**APPLICATION FORM**

**CHECKLIST**

***Please make sure your application satisfies all the criteria specified in the below checklist.***

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|  | YES | NO |
| Proposal summary (Word Format) |  |  |
| Proposal budget (Excel Format) |  |  |
| Registration certificate |  |  |
| Audited financial statements for the last two fiscal years (in the absence of audited statements, any other official document demonstrating the annual income of the previous years will be accepted) |  |  |
| Written statement explaining the difference between the proposed and the previous project (for organisations who have previously benefitted from a UNODC grant) |  |  |

**THE PROPOSAL**

1. **APPLICANT INFORMATION**

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| **Name of APPLICANT, address and contact details** (incl. telephone number and email) |  |
| **Date of registration of the organisation** |  |
| **Project Director/Manager** (name and contact information) |  |
| **Primary Contact Person** (name, job title and contact information) |  |

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| **1.1. Prior experience in implementing activities that prevent drug abuse among youth.** |
| *(Please provide date, duration, location, brief description, major donor, partner(s) if any.)* |

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| **1.2. Prior experience in working with the UN and other international donor organizations.** |
| *(Please mention any project(s) which were funded, even partially, by UNODC or any UN organisations in the last 3 years; mention other projects which where were funded by international organizations. Provide name of the donor organisation, size of the grant received, date, duration and location of the project;)* |

1. **PROJECT INFORMATION**

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| **Project title** |  |
| **Grant amount requested from UNODC in USD** |  |
| **Total cost of the proposal** | *(Different from the Grant amount requested from UNODC if additional funding is secured. In this case, please provide evidence of the secured additional funding.)* |
| **Location of the project** | *(Please justify the national reach)* |
| **Project dates** | *(Please note that implementation will be able to start on XX at the earliest)* |

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| **2.1 Context analysis/problem description** |
| *(Please describe and analyse the problem conditions which the project aims to influence positively; provide information on how the differing needs of women and men have been identified. )* |

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| **2.2 Project end-beneficiaries (gender and age)** |
| *(Please provide information on the targeted beneficiaries – including vulnerable and at-risk groups. Give a rough estimate of how many women and men the project plans to reach.)* |

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| **2.3 Specific objective(s) of the project** |
| *(Please define objectives that are specific, measurable, achievable, relevant and time-bound.)* |

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| **2.4 Expected results of the project** |
| *(Please explain what the expected results of the proposed project will be on the situation of end-beneficiaries; provide information on how the differing needs of women and men have been addressed.)* |

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| **2.5 Activities to be implemented** |
| *(Please describe the project activities)* |

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| **2.6 Role of the key stakeholders (including community and other organisations)** |
| *(Please describe how the key stakeholders will be involved in the project)* |

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| **2.7 Innovation** |
| *(Please describe the innovative component of this project)* |

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| **2.8 Staff involved in the project** |
| *(Please provide information on the number of staff involved in the project activities and describe their roles and responsibilities.)* |

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| **2.9 Monitoring provisions** |
| *(Please explain how your organization will monitor the implementation and performance of the project. List indicators that will be used to assess the results of the project)* |

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| **2.10 Risks and mitigation measures** |
| *(Please identify the main risks for project implementation and describe the measures put in place to mitigate them.)* |

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| **2.11 Sustainability** |
| *(Please describe how the project will be sustained after the grant has been ended. What measures will be put in place to ensure sustainability?)* |

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| **2.12 Evidence based prevention methods** |
| *(Please indicate which type(s) of evidence-based prevention intervention(s) and/ or policy(ies), as listed in the International Standards on Drug Use Prevention (http://www.unodc.org/unodc/en/prevention/prevention-standards.html), this project will utilize.)* |

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| **2.13 Youth Engagement** |
| *(Please describe shortly how this project will support active youth participation, and connect the participating youth to other youth groups participating in the UNODC Youth Initiative globally, for example via social media.)* |

1. **COSTED WORKPLAN** (*Please make sure that the information stated in the work plan aligns with the information stated above and in the budget*)

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| **Expected results** | **Main Planned activities** | **Implementation period (months)** | | | | | | | | | | | | **Amount** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **TOTAL PROJECT COST** | | | | | | | | | | | | | |  |

1. **BUDGET (Please use budget template in Excel format)**