**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 fiscal year (in the absence of audited statements, any other official document demonstrating the annual income of the previous year will be accepted) |  |  |
| Written statement explaining the difference between the proposed and the previous project (for organisations who have previously benefitted from a UNODC DAPC -grant) |  |  |

**PROPOSAL SUMMARY**

1. **APPLICANT INFORMATION (max. 1 page)**

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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 aim to prevent substance use and support the healthy and safe development of children and 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** |
| *(Please mention (if any) project(s)in the last 5 years which were funded, even partially, by UNODC or any UN organisations. Provide name of the donor organisation, size of the grant received, date, duration and location of the project and a brief description.* ***Please indicate here clearly if any of these grants were awarded under the DAPC-grant scheme administered by UNODC****.)* |

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| **1.3. Prior experience in working with international organizations** |
| *(Please mention any project(s)in the last 5years which were funded, even partially, or implemented with the support of international organizations. Provide name of the donor organisation, size of the grant received, date, duration and location of the project and a brief description.)* |

1. **PROJECT INFORMATION** (*max. 3 pages*)

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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** |  |
| **Project dates** | *(Please note that it is likely that implementation will be able to start on 1 January 2016 at the earliest)* |

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| **2.1 Project summary** |
| *(No more than 200 words)* |

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| **2.2 Activities to be implemented** |
| *(Please describe the project activities.)* |

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| **2.3 Project end-beneficiaries** |
| *(Please provide information on the targeted beneficiaries. Give a rough estimate of how many people the project will be able to reach/support.)* |

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| **2.5 Specific objective(s) of the project** |
| *(Please list defined objectives that are specific, measurable, achievable, relevant and time-bound.)* |

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| **2.6 Expected results of the project** |
| *(Please explain what the expected outcome of the proposed project will be on the situation of end-beneficiaries.)* |

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| **2.7 Evidence based prevention methods** |
| *(Please indicate which type(s) of evidence based prevention intervention(s) and/ or policie(s), 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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| **2.8 Youth involvement** |
| *(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** (*max. 2 pages*)

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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. **BANKING INFORMATION**

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| |  | | --- | | **4.1 Disbursement modality (payment to the account of NGO is recommended, please justify if this is not feasible)** | |  |  |  |  | | --- | --- | | **4.2 Details of bank account in which the DAPC/UNODC NGO Grant Proposal award would be deposited** | | | Account title: |  | | Account number: |  | | International routing code (IBAN or BIC Number, SWIFT-code): |  | | Bank name: |  | | Bank address: |  | |  |  |  |