**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) |  |  |

**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 promote youth development and/or youth crime prevention (please also describe any sport related activities implemented in these fields).** |
| *(Please provide date, duration, location, brief description, major donor, partner(s) if any.)* |

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| **1.2. Prior experience in implementing community mobilisation activities and/or activities that raise awareness on the prevention of crime, violence and drug use among youth (please also describe any sport related activities implemented in these fields).** |
| *(Please provide date, duration, location, brief description, major donor, partner(s) if any.)* |

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| **1.3. Prior experience in working with the UN or other international donor organisations** |
| *(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** (*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** | *(Please justify the national reach)* |
| **Project dates** | *(Please note that implementation will be able to start on 1 September 2017 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?)* |

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