**HOPES-LEB FUNDING FOR TRAINING AND CAPACITY BUILDING**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **TITLE OF THE PROJECT** |  |
| **NAME OF THE REQUESTING ORGANISATION** (*the lead organisation in case of a consortium)* |  |
| **COUNTRY** |  |

**PURPOSE**

This form should be used for submitting a proposal for a short project to be funded by the HOPES-LEB programme. The subsidy from the HOPES-LEB budget has a minimum value of €10,000 and a maximum of €60,000 per project. Should the proposal be submitted together with a partner organisation(s), it has to be outlined clearly why such cooperation is sought, what the role of each partner organisation is and which input will be provided by this partner/institution. Annex 3 (i.e. Detailed Description of the project) and annex 4 (i.e. Indicative Work Plan and Action Plan of the Project) can be used to clearly show the division of tasks between the partners.

**INSTRUCTIONS**

* Applications should be completed in **English** and typewritten
* The use of this format is compulsory

- The proposal should be submitted online through the [**Delta system**](https://delta.nuffic.nl/Error/DeadlineIssues?StartTime=09%2F14%2F2021%2006:00:00&EndTime=12%2F01%2F2021%2021:59:00)as indicated on the dedicated [website page](https://www.hopes-madad.org/announcementsecond-round/).

All documents should be submitted in English. Official documents can be submitted in Arabic along with an official translation into English. All documents should be uploaded as PDF to the Delta system as stated in the Call for Proposals.

**The following documents should be part of this proposal:**

|  |  |  |
| --- | --- | --- |
|  | **REQUIRED DOCUMENTS (FOR ALL PROJECTS)** | **Check** |
| **1** | Application Form  | **[ ]**  |
| **2** | Signed Agreement by the requesting organisation (Application form Annex 1). | **[ ]**  |
| **3** | Document of legal registration, showing that the requesting organisation is registered in Lebanon (Application Form Annex 2) | **[ ]**  |
| **4** | Detailed Description of the project (Application Form Annex 3) | **[ ]**  |
| **5** | Indicative Work Plan and Action Plan of the Project (Application Form Annex 4) | **[ ]**  |
| **6** | Checklist on Organisational Capacity Assessment (See COCA)  | **[ ]**  |
| **7** | Organisational chart and description of staff numbers (COCA Annex 1) | **[ ]**  |
| **8** | Annual reports and financial statements of the previous two years (if available) (COCA Annex 2) | **[ ]**  |
| **9** | Budget (template to be downloaded from our website) | **[ ]**  |

1. **Basic Information**

|  |  |
| --- | --- |
| 1. Title of the Project
 |  |
| 1. Location of project
 | [ ]  Beirut (city)[ ]  North (city)[ ]  South (city)[ ]  Bekaa (city)[ ]  Mount Lebanon (city) |
| 1. Name of the requesting organisation
 |  |
| 1. Acronym of the requesting organisation (if applicable)
 |  |
| 1. Postal address, city, country
 |  |
| 1. Headquarters address
 |  |
| 1. Phone number
 |  |
| 1. Website
 |  |
| 1. Details of the contact person for this project (name, position, email address and phone number)
 |  |
| 1. Type of organisation
 | [ ]  Ministry of/ Governmental organisation …………………………………………………….. *(please specify)*[ ]  Youth or labour organisations [ ]  Non-governmental organisation *(please specify)* [ ]  Local [ ]  Regional [ ]  Global [ ]  Other.......................................................*(please specify)*[ ]  Education and/or research institutions[ ]  Other................................................ *(please specify)* |
| 1. What is the goal/mission of the organisation?
 |  |
| 1. Name of the partner organisation (if applicable). If there is more than one partner organisation, please fill in details for all partner organisations.
 |  |
| 1. Acronym of the partner organisation
 |  |
| 1. Postal address, city, country of the partner organisation
 |  |
| 1. Phone number of the partner organisation
 |  |
| 1. Website of the partner organisation
 |  |
| 1. Type of partner organisation
 | [ ]  Ministry of/ Governmental organisation ……… *(please specify)*[ ]  Youth or labour organisations [ ]  Non-governmental organisation *(please specify)* [ ]  Local [ ]  Regional [ ]  Global [ ]  Other .........................................................*(please specify)*[ ]  Education and/or research institutions[ ]  Other..........................................*(please specify)* |
| 1. Where did you learn about the Call for Proposals?
 | [ ]  Organisation *(please specify)* .................................[ ]  Website/Online Platform *(please specify)* .................................[ ]  Twitter *(please specify)* .................................[ ]  Facebook *(please specify)* .................................[ ]  Instagram *(please specify)* .................................[ ]  Blog *(please specify)* .................................[ ]  Other *(please specify)* ................................. |

1. **Implementation of the Project**

|  |  |
| --- | --- |
| 1. Provide a short description of the project in which the goals and objectives of the proposed project are stated.
 |  *(Max 150 words) use annex 3 for a more detailed description of the project and use annex 4 to provide an indicative work plan and action plan.*  |
| 1. Indicate how many direct beneficiaries of the target population will be reached through this project. Provide breakdown in term of gender and nationality.
 |  |
| 1. Indicate how many indirect beneficiaries will be reached through this project (explain how the number of indirect beneficiaries was estimated).
 |  |
| 1. What is the intended duration of the project?
 |  |
| 1. What is the expected start and end date of the project?
 |  |

1. **Ambition of the Project in Reaching Out to Refugees from Syria and vulnerable Lebanese youth**

|  |
| --- |
|  **Indicators of success/ expected results**  |
| 1. Result 1. How will this project address one or more of the priority areas of the educational pathway i.e. to support access to higher and further education, completion of higher and further education, and access to the labour market for refugees from Syria and/or vulnerable Lebanese youth?

*(Assessment Criteria No.1)* | *Please explain (max. 150 words).* |
| 1. Result 2. How will the project respond to a high need for institutional capacity development which in the context of this call is defined as “the improvement of an organisation’s/institution’s capabilities to deliver its mission effectively and efficiently and create sustained change by strengthening managerial systems, human capital, infrastructure, legal frameworks, and core support functions?"

*(Assessment Criteria No.2)* | *Please explain (max. 150 words) and indicate how many organisations will be positively affected by this project.* |
| 1. Result 3. How does your project address the current context in Lebanon (among others, the COVID-19 pandemic and the economic/ financial and social crises)?

*(Assessment Criteria No.3)* | *Please explain (max. 150 words).* |
| 1. Result 4. Will the project provide access to resources and effective solutions to organisations, institutions, and/or other targeted beneficiaries? *(Assessment Criteria No.4)*
 | *Please explain (max. 150 words).* |
| 1. Result 5. Will the project ensure synergies, complementarity and coordination between existing capacity building projects? *(Assessment Criteria No.5)*
 | *Please explain (max. 150 words).* |
| 1. Result 6. Will the project deliver tangible results and clear outputs?

 *(Assessment Criteria No.6)* | *Please explain (max. 150 words).* |
| 1. Result 7. Will the project include relevant partners and strengthen partnerships between higher education, the livelihoods sector, and community-based organisations where possible?

*(Assessment Criteria No.7)* | *Please explain (max. 150 words).* |
| 1. Result 8. Describe the intended result(s) relating to the achievement of gender equality and the specific needs of youth with disabilities. Include indicators on the ratio of refugees from Syria/ vulnerable Lebanese.

*(Assessment Criteria No.8)* | *Please explain (max. 150 words).* |
| 1. Result 9. How do you plan to ensure the sustainability of the results after project completion? Will the project focus on institutional capacity building and not only capacity building of staff and targeted beneficiaries, in addition to ensuring an impact on indirect beneficiaries?

 *(Assessment Criteria No.9)* | *Please explain (max. 150 words).* |
| 1. Result 10. Is the requested budget consistent with the project action plan and in line with HOPES-LEB financial regulations? *(Assessment Criteria No.10)*
 | *Please explain (max. 150 words).* |

1. **Communication and Visibility**

It is essential that the project implementers ensure the visibility of the HOPES-LEB programme, the European Union and the EU Regional Trust Fund in response to the Syrian Crisis, the ‘EU Madad Fund’, throughout the implementation of the project and in the dissemination of the project’s activities, achievements and impact as stated in the Conditions – Rules and Regulations Art. 8.

|  |  |
| --- | --- |
| 1. How do you plan to ensure the visibility of your project and the contribution of the HOPES-LEB programme and the European Union to its funding?
 |  |
| Please refer to the communication and visibility guidelines as stated in the Conditions – Rules and Regulations Article 8. |

1. **Statement of Expected Costs**

A separate budget template should be submitted with this application. The excel form can be downloaded from the dedicate [website page](https://www.hopes-madad.org/announcementsecond-round/).

The amount granted will be based on the requested budget as specified in the budget document as long as this is in line with the eligible cost criteria explained in the ‘Rules and Regulations’. Costs that are not in line with these regulations cannot be covered and will be subtracted from the requested budget. A more detailed description of the cost breakdown can be found under article 4 of the Conditions-Rules and Regulations.

|  |  |
| --- | --- |
| 1. **Total requested budget:**
 |  |

Note: **Projects** will have to undergo a Financial Capacity Assessment. See our COCA Document and the required annexes.

1. **STATEMENT**

Statement by the Requesting Organisation

I, the undersigned in the agreement, being the legal representative of the requesting organisation, certify that:

* Our organisation agrees with the Rules and Regulations of HOPES-LEB project
* Our organisation is available to perform their duties as mentioned in this proposal
* Our organisation is able to meet its obligation to submit the narrative and financial reports according to the requirements and on time
* Any team member who for some reason is unable to perform their project duties will be replaced, at no extra cost, by equally or better qualified persons
* The requesting organisation is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended its activities, and is not affected by any other legal procedure of this type
* The requesting organisation and/or its consortium partners and/or sub-contractors are familiar with the HOPES-LEB guidelines and conditions as presented in the call for proposals
* The requesting organisation is not acting as an intermediary, but is directly responsible for the preparation and management of the project
* The information supplied in this proposal is correct and complete; and the requesting organisation meets the requirements as specified in the eligibility conditions
* The organisation is able to report on all costs that have been made to implement the project.

The bank details of the requesting organisation are:

Bank:

IBAN/Bank account number:

Account Currency:

BIC:

Account holder name:

**Annex 1-** Agreement

Agreements will be filled and signed by all requesting organisations. After assessment of proposals, **only** awarded projects will be signed by Nuffic (the Contracting Authority). This agreement shall become effective as of the date of the last signature affixed hereto by and between the Contracting Authority and the Requesting Organisation.

**1.1 Grant details**

Requesting Organisation:

Partners (if applicable):

Project Title:

**1.2 Reporting Requirements**

|  |  |
| --- | --- |
| **Report** | **Due Date** |
| Interim report due *(to be provided by Nuffic)* |  |
| Final report due *(to be provided by Nuffic)* |  |
| Quarterly Reports due *(to be provided by Nuffic)* |  |

**1.3 Project Budget**

As stated in the conditions the payment will be done in three instalments: 40% at the start of the project, 40% at the moment the project is half-way after handing in the interim report, and 20% after the closing of the project and handing in the final report. Any unused balance from the first and second payments shall be deducted from the subsequent payment. The Requesting Organization shall return any unexpended funds that remain at the end of the project to the Contracting Authority.

|  |  |
| --- | --- |
| **Grant details** | **Amount (EURO)** |
| First payment (40%) |  |
| Second payment (40%) |  |
| Final payment (20%) |  |
| Total amount |  |

**1.4 Signatures**

By submitting this application form to the HOPES-LEB project, the requesting organisation declares to endorse the objectives of the HOPES-LEB Call for Proposals and agrees to follow the rules and regulations stated in Conditions - Rules and Regulations. As part of the rules and regulations the requesting organisation will present evidence of the receiving of every payment.

I, the undersigned, being the duly authorised representative of the requesting organisation, certify that all the answers in this *proposal* are correct and complete.

|  |  |
| --- | --- |
| Requesting Organisation |  |
| Name Authorised Representative |  |
| Position in Organisation  |  |
| Place and Date  |  |
| Signature |  |
| Nuffic Representative |  |
| Signature  |  |

**Annex 2:** Document of Legal Registration showing that the requesting organisation is registered in Lebanon (*Official documents can be submitted in Arabic along with a translation into English*).

**Annex 3:** Detailed Description of the project

**Annex 4:** Indicative Work Plan and Action Plan of the Project

Provide an indicative project work plan/timetable by covering activities, dates, number of days, and link them to the objectives and outputs of the project. Please specify the activities each of the involved organisations will conduct.

The table format below is an example of an indicative work plan and action plan. Requesting organisations can use their own format to present the information mentioned below.

**Indicative Work Plan Example**

|  |
| --- |
| **Overall Project Objective** |
| **Project Objective 1.** |
| Activities | Outputs | Indicators | Organisation |
| 1. |  |  |  |
| 2. |  |  |  |
| **Project Objective 2.** |
| Activities | Outputs | Indicators | Organisation |
| 1. |  |  |  |
| 2. |  |  |  |
| **Project Objective 3.** |
| Activities | Outputs | Indicators | Organisation |
| 1. |  |  |  |
| 2. |  |  |  |

**Action Plan Example**

|  |
| --- |
| **Year**  |
|  |  Half-year 1 |  Half-year 2 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| *Example* | *example* |  |  |  |  |  |  |  |  |  |  |  | *Example* |
| Preparation Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Requesting organisation |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Requesting organisation |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Requesting organisation |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |