# **Annex 1.2 of the RFA – Full Application Form and Budget Template (Required on the second stage of the application assessment process)**

**Maximum 15 pages (All project proposals over $ 10,000 in the**

**budget must be submitted in English)**

**Gender and Social Inclusion – Cross-Cutting topic**

* **Applicant:** Title/Name, Tax Identification Number
* **Co-applicant** (If needed):
* **Project Title:**
* **Contact Information:** Telephone Number, Email
* **Program Manager:**

1. **Program Background (5-7 pages)** 
   1. **Program Description:** Give a brief overview of the program, including the problem or opportunity it addresses, the methods used, and the expected outcomes.
   2. **Objectives:** Identify the specific goals and objectives of the program. What do you hope to achieve through this program?
   3. **Scope:** Describe the scope of the program, including the intended audience or target group, the geographic location, and any limitations or restrictions.
   4. **Methodology:** Briefly describe the methods and techniques that will be used to achieve the goals and objectives of the program.
   5. **Deliverables:** Identify the key deliverables that will be produced as part of the program.
   6. **Timeline:** Provide an overview of the project timeline, including key milestones and deadlines.
2. **Program’s Technical Approach to Implementation (5-7 pages)**
   1. **Activities:** Describe specific activities you propose to undertake under specific goals of the project.
   2. **Expected Results:** Describe specific results anticipated to be achieved by the project. Please elaborate on the effect of the results on the target groups.
   3. **Project Management:** Describe how the project will be managed and who will be responsible for what aspects of the project.
   4. **Stakeholder Engagement:** Describe how stakeholders will be engaged throughout the project.
   5. **Inclusion of women and youth:** Describe specific approaches or activities addressing the issues of women and youth.
   6. **Monitoring and Evaluation:** Describe specific approaches/tools for the program’s monitoring and evaluation and data analysis.
   7. **Sustainability:** Describe specific steps ensuring that the project's outcomes are sustained beyond the program’s completion. How will the project be scaled up or replicated if successful?
   8. **Communication and Dissemination:** Describe how the project's findings and outcomes will be communicated to relevant stakeholders and the wider community. What channels and formats will be used to disseminate information about the project?
3. **Organization Background and Capacity (2-3 Pages)**
   1. Brief history of the organization, including founding date and key milestones
   2. Brief overview of the organization's mission and goals
   3. Brief overview of the organization's programs and services
   4. Brief Overview of the organization's governance structure and leadership team
   5. Brief description showcasing organization capacity of same-level funded program implementation.
   6. Brief overview of organizational key personnel (2-3 CVs can be attached to the application).
4. **Budget**
   1. Justification narrative of the budget
   2. Detailed budget – Annex 1.2.1 (Excel File)