**ANNEX A: Application**

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

1. Copies of organisational registration documents
2. Latest Audit Reports
3. Theory of Change in GCERF template
4. Proposed organisation chart for the project (not for your organisation)
5. Completed Annex B (Details of your past projects)
6. Completed Annex C (Proposed budget)
	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**

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

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

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| 1. **Violent extremism context**
 |
| In the Proposed Geographic Location(s) above: What are three key issues driving recruitment and radicalisation in the selected communities?   |
| What are the PVE 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**  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| 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**

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| --- | --- |
| **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)  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**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**  |
|   |   |
|   |   |

**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.

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