. Examples may be improving the financial management and procurement capacity, human resource management, governance, and others.

#### 5.3. Other Donors

Please list the names of other donors that have supported your organization through direct grants during the last three years.

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| --- | --- |
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#### 5.4. Annual Budget Review

Please provide annual budget of your organization for the last three years.

|  |  |  |
| --- | --- | --- |
| **YEAR** | **ANNUAL BUDGET (in USD)** | **NUMBER OF GRANTS RECEIVED** |
| 2022 |  |  |
| 2021 |  |  |
| 2020 |  |  |

## F. COST PROPOSAL FORMAT

### 1. LINE-ITEM BUDGET AND BUDGET NARRATIVE

AIP will carefully review the assumptions and associated costs related to your proposed activity so please take time to prepare a thorough and complete budget. A well-prepared budget should clearly support and complement the proposed technical approach. Sufficient detail should be provided so that someone who is not familiar with your organization can easily understand how you arrived at the budgeted amounts. The budget should show a sufficient amount of detail so that it is an accurate reflection of your real financial needs. It should also be clear to those reviewing your proposal how budget amounts were determined and how all expenditures are needed to achieve expected results. **Applicants must use the AIP Budget Template (see Attachment II).**

Keep in mind that proposals will be judged in terms of cost-effectiveness so be careful not to inflate your costs nor to include items that are not necessary for the success of your project.

### 2. COST PROPOSAL INDICATORS

When assessing an applicant’s cost proposal, the following indicators will be used:

 **Realistic Approach and Completeness—**Special attention will be paid to identifying possible overestimation or underestimation of the budget and to accuracy. The justification must clearly explain how you have reached specific total figures such as number of staff employed by the program, percentage of their time devoted to the program, number of business trips, need for purchase of equipment, fee rates of consultants and consultants’ days of level of effort, etc.

 **Clear reflection of program activities—**The budget should reflect actual expenses of the planned activities. They must be clearly stated and detailed in the justification.

 **Cost-effectiveness—**Program activities should be based on practical and cost-effective approaches when planning program expenses. AIP is interested in programs that produce high impact at a reasonable cost. While developing and justifying the budget you must show that your program is proposing the most effective solutions for achieving significant positive results.

 **Reasonable ratio between administrative and program costs—**AIP will give preference to those proposals which show a low ratio between administrative and program costs. High overhead expenses substantially lower the cost effectiveness of programs.

## G. PROPOSAL CERTIFICATION

All proposals shall contain the following certification:

**“I hereby certify that the information contained herein and attached hereto is complete and accurate to the best of my knowledge.”**

Legal Representative of Organization

Signature

Date: