**PROJECT PROPOSAL APPLICATION FORM**

**CHECKLIST**

***Please make sure your application includes each item specified in the below checklist.***

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| --- | --- | --- |
|  | YES | NO |
| Project proposal (Word Format) |  |  |
| Project budget (Excel Format) |  |  |
| Registration certificate |  |  |
| Audited organisational financial statements for the last two fiscal years. In the absence of audited statements, other official documents, signed by an authorised representative and demonstrating annual income will be accepted |  |  |
| Signed certification (template attached) |  |  |

**Project Proposal**

1. **CAPACITY OF THE ORGANISATION**

**1.1 Applicant details**

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| **Name of APPLICANT** |  |
| **Address of APPLICANT** |  |
| **Type of institution**  | *Non-governmental organization (NGO); Community-based organization (CBO)* |
| **Date of registration** |  |
| **Place of registration** |  |
| **Website**  |  |
| **Headquarters location**  | *City and country* |
| **Primary contact person**  |  |
| **Telephone number**  |  |
| **Email address** |  |

* 1. **Prior experience in implementing similar activities**

Please provide a description of up to three recent projects through which the applicant can demonstrate:

* Experience in anti-corruption activities, media & public awareness campaigns
* Experience working on the implementation of the UNCAC and its review mechanism
* Experience on working with the private sector in the field of anti-corruption

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| **Project 1** |
| Name of the project  |  |
| Description of the project |  |
| Name of donor |  |
| Location |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results  |  |

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| **Project 2** |
| Name of the project  |  |
| Description of the project |  |
| Name of donor |  |
| Location |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results  |  |

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| **Project 3** |
| Name of the project  |  |
| Description of the project |  |
| Name of donor |  |
| Location |  |
| Duration |  |
| Total cost |  |
| Number of staff involved |  |
| Results  |  |

1. **APPROACH**

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| **Project title** |  |
| **Grant amount requested from UNODC in USD** |  |
| **Location of the project** |  |
| **Project dates**  |  |

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| **2.1 Project summary** |
| Please describe the proposed project, and the way in which it responds to the objectives (see Call for Proposals 1.2), thematic focus and priorities (see Call for Proposals 1.3) of this grants programme |
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| **2.2 Specific objective(s) of the project**  |
| Please define objectives that are specific, measurable, achievable, relevant and time-bound |
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| **2.2 Methodology**  |
| Please describe the project methodology; and specifically which of the priority indicative and/or innovative activities (see Call for Proposals 1.3) will be utilised |
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| **2.3 Beneficiaries**  |
| Please give a rough estimate of the number and characteristics of the beneficiaries that the project will reach |
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| **2.6 Active involvement of women and youth** |
| Please describe how the applicant will ensure that women and youth are actively involved in the design and leadership of the project |
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| **2.7 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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1. **Workplan**

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| --- | --- | --- |
| **Expected results** | **Main Planned activities** | **Implementation period (months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
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