***USAID’s Community Collaboration Activity***

*Promoting the accountability of local governance and building greater community-level social cohesion in Kosovo municipalities*

**APPLICATION FORM**

**Application number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(to be filled out by CCA) (to be filled out by CCA)*

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| **Name of applicant:**  |
| **Title of project:**  |
| **Overall budget of the project (USD):**  |
| **Funding requested from CCA (USD):**  |
| **Project Location(s):**  |
| **Duration of the project (months):**  |

***Please read carefully the Request for Applications (RFA) before filling in this Application Form.*** *Do not change the layout of this application form. The form must be filled out electronically in Albanian, Serbian or English, using 12-point font size, not exceeding 10 pages. Pages that contain tables, charts or graphs are subject to the page limitation. CVs of key proposed personnel do not count against this page limit. All information must be correct and complete, and with as many details as needed to allow the Selection Committee to clearly understand the project proposal.*

**BASIC INFORMATION**

|  |  |
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| Registration number |  |
| Date of registration  |  |
| Registered as (e.g., foundation, association, governmental organization, public administration institution etc.) |  |
| Full postal address  |  |
| Name, title and contact information of the legal representative  |  |
| Phone number |  |
| Email address |  |
| Web page |  |
| Total budget in the previous financial year  |  |
| Bank account number  |  |
| DUNS number  |  |

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| What is the mission of your organization?  |  |
| Area(s) of activity as described in the Founding Act |  |
| How many people work in your organization? |  |

**PROJECT DESCRIPTION**

**Which of the following four outcomes of the CCA is your project contributing to? (Select more than one, if applicable):**

[ ]  Outcome 1: Greater citizen involvement in identifying and solving local community challenges (with a special focus on women, youth and other underrepresented citizens);

[ ]  Outcome 2: Enhanced multiethnic collaboration around community issues in the Kosovo context;

[ ]  Outcome 3: Better collaboration between citizens and municipal governments;

[ ]  Outcome 4: Improved citizen satisfaction with performance of their municipalities.

**Project Title**

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**Summary of the project** (brief overview of basic information about the project in no more than 100 words):

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**Partnerships** (If the project will be implemented in partnership with another organization/entity provide information thereof (name, registration number, type of entity, and role in project), if none then type N/A):

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**Cross-sectoral partnerships** (Does your project involve partnerships between citizens, government, civil society, the private sector, and media?).

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**Leveraging domestic resources** (Will the project leverage any domestic resources, such as financial or in-kind grants, in addition to the funds requested from CCA? If yes, please elaborate.):

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**SECTION I: DESIGN AND APPROACH**

**Problem Analysis** (Briefly explain the situation that is directly related to your project and that your activities will contribute towards):

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**Goal and Objective(s)** (Describe specifically what you want to achieve with this project to address the problem described above. Must be specific, clear, measurable and realistically achievable within your project time frame):

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**Activities** (describe all the activities that will take place in the course of the project and how they contribute towards the goal and objectives):

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**Activity implementation timeline** (list activities and mark in which month it will be implemented, *month 1 = first month of project implementation*), add rows and columns as necessary):

|  |  |
| --- | --- |
| Activity | Month |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |  |
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**Describe how the proposed activities will be implemented while taking into consideration the measures pertaining to the COVID-19 pandemic:**

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**Expected results** Please describe how the expected results contribute to the four outcomes of CCA listed above. (Please include 2-3 indicators for each expected result that you will use to demonstrate that the result was achieved, and specify where the data (numbers OR text) will come from):

 *Please add more rows as needed.*

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| --- | --- | --- | --- |
| **Results** | **Indicators**  | **Source of information**  | **Which CCA outcome it contributes to** |
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**Briefly describe potential risks involved in implementing your project and how will these risks be minimized:**

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**SECTION II. IMPACT ON TARGET GROUP(S)**

**Target group(s)** of the project including how do they participate in the activities. Describe how your activities address the needs identified by the residents of the target community/ies, use solutions proposed by the local residents, and/or implemented by the local community members in collaboration with municipal officials. In addition, specify how members of multiple ethnic groups, women and youth will actively participate in designing and implementing the proposed activities:

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**Beneficiaries** (include thedirect and indirect beneficiaries of the project, specify how they benefit from the project):

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**Describe how you plan to inform the general public about the achievements and results of the project:**

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**SECTION III: MANAGEMENT CAPACITY**

**Proposed staff to implement the project** (list names of staff and their role in the project, including external associates or experts involved in the project, provide a brief bio for each, attach CVs separately):

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| **Name, last name,** **position in the organization:** | **Role in the project:** | **Brief bio:** |
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**Prior experience implementing similar activities** (briefly describe current and/or past experience):

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**SECTION IV: SUSTAINABILITY**

**Sustainability of the project:** How will the achieved project results be preserved, reproduced, and further developed after your project ends? In what ways could the project attract other donors or generate other income to continue or replicate the activities?

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**Commitment from the local government:** Describe why you believe that the local government in your target area is willing to work with citizens to resolve their concerns (this can be a letter of support from a local government office, a description of a verbal agreement reached by the applicant and a local government office or a brief description of examples of how local government collaborated with citizens in target areas).

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| **Authorized representative (name, last name, signature)**  |