**Small Projects – Application Form**

**Section 1. Project Description**

**(must not exceed three pages)**

**General Information**

|  |  |  |
| --- | --- | --- |
| Project Title |  | |
| Sector of activities  *(e.g.: Agriculture, Rural Development, Energy Efficiency, Local Governance, Water, Health, Justice, Social Services, SME Development, etc.: please choose only one sector)* |  | |
| Name of the Organisation | *English* |  |
| *Ukrainian* |  |
| Full address of the Organisation | *English* |  |
| *Ukrainian* |  |
| Contact phone number |  | |
| Contact person | *English* |  |
| *Ukrainian* |  |
| Project Duration |  | |
| Project Budget, UAH |  | |

**Project Details**

|  |  |
| --- | --- |
| Project Background  *(description of the context; what needs the project addresses)* |  |
| Project Overall Goal |  |
| Project Objectives |  |
| Project Beneficiaries |  |
| Project Geography *(what cities/oblasts are covered by the project)* |  |
| Project Activities |  |
| Expected Results and tangible Products |  |
| Reporting mode *(when is what kind of report submitted, including intermediate and final report according to template, and other deliverables produced by the project (leaflets, handbooks etc.))* |  |
| Describe activities supported by other donor |  |
| Describe the following:   * how gender equality is reflected in the project * how human rights are addressed in the project * how needs of vulnerable groups are tackled in the project |  |

**Section 2. Calendar of Project Activities**

Please show on **one** page in a tabular format the calendar of project activities.

**Section 3. Project Budget**

All budget items must be in the Ukrainian hrivnya (UAH). Please note that the Small Projects scheme does not finance purchases of equipment and that all expenditures details must be shown in the table.

Necessary explanations may be provided below the budget table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Budget Categories*** | ***Calculations per units*** | ***Swiss***  ***contribution*** | ***Organisation’s contribution*** | ***Other contributions*** | ***Total*** |
| **I. [insert budget category]** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
|  |  |  |  |  |  |
| **II. [insert budget category]** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
|  |  |  |  |  |  |
| **III. [insert budget category]** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **...** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |

**Section 4. Description of the Organisation**

**(must not exceed one page)**

|  |  |  |
| --- | --- | --- |
| Organisation’s name | *English* |  |
| *Ukrainian* |  |
| Organisation’s full address | *English* |  |
| *Ukrainian* |  |
| Contact phone number |  | |
| Contact person | *English* |  |
| *Ukrainian* |  |
| Short description of your organisation, including area of work and capacity |  | |
| Previous relevant experience and projects |  | |

**Attachments to the hard copy of the Application Form**

1. A photocopy of the organisation's registration certificate
2. A photocopy of the organisation's tax code certificate
3. A photocopy of the organisation's statute