**APPLICATION FORM FOR THE SUBMISSION OF DEVELOPMENT COOPERATION PROJECTS TO THE CATALAN FUND FOR DEVELOPMENT COOPERATION**

|  |
| --- |
| **Basic information of the project** |
| Name of the applicant: |
| Project title: |
| Country: | Region: |
| Date of the launching and finalization of the project: |
| Number of final beneficiaries: |
| Total amount of the project: |
| Contribution of the applicant: |
| Amount requested to the Catalan Fund for Development Cooperation: |

|  |
| --- |
| **List of documents required to attach to the application form** (fill the space with the documentation presented) |
| **Of the applicant**  |
|  | **Registration document of the association/institution.** The organization must be formally constituted and registered prior to the submission of a project at least one fiscal year before the funds are requested |
|  | **Statute of the organization.** The statute must contain among its purposes the objective to carry out activities and projects for development cooperation and solidarity |
|  | **Annual Report.** The applicant must ensure its experience in development projects |
|  | **Financial report** for the previous year and current year's budget |
|  | To have an **office or a place** where to carry on the management tasks related to the project |
|  | The applicant must provide **documentary evidence** that local authorities are informed about the project  |
|  |

**1- APPLICANT INFORMATION**

# **1.1 APPLICANT INFORMATION**

|  |
| --- |
| Name: |
| Address: |
| City: | Postal code: |
| Telephone: | Fax: |
| Email: |
|  |
| Contact person for the project: |
| Post: |
| Telephone: | Fax: |
| Email: |
|  |
| Date of constitution: | Number of members: |
| Number of staff: | Number of volunteers: |
|  |
| Relationship of the applicant with the target population: |

**2- PROJECT DESCRIPTION**

**2.1 PRESENTATION**

|  |
| --- |
| Project title |
| Location (country, region, village) (attach a map of the location) |
| Total duration of the project (indicate total duration and estimated date of launching and finalization) |
| Period for which the funds are required |
| Summary of the proposed project (maximum one page) |

**2.2 CONTEXT AND JUSTIFICATION OF THE PROJECT**

**2.2.a. Current situation and problematic**

This part must contain: socioeconomic and political context of the region, the problematic identified, other complementary activities which are taking place in the same area, as well as the stakeholders involved

**2.2.b. Historic and justification**

Explain the historic of the project: how it was identified and who identified it. Explain who is leading the project formulation process.

You must describe the need to do this project as a response to the problematic identified.

**2.2.c. Existing an identification or previous study to the project, or existence of a Strategic Plan where the initiative fits in**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (if so, attach it) |

**2.2.d. Diagnosis: problem and objective tree analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (if so, attach it) |

**2.2.e. Participation of the beneficiary population on the planning and execution of the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (if so, explain how you proceed to guarantee the participation of the beneficiary population) |

**2.2.f. Justification of the strategy to develop to solve the problematic of the project**

**2.3 BENEFICIARIES**

**2.3.a. Number and typology of the beneficiary population which will take profit of the project** (Make difference between direct and indirect beneficiaries)

**2.3.b. Criteria used to choose the beneficiary population**

**2.4 INTERVENTION STRATEGY: OBJECTIVES I AND EXPECTED RESULTS**

**2.4.a. Overall objective (OG)**

|  |
| --- |
| Overall objective (OG):  |
| Objectively verifiable indicators of achievement | Sources and means of verification |

**2.4.b. Specific Objectives (OS) –** *(You can add as many tables as specific objectives identified)*

|  |
| --- |
| Specific Objective 1:  |
| Objectively verifiable indicators of achievement | Sources and means of verification |

|  |
| --- |
| Specific Objective 2:  |
| Objectively verifiable indicators of achievement | Sources and means of verification |

**2.4.c. Expected results (ER) -** *(You can add as many tables as specific objectives identified)*

|  |
| --- |
| Expected result 1 (ER1):  |
| The results are the outputs envisaged to achieve the specific objective ... |
| Objectively verifiable indicators of achievement | Sources and means of verification |

|  |
| --- |
| Expected result 1 (ER1):  |
| The results are the outputs envisaged to achieve the specific objective ... |
| Objectively verifiable indicators of achievement | Sources and means of verification |

**2.4.d. Activities (As) –** *What are the key activities to be carried out in order to produce the expected results? (You can add as many tables as activities proposed)*

|  |
| --- |
| Activity 1 (A1):  |
| Description:  |
| Result related to this activity:  |
| Necessary means (What are the means required toimplement these activities, e. g.personnel, equipment, training, studies, supplies, operational facilities, etc.:) | Economic Cost: |

**2.4.d Logical Framework for the Project** (annex following this table)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DESCRIPTION** | **OBJECTIVELY VERIFIABLE INDICATORS OF ACHIEVEMENT** | **SOURCES AND MEANS OF VERIFICATION** | **ASSUMPTIONS** |
| OVERALLOBJECTIVE |  |  |  |  |
| SPECIFIC OBJECTIVE |  |  |  |  |
| RESULTS |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITIES** | **DESCRIPTION** | **MEANS** | **COSTS** |
| A1. |  |  |  |
| A2. |  |  |  |
| A3. |  |  |  |
| (...) |  |  |  |
| Total (1) |  |

(1) This amount will be the same as the Direct Costs of the Budget of part 6

**2.4.e. Action plan of activities**

|  |  |
| --- | --- |
| Date of the launching of the project (month/year): |  |
| Date of finalization of the project (month/year): |  |

|  |  |
| --- | --- |
| ACTIVITIES | MONTHS |
|  | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| A1. |  |  |  |  |  |  |  |  |  |  |  |  |
| A2. |  |  |  |  |  |  |  |  |  |  |  |  |
| A3. |  |  |  |  |  |  |  |  |  |  |  |  |
| (...) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**3. SUSTAINABILITY OF THE PROJECT FOLLOWING THE END OF THE ACTION**

**3.1. Sociocultural sustainability/feasibility**

Adaptability to the sociocultural specificities of the region. Effect of the project into the vulnerable population.

**3.2. Political sustainability/ feasibility**

Include the structures that will allow results of the Action to remain in place, local ownership, approval of local authorities...

Coherence and synergy with existing structures, and regional and national politics and planning

**3.3. Technical sustainability**

Analysis of the technical part of the project, assessment of the feasibility of the action and appropriate use of methods

**3.4. Capacity to manage and implement actions**

Description of the capacity to manage and implement actions of the applicant. Administrative, organizational and technical capacity to develop the action and guarantee its sustainability

**3.5. Financial sustainability**

Analysis of the project concerning the means, the sources of revenue to cover the operating costs and operational costs

Explain the aspects related with the property of infrastructures and equipments to be used during and after the action, as well as the institution and persons in charge following the end of the action.

**4. AWARENESS ACTIONS**

Description of awareness actions related with the project that have been planned

 **5. HUMAN RESSOURCES TO BE MOBILISED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Functions** | **Contribution / contribution in kind (institution in charge)** | **Remunerated**  | **Volunteer** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. BUDGET OF THE PROJECT**

**6.1 BASIC ECONOMIC DATA**

|  |  |  |
| --- | --- | --- |
|  | Local currency | Euro |
| Total amount of the project: |  |  |
| Total amount requested from Catalan Fund for Development Cooperation : |  |  |
| Contribution of the applicant: |  |  |
| Other expected sources of financing: |  |  |

Detail the exchange rate applied:

**6.2. CO-FINANCING**

Detail other financing partners for this project. If subventions, please indicate the state (to submit, submitted waiting for approval, approved...)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**  | **Amount** | **Estat** | **Percentage (%) of the overall project** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6.1. GENERAL BUDGET OF THE PROJECT (EUROS)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EXTERNAL CONTRIBUTIONS** | **LOCAL CONTRIBUTIONS** | TOTAL |
| **Catalan Fund** | Others(1) | **Subtotal** | Applicant | Beneficiaries  | Others(1) | **Subtotal** |
| In cash | In kind (calculation) | In cash  | In kind (calculation) |
| 1. **DIRECT EXPENSES**
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Land
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Building and rehabilitation
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Equipment and supplies
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Local staff (salaries)
 |  |  |  |  |  |  |  |  |  |  |
| * 1. International staff (salaries)
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Travel and accomodation
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Running
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Unexpected
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Assessment/evaluation
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Awareness campaign
 |  |  |  |  |  |  |  |  |  |  |
| **Subtotal direct expenses** |  |  |  |  |  |  |  |  |  |  |
| **% direct expenses** |  |  |  |  |  |  |  |  |  |  |
| 1. **INDIRECT EXPENSES**
 |  |  |  |  |  |  |  |  |  |  |
| * 1. Management expenses
 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Subtotal indirect expenses** |  |  |  |  |  |  |  |  |  |  |
| **% Indirect expenses** |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |

(1): Detail in the table 6.2.

**Notes:**

DIRECT EXPENSES:

All necessary expenses for the implementation of the project on the field. Those costs for activities or services that benefit this specific project

INDIRECT EXPENSES:

Operating and administrative expenses of the applicant which are not directly related to this project and benefit other projects than this

**7. MONITORING AND EVALUATION OF THE PROJECT**

**7.1 Internal procedures** for the monitoring and evaluation of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (If so, please detail the procedure for the monitoring and evaluation. Detail the number of the activity and the methodology which will be used) |
|  |  |  |  |

**7.2 External procedures** for the monitoring and evaluation of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (if so, please detail the procedure of the external organization for the monitoring and evaluation. Detail the number of the activity and the methodology which will be used) |
|  |  |  |  |

**8. ANNEXS**

(Detail the annex document attached)

Annex 1:

Annex 2:

Annex 3:

Annex ...