

**Access to Justice in Moldova Project**

*Annex 1*

**APPLICATION FORM**

**Grants Program “Strengthening Citizens’ Access to Justice”**

1. **GENERAL INFORMATION**
2. **Official information**

|  |  |
| --- | --- |
| **Name of Organization (applicant)** |  |
| **Address** |  |
| **Telephone, fax, email** |  |
| **Organization’s authority (name and title)** |  |
| **Organization’s legal status**  |   |
| **Names, titles, and address of three references as to applicant’s past performance** |  |

1. **Organizational capacity**

|  |  |
| --- | --- |
| **Is the organization legally registered according to Moldovan law?** | [ ]  Yes[ ]  No |
| **Does the organization have written accounting policies and procedures?** | [ ]  Yes[ ]  No |
| **Does the organization have sufficient staff to implement this project?** | [ ]  Yes[ ]  No |
| **What geographic area is covered by organizational activities?** | *Please list the name and number of regions (raions) where you work.*  |

1. **PROJECT CONTEXT**
2. **Context**

*Describe briefly the context of the proposed project (maximum one page). Where possible, use statistical data, previous studies in the field, national and international recommendations if so.*

1. **Problem Analysis**

*Describe briefly the problem that the project will address (maximum one page). Please be concise and specific.*

1. **Organization Experience**

*Describe briefly the experience of your organization in implementing similar activities and projects (maximum half page)*

1. **PROJECT DESCRIPTION**
2. **Project goal, objectives and results**

*Describe briefly the goal, objectives and results of this project. DO NOT describe activities and outputs. Technically, each objective should have an outcome.*

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Goal** |  |
| **Project Objectives** |  |
| **Project Outcomes** |  |

1. **Project Milestones and Deliverables**

*Describe project milestones and deliverables. Please follow the example in the table below.*

*Delete provided examples. Add additional rows if needed.*

|  |  |  |
| --- | --- | --- |
| Milestones | Deliverables | Due Date |
| **Milestone 1:** Plan the project activity **(*mandatory milestone*)**The organization will develop the project action plan to set milestones, deliverables and the appropriate project timeframe. The action plan will include the payment schedule. | Action Plan | Week one from the beginning of the project |
| **Objective 1** (*please type the 1st objective. The milestones should refer to objective*) |
| *Example:**Milestone 1: Conduct survey x in three localities**The survey will be conducted to establish the baseline for xxxx. The organization will survey xxx citizens from three rural communities. The survey will take place on December xx, 20xx.* *Based on the survey, the organization will develop xxx.**Indicators to be collected:*1. *No of people surveyed segregated based on gender*
2. *No of communities involved in survey*
3. *xxxx*
 | *Deliverable 1: Survey report* |  |
|  |  |  |
|  |  |  |
| **Objective 2** (*please type the 1st objective. The milestones should refer to objective*) |
|  |  |  |
|  |  |  |
|  |  |  |
| **Milestone x:** Develop the Final Narrative Report **(*mandatory milestone*)**To provide an overview on the project implementation and outline the achieved results, it will be develop a Final Narrative Report | Final Narrative Report |  |

1. **Project Sustainability**

*Describe briefly how you will ensure the sustainability of the project*

1. **Project Budget**

*Please see the annex 2: Budget of the RFA*

We, the undersigned, hereby submit this Application to the Access to Justice in Moldova Project for review and consideration. We have materially participated in its preparation. To the best of our knowledge, all information provided is current, complete, and accurate and based on the need to efficiently and effectively meet the needs of the target population.

Name of Applicant Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Authority Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_