**APPLICATION FORM**

**CHECKLIST**

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

|  |  |  |
| --- | --- | --- |
|  | 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**

|  |  |
| --- | --- |
| **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) |  |

|  |
| --- |
| **1.1. Prior experience in HIV prevention, treatment, care and support among people who use drugs or for people in prison .** |
| *(Please provide date, duration, location, brief description, major donor, partner(s) if any.)*  |

|  |
| --- |
| **1.2. Prior experience in capacity building with Community Based Organisations specially in the area of HIV Prevention, treatment and care for people who use drugs or for people in prison** |
| *(Please mention project(s)in the last 3 years which demonstrate your experience )* |

|  |
| --- |
| **1.3. Prior experience in working with international organizations**  |
| *(Please mention any project(s)in the last 3 years 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**

|  |  |
| --- | --- |
| **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)* |

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

|  |
| --- |
| **2.2 Specific objective(s) of the project**  |
| ***(Please define objectives that are specific, measurable, achievable, relevant and time-bound.)***  |

|  |
| --- |
| **2.3 Activities to be implemented**  |
| *(Please describe the project activities)* |

|  |
| --- |
| **2.4 Expected results of the project**  |
| ***(Please explain what the expected outcome of the proposed project will be on the situation of end-beneficiaries.)***  |

|  |
| --- |
| **2.5 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 people the project will be able to reach/support.)* |

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

|  |
| --- |
| **2.7 Staff involved in the project** |
| *(Please provide information on the number and the experience of staff who will be involved in the project activities.)*  |

|  |
| --- |
| **2.8 Monitoring provisions** |
| *(Please explain how your organization will monitor the implementation and performance of the project.)* |

|  |
| --- |
| **2.9 Performance indicators** |
| *(Please provide a list of indicators per activity that will be used to assess the progress and performance of the project, and the achievement of the expected results.)*  |

|  |
| --- |
| **2.10 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?)*** |

|  |
| --- |
| **2.11 International/UN standards and guidelines regarding the types of interventions and policies found effective**; |
| * The proposal will be evaluated on the basis of how well the project activities are in line with the types of interventions and policies, as outlined in the International Standards/ Technical guides provided in Section 1.1.
 |

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

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

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