

TEMPLATE

Application Form: OGP's Helen Darbishire Fund for Civil Society 2025-27

Kindly note that this document is purely a template, intended to help you prepare for your formal application for the Fund via the [web form](#). Only applications submitted via the web form will be considered.

SECTION 1: APPLICANT INFORMATION

1. Implementing organization(s)*

Please list the full legal name(s) of the implementing organization(s))

2. Description of the organization(s)*

Describe your organization's mission in under 1000 characters.

3. Is the applicant organization(s) a legally registered/recognized entity in the country/region of operation?*

☐ Yes

☐ No

4. Please provide a list of the organization's directors, Board members, or equivalent; officers; and key staff working on the OGP-funded project*:

5. Country of operation*:

List for all organizations involved in case of a consortium

6. Registered address of the organization(s)*:

List for all organizations involved in case of a consortium

7. Organization website(s)*:

8. Social media handles (if applicable): *Please specify the handle and the platform or write the complete URL*

9. How has your organization been involved with OGP processes in your country so far?*

Please specifically describe how your organization(s) has been engaged in/supported core OGP processes, ideally within the past five years. Examples can include: participating in co-creation processes for specific national action plans; engagement of civil society and/or citizens in OGP processes; working with government stakeholders to support implementation of key reforms; etc. (Maximum 3000 characters)

10. Primary contact person*

Please provide details for the person who will be managing project-related communication with the OGP Support Unit.

Name:

Role in organization:

Email address:

Phone number:

SECTION 2: PROJECT DETAILS

1. Project title*:

2. Total amount requested* (in US Dollars):

3. Project duration*

Projects can start as early as September 1, 2025. The maximum project duration is 18 months from the start of the project, depending on the amount of funding requested.

Start date:

End date:

4. Problem statement*

Briefly describe the main problem or need this grant will address. (max. 1200 characters)

5. Objectives*

List out the key objectives of your proposed project. (max. 1200 characters)

6. Approach*

How do you plan to achieve the objectives? Please detail specific activities, strategies, and stakeholders involved. (max. 3000 characters)

7. Results*

What outcomes are you expecting at the end of the project? How do you plan to measure it? (max. 1200 characters)

8. Risk assessment*

Describe any potential risks you foresee to achieving the proposed results, related to political, contextual, management, operational or other factors. Briefly address how the project will mitigate these risks. (max. 1200 characters)



SECTION 3: KEY DOCUMENTS TO ATTACH

- **Organizational registration certificate*** (*maximum file size: 100MB*)
- **Most recent financial statements or audit report*** (*from the last year*) (*maximum file size: 100MB*)
- **Letter of support from members of the OGP national multi-stakeholder forum or OGP country Point of Contact*** (*1 page maximum, maximum file size: 100MB*)
- **Please download the Excel template linked below and fill out the required fields.** In it you will find:
 - A 'Budget summary' tab: With required fields summarizing the resources required for the project in USD. The period of funding should not exceed 18 months. A maximum of 10% for overhead/indirect costs is allowable.
 - Milestone template tab: Milestones listed in the attached document are examples only. Kindly modify them depending on your organizational goals for the period of funding in sequential order. Applicants can list a reasonable proportion for payment as the first milestone at the time of signature of the grant agreement. For the final milestone, please note that, as per standard policy, a minimum of 10% of the full payment will be held back until submission of the grantee final report. Any other milestones can be added. The finalized payment schedule will be subject to discussion.
 - An 'activity plan template' tab: 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 proposed scheme. Briefly describe content of the activities, as well as their outputs.

Please note that all proposal materials must be attached to your online application to be considered (submission via email will not be considered).

- [English Template](#)
- [Spanish Template](#)
- [French Template](#)

If you have urgent questions about your application, please contact hdfcsfund@opengovpartnership.org.

