**Invitation for competition of Ukrainian Cluster’s small projects**

**Application Form**[[1]](#footnote-1)

(Please, read the Call Guidance prior to filling in the below Application Form)

 **Application registration number**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(to be filled in by GIZ)*

* 1. **Administrative and organisational information**

|  |  |
| --- | --- |
| Name of organisation/Cluster: |  |
| Address, contact info: |  |
| Legal form: |  |
| Month/Year of registration as a legal entity: |  |
| Website/Facebook page: |  |
| Number of members/participants in the Cluster: |  |
| Main charter’s objectives /tasks of the organization/Cluster | *(max. 100 words)* |
| Name and contact data of person in charge of the organisation/Cluster: |  |
| Experience of the organization/Cluster in similar projects, sector and regions (incl. years of experience): | *(max. 300 words)* |
| Resources of organization (premises, technical equipment, furniture, communication (Internet, telephone communication |  |

* 1. **Project proposal / Technical description**
		1. **General information on suggested project**

|  |  |
| --- | --- |
| Title of the project: |  |
| Short project description: | *(max. 300 words)* |
| Relevance to the GIZ project priority (-ies):  |  |
| Total budget in EUR/UAH: |  |
| Own contribution (Yes/No) |  |
| Possible contribution from the third party (Yes/No) |  |
| Indicative timeframe for implementation of your project | *From\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Contact person responsible for coordination during whole period of project implementation, related activities and working level communication with GIZ project team (Name, Position, Tel, E-mail address) |  |

* + 1. **Project outline**

|  |  |
| --- | --- |
| Project rationale and background:*Please describe the challenge(s) you aim to target*  | (*max. 500 words)* |
| Specific objectives:*Please describe the specific objectives the project aims to reach.* | *(max. 500 words)* |
| *Methodology and activities:**Please describe the approach and key activities planned.* | *(max. 500 words)* |
| *Beneficiaries:**Please describe the beneficiaries.* | *(max. 200 words)* |
| Expected impacts:*What are the benefits of the planned project*? | *(max. 500 words)* |
| Risk & mitigation:*Please describe how you will deal with risks* | *(max. 200 words)* |
| Sustainability:*Please outline how the results will be ensured and maintained after the project has ended.* | *(max. 300 words)* |
| Why the project has to be supported by GIZ?*Please explain* | *(max. 300 words)* |

2.3. Description of project activities:

|  |  |  |
| --- | --- | --- |
| Timeframe (from mm.yyyyto mm.yyyy) | Activities | Result  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Please add/delete the lines, if required*

2.4 Monitoring and evaluation/project’s results/outcomes’ indicators:

|  |  |
| --- | --- |
| Quantitative indicators (results) | Qualitative indicators (results) |
|  |  |
|  |  |
|  |  |

*Please add/delete the lines, if required*

2.5. Project staff

|  |  |  |  |
| --- | --- | --- | --- |
| Position | First name, last name | Responsibilities under the Project | % of employment under the Project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add/delete the lines, if required*

2.6. Viability and continued funding

2.7. Any other relevant information (project related):

*Signature the Head of the organization/Cluster*

**ANNEXES**

**Application checklist:**

Herewith we confirm that the below documents are submitted as Annexes to this Application

|  |  |  |
| --- | --- | --- |
| **Annex Nor** | **Name of the Annex** | **Attached** (Please, mark as yes or no) |
| **Annex 1** | Agreement for processing the personal data provided in the application (*іn Ukrainian only)* |  |
| **Annex 2** | CV of the proposed project Team Leader |  |
| **Annex 3** | Budget (according to the template) |  |

**Annex 1: Agreement for processing the personal data provided in the application** (*іn Ukrainian only)*

**Згода на збір та обробку персональних даних**

Я, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (прізвище, ім'я, по батькові), підтверджую, що інформація, надана мною, є правильною і достовірною. Я добровільно даю свою згоду на обробку персональних даних, наданих у цій заявці з метою проведення зазначеного грантового конкурсу.

Я підтверджую, що в повній мірі проінформований (-на) про мету обробки персональних даних до надання такої згоди, а також про свої права відповідно до Закону України «Про захист персональних даних».

Особисті дані, надані в цій заявці, можуть бути передані, в тому числі третім особам, без моєї письмової або іншої згоди, і про це не слід будь-яким чином повідомляти мене.

Дата:

Підпис: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of organization/Cluster)

**Annex 2: CV of the envisaged project team leader** *(CV should be submitted in English and Ukrainian).*

1. *To be drafted in Ukrainian language and translated into English. Both, Ukrainian and English versions of the Application Form, including Annexes should be submitted. Exception is only for Annex 1, which could be in Ukrainian only.* [↑](#footnote-ref-1)