**Civil Society Facility IPA Program for 2016-2017 (IPA CSF Civil Society Facility 2016-2017)**

**call EuropeAid / 155322 / DD / ACT / MK**

**"Support for legalization of Roma housing"**

**APPLICATION**

1. **BASIC INFORMATION**

|  |  |
| --- | --- |
| Name of organization  |  |
| Address |  |
| Phone number/numbers |  |
| E-mail |  |
| Web-site (if you have one) |  |
| Contact person, position |  |
| Contact person’s E-mail |  |
| Contact person’ phone number |  |

1. **RESUME OF THE PROPOSAL**

Limit your description on ONE PAGE.

|  |  |
| --- | --- |
| Title |  |
| Implementation period (6 months) |  |
| Project objectivities |  |
| Partner(s) |  |
| Target group  |  |
| Location  |  |
| Main activities  |  |
| Budget (MKD) |  |

1. **DESCRIPTION OF THE PROPOSAL**

Limit your description to THREE PAGES.

1. **Need and problem**

Give a general overview and analysis of the problem that the proposal will treat. Clearly identify the specific problem which needs to be solved and which needs to be met.

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1. **Purpose and short-term goals**

Define the objectives of the proposal relating to specific desired improvements or changes that need to be achieved. The objectives should be in accordance with the Call for sub-granting and match with the proposed thematic areas. Each goal should be clear, measurable and realistic.

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1. **Expected Results**

List the outcomes of the proposal. The achievement of the results should lead to the realization of short-term objectives of the proposal.

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1. **Activities**

Provide a concise description of the proposed activities related to the implementation of the proposal (explain each activity in one paragraph). Explain the contribution of each activity for achieving short-term objectives of the proposal. Display the key activities and explain how they are relevant to the target group, as well as what the activities are offering as innovation.

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1. **Methodology**Give a description of the planed methodology.

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1. **Budget**
Fill the budget table in detail with summary budget items, with which you will justify actions envisaged in the proposal. The budget should be entered in MKD. Amounts should be the same as those from the budget form. Add as many rows as you need.

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| --- | --- | --- | --- |
| **Budget item** | **Quantity** | **Amount (MKD)** | **Total amount** **(MKD)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |

1. **Partnerships**
List the organizations or other stakeholders with which you are planning to implement the proposal jointly (if there are any). It is particularly important in this section to specify if you have established cooperation with the municipality or other relevant stakeholders where the proposal will be implemented

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1. **CAPACITY OF THE ORGANIZATION**
2. **A brief description of the organization**

Describe the mission of the organization, the main areas of action and the role of the organization in the community. Briefly describe the level of cooperation and networking. Indicate the number of staff, volunteers and members. Limit the description of the organization of HALF A PAGE.

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1. **Governance and management structure of the organization**

**Board** (specify names):

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1. **Additional information**

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| In this section share the information that you consider important and which are not given in the application  |

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| --- | --- |
| Head of organization: |  |
|  |  |
| Signature: |  |
| Date: |  |

Stamp