**ANNEX A: Application**

**Please ensure the following documents are included in your application:**

- Completed Application form with Past Projects

- Completed Theory of Change in GCERF template

- Completed Proposed budget

- Copies of organisation’s registration documents

- Latest Audit/financial examination Reports

- Proposed organisation chart for the project (not for your organisation)

* 1. **Organisational Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation Name** | |  | | |
| **Acronym** | |  | | |
| **Type of organisation (national, international)** | |  | | |
| **Date of Establishment** | |  | | |
| **Annual Budget Over the Last Two Years  (USD)** | | **2023** | **2024** |
|  |  | |
| **Number of Full-Time Employees** | |  | | |
| **Headquarter Address** | |  | | |
| **Number of Field Offices** | |  | | |
| **Website** | |  | | |
| **Social Media Accounts** | |  | | |
| **Contact Person** | **Name** |  | | |
| **Position** |  | | |
| **E-mail Address** |  | | |
| **Phone Number** |  | | |

Other information about the organisation - Not obligatory to have

|  |  |
| --- | --- |
| **Is the organisation women-led? (Including Executive Director, President, Chair of the Board, among other leading titles)**  **If yes, please add the name of the leadership.** |  |
| **Is the organisation youth-led? (The leadership’s age is smaller or equal to 35 years old at the moment of the application)**  **If yes, please add the name of the leadership.** |  |

1. **Proposed Programme Information Summary**

|  |  |
| --- | --- |
| **Proposed Programme Title** |  |
| **Proposed Duration (months)** |  |
| **Proposed Geographic Location(s)** |  |
| **Preliminary Funding Request (USD)** |  |
| **Proposed Programme Objective** |  |

1. **PART 1 – PROPOSED PROGRAMME CONCEPT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Violent extremism context** | | | | | |
| In the Proposed Geographic Location(s):  What are three key issues driving recruitment and radicalisation in the selected communities? | | | | | |
| What are the VE drivers that your programme aims to address? | | | | | |
| What other PVE initiatives are underway in these areas and what is the complementarity with the proposed programme? Are you involved in any PVE coordination mechanisms? | | | | | |
| What evidence / experience / expertise do you have in PVE programming? | | | | | |
| 1. **Focus Population Group(s)** | | | | | |
| Focus populations - Based on the broad groups in the EOI, please list the **specific** groups of people (sex and age disaggregated) who you plan to work with **in each location** and **explain why** | | | | | |
| **Specific Group** | | **Location** | | **Reason to include** | |
|  | |  | |  | |
|  | |  | |  | |
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|  | |  | |  | |
|  | |  | |  | |
| Explain how and why you selected locations and population groups. | | | | | |
| What level of consultation have you undertaken with target groups? | | | | | |
| Please provide findings from focus groups, interviews, past programming | | | | | |
| 1. **Theory of Change Narrative** | | | | | |
| What problem or gap are you trying to address? | | | |  | |
| What objective do you intend to achieve to contribute to solving these problems? | | | |  | |
| What are the key activities you will implement to achieve this objective? | | | |  | |
| What do you need other stakeholders to do in order for these activities to meet the desired objective? | | | |  | |
| 1. **Programmatic Approach** | | | | | |
| Who are other stakeholders in the project (e.g. state, religious authorities, security sector, etc.) and how will you work with them? | |  | | | |
| How will the proposed programme contribute to the National Strategy on P/CVE and CT (if it exists)? | |  | | | |
| What are the top three risks within your programme’s control that you foresee and how do you plan to mitigate them? | |  | | | |
| How the principle of Do-No-harm will be reflected during different stages of programme development and implementation? | |  | | | |

1. **PART 2 – ORGANISATIONAL CAPACITY**

**Not obligatory to have, can be developed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Does your Organization have a Strategic Plan ?  (period covered?)** | | |  | | |
| **Were any of your programmes evaluated by an external agency in the last three years? (date, organisation)** | | |  | | |
| **Do you have a written policy or guidelines covering the areas below ?** | | | | |  |
| Child Protection and Safeguarding | Whistle-blower | Monitoring and Evaluation | | Security Management | Communications |
|  |  |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number of Finance Staff** | | |  | | | |
| **Do you have a written policy or guidelines covering the areas below ?** | | | | | |  |
| Accounting and Financial Reporting | Budget & Cash management | HR management | | Procurement of goods and services | Fraud, bribery, corruption | Conflict of Interest |
|  |  |  | |  |  |  |
| **Who were the three largest donors of your organsiation (total value of signed contribution)?** | | | | | | |
| 2022 (Name) | (USD) | 2023 (Name) | | (USD) | 2024 (Name) | (USD) |
|  |  |  | |  |  |  |
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**If you are applying as a Consortium Lead, please fill the below section**

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| --- | --- | --- | --- | --- | --- |
| **Please describe your experience of being a Consortium lead** | | |  | | |
| **Describe the capacity building you have provided to partners** | | |  | | |
| **Do you have a written guidelines that address the areas below ?** | | | | | |
| Identification and selection of partners | Contracting mechanism of partners | | Capacity development of partners | Operational management of partners (M&E) | Financial management of partners |
|  |  | |  |  |  |
| **Which proposed organizations will join the consortium?** | | |  |  |  |
| **NAME** | | **Main Role and Added Value** | | | |
|  | |  | | | |
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**Declarations in support of application for the role of Principal Recipient**

|  |  |
| --- | --- |
| **Has your Organisation previously applied to GCERF (Yes/No)** |  |

If your organisation is selected as a Principal Recipient, you will be expected to form a Consortium of potential Sub-Recipients that meets the expectations of both a GCERF Consortium and Sub-Recipients. A Principal Recipient is responsible for coordinating the development of a Consortium Proposal. A Principal Recipient is expected to establish written agreements with each potential Sub-Recipient prior to the submission of a Consortium Proposal.

By signing this Expression of Interest you confirm:

* your organisation acknowledges and is able to accept the role of a Principal Recipient as described above;
* that the information provided is correct to the best of your knowledge;
* you have read and agree to comply with the terms described in the GCERF code of conduct.

|  |  |
| --- | --- |
| **Name** |  |
| **Designation/Position** |  |
| **Organisation** |  |
| **Signature** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Past Projects** |  |

# Please enter the relevant information into the table below. Only describe projects that your organisation has directly worked on in the last three (3) years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name and objectives of the project** | **Donor** | **Budget (USD)** | **Duration** | **Location** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

*Add rows as required*