**Eastern Partnership: Open Door Grants**

**Annexe 1**

**APPLICATION**

1. **Project title [name]:**

Project name is your brief concept and your access to the market. Give it a winning, self-explanatory title.

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1. **Total funds requested:**

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/Must not exceed EUR 25,000/

1. **Implementing organisation and the contact person:**

Please list the implementing organisation(s) and their core capacity. Name a contact person who will be managing project-related communication with the OGP Support Unit.

| **Period of implementation of the Project** |  |
| --- | --- |
| **Name of the Organisation according to the constituent documents** |  |
| **Legal form of the Organisation** |  |
| **Registered address of the Organisation** |  |
| **Mailing address of the Organisation** |  |
| **Contact telephones, e-mail, the Organisation's website (if available)** |  |
| **Name and contact information for the Head of the Organisation** |  |
| **Name and contact information for a point of contact for the Project**  |  |

1. **Executive summary:**

Summarise the project. Briefly state main problem, key objectives, target group, and the proposed approach.

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/Must not exceed 200 words/

1. **Problem:**

A problem statement is the justification of your project proposal. Describe the context and specific problems you are addressing. Who is the target group for this project? What is the "pain" that you are attempting to address?

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/Must not exceed 400 words/

1. **Proposed approach:**

What are the main objectives of the project? What is the theory of change offered in your project? How will it work? What is your experience in doing similar work?

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/Must not exceed 500 words/

1. **Replicability and sustainability:**

Is the project specific to a given context, or can it be replicated or borrowed? What is your plan to sustain the impact of the project beyond the funded period? How could you take advantage of the OGP networks and partnerships?

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/Must not exceed 400 words/

1. **Budget Summary (in EUR)**:

Summarise the resources you require to complete the Project. Because of the limited funds available and the number of proposals we expect, budgets will be scrutinised carefully, and the applicant’s contribution will be encouraged. The period of funding should not exceed one year.

| **Category** | **Description**  | **Requested amount/EUR** |
| --- | --- | --- |
| **Project personnel**  |  |  |
| **Contractual services** |  |  |
| **Equipment** |  |  |
| **Travel and transportation** |  |  |
| **Procurement of software and hardware** |  |  |
| **Other** |  |  |
| **Own contribution:**  |
| **Total:**  |

/Please note: the budget is also filled in a separate form in Excel and attached to the Grant Application./

**9. Activity Plan**

Divide the activities of the Project into separate stages, which should be presented in a logical sequence, and reflect the whole set of planned activities according to the following scheme. Briefly describe content of the activities, as well as their outputs.

| **Event / activity** | **Brief description** | **Output/indicator** | **Month of implementation** |
| --- | --- | --- | --- |
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**10. How did you find out about this opportunity?**

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