**GRANT APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| Name of applying organization |  | |
| Type of organization | □ Association □ Foundation □ Union | |
| Tax number |  | |
| Place of registration |  | |
| Representative(s) of the organization |  | |
| Date of registration | |  | |
| Bank account number |  | |
| Bank account number (IBAN format) |  | |
| Address |  | |
| Phone and fax number | | Phone: | Fax: |
| Email address | |  | |
| Website  Social media sites | |  | |
|  | |

|  |  |
| --- | --- |
| Project title |  |
| Field of project | 🞎 education  🞎 culture  🞎 heritage  🞎 tradition  🞎 social field, healthcare  🞎 capacity building  🞎 community development |
| Project start date |  |
| Project end date |  |

**About the project**

|  |  |
| --- | --- |
| Name of project manager |  |
| Project manager’s position |  |
| Email address |  |
| Phone number |  |

1. Brief description of the problem or issue, the project is tackling. Relevance of the project: why is the project needed? (Max. 3000 characters)
2. Goal of the project: short description of the suggested solution of the problem. (Max. 3000 characters)
3. Target audience of the project: with whom and for whom will be the project carried out? (Max. 2000 characters)
4. Planned activities throughout the project and the relevance of these activities: what will you do in order to achieve the goals of the project? (Max. 5000 characters)
5. Methodology of the planned activities: how will you carry out the activities? Max. 3000 characters.)
6. Time frame and schedule of the project (Gantt chart).
7. Outcome of the project: what will change, and how will you measure it? What are the project’s own indicators? (Max. 4000 characters)
8. Communication of the project (Max. 3000 character)
9. Risks and threats (Max. 3000 characters)
10. Introduction of the applying organization: organizational background and capacity. Please describe the mission and goals of your organization and list the main activities of the organization. Please describe the organizational structure and work distribution. What kind of further capacity does the organization have (volunteers, professional partners, experts, supporters etc.)? (Max. 2500 characters)
11. Professional capacity of the applying organization: please provide information about the paid and volunteer/pro bono professional staff members of the project.

**Organizational capacity**

Please list other projects and activities, which are carried out by the organization at the same time as the project is planned.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the project | Project budget | Funding source | Main activities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Partnership and cooperation

|  |  |
| --- | --- |
| **Partner organization** | |
| Name of partner organization |  |
| Representative of partner organization |  |
| Phone number, Fax number, E-mail address |  |
| Amount of financial contribution provided by partner organization |  |
| In kind contribution provided by partner organization |  |
| Amount of financial support received by partner organization |  |
| Reasons for involving partner organization. Roll and tasks of partner organization in the project. (Max. 2000 characters) | |
|  | |

Project budget and requested amount of support

|  |  |
| --- | --- |
| Project’s total cost |  |
| Own contribution (other funding sources) |  |
| Partner organization’s contribution |  |
| Requested from Mozaik Hub – JDC/MAZS |  |

Upload detailed project budget

For submitting your grant application, please upload the following documents.

* Activity and financial report from the previous operational year *(if not accessible online)*,
* **Current** listing of the organization in the official public register