EKHN SMALL GRANTS PROGRAM GENDER AND HIV FOR EECA REGION

NARRATIVE PROPOSAL

Please fill in the Project Narrative Proposal and together with the Project Budget send to e-mail: [badalyan@ekhn.pl](mailto:badalyan@ekhn.pl) with the deadline August 02, 2018 at 12:00 (noon) CET. Please delete the Guideline text before submitting your application.

1. **The applicant**
2. **Full name of applicant organisation in English:**
3. **Country:**
4. **Legal status and type of organization:**
5. **Year of establishment:**
6. **Contact Person:**
7. **Contacts (full postal address, email, telephone numbers):**
8. **Website and social pages:**
9. **Annual income of organisation in the last three years (in USD) including income source (name of donors):**

|  |  |  |
| --- | --- | --- |
| Year | Donor | Amount in USD |
| 2017 |  |  |
| 2016 |  |  |
| 2015 |  |  |

1. **Applicant’s experience on Gender and HIV:**
2. **Describe your organization’s mission, vision, management, decision making and hierarchy structure, history, achievements, community/constituency you are accountable to, and overview of current work.**

**The Project**

|  |  |  |
| --- | --- | --- |
| # | Project title: |  |
| 11 | **Project summary (max. 200 words):** |  |
| 12 | **Project starting date and duration:** |  |
| 13 | **Project country:** |  |
| 14 | **Project goals and objectives:** |  |
| 15 | **Project main target group:** |  |
| 16 | **Project budget in USD:** |  |

1. **Project background and current situation:** please analyse and describe the actual situation, emerging opportunities and/or challenges that give context to this project, highlighting what will be changed as a result of this project.
2. **Project description:** in the table below, please outline the project’s results you will achieve by implementing the planned activities to overcome current problems and challenges.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Problem / Challenges | Activities / Input | Results / Impact |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

1. **Project added value:** please, describe some of the essential elements of your strategy that will enable you to successfully accomplish the project’s goals.
2. **Project monitoring and evaluation:** please, describe how are you planning to do the evaluation of your project? What will be the long-term benefits from this project towards your organisation? How will it contribute to the organisation’s sustainability?
3. **Project Partnership:** please, provide information on which other organisations will be involved in your project (list the organizations and planned type of collaboration)?
4. **THE BUDGET**
5. **Itemized budget**

Please fill in the Project Budget as in the provided example framework ‘Itemized Budget’. Mind that costs should be broken down per activity. The mentioned activities should correspond with the activities you have planned in your point # 18.

The personnel costs (salaries including taxes) should not exceed 20% of the total budget. Please itemize the salaries per position (for instance the project coordinator) and per month and indicate how many hours per week the person works. Office costs should not exceed 10%.

For activities, the remaining budget should be used. Your budget should be related to gender sensitive or gender transformative interventions on HIV/AIDS/HCV/TB prevention and sexual health of Key Populations.

Please provide a cash-flow planning for the running period of the project broken down per month, as required in the budget form.