

SMALL GRANT PROPOSAL APPLICATION FORM

for selection of partner organizations in the Western Balkans as part of the Call for Proposal

Applications must be submitted electronically at grantproposals@romaeducationfund.org by 19 April 2019. Please include in the subject line the following: REF Call for Proposal 2019, Country name.

Completed applications will include the following annexes:

1. Application form for small grant proposal
2. Budget table
3. Signed partnership agreement (if applicable)

In addition to the above documents the applicant should attach the following documents:

- Annex 1. Proof of registration
- Annex 2. Organizational statutes
- Annex 3. Annual financial reports for the last two years (2017, 2018) and audit report, if available

Instructions for applying to Roma Education Fund (REF)¹

BASIC INFORMATION

Applicant's contact details for the purpose of this application	
Postal address:	
Telephone number: (fixed and mobile) Country code + city code + number	
Name of the organization requesting grant:	
Contact person for this action:	
Contact person's email:	
Website of the Organization:	
Project Title:	
Location of the action- <i>specify country(ies) region(s) that will benefit from the action</i>	
Anticipated project start date:	
Project duration (dd/mm/yy):	
Requested amount from REF (maximum 20,000€):	
Other sources of funding:	
Total project costs:	
Date of project submission:	

¹ In order to apply to REF please complete: The Application Form· Budget and provide CV-s of key staff

1. Are you implementing this project with a partner organisation?

If yes, please list the partners and their roles in the project

Name of the Partner organization/school/institution	Role in the project	Financial contribution
<i>Add additional</i>		

2. Has your organization previously been awarded a grant from the Roma Education Fund?

If yes, please list previous projects funded by REF

Project code (ID):	Project Start Date	Project Closing Date	Granted budget
<i>Add additional</i>			

3. Which of the following areas of focus does your project most closely contribute to? Please tick the appropriate box for the intervention²

<input type="checkbox"/>	Intervention 1	Early Childhood Education
<input type="checkbox"/>	Intervention 2	Primary Education
<input type="checkbox"/>	Intervention 3	Secondary Education
<input type="checkbox"/>	Intervention 4	Romaversitas program
<input type="checkbox"/>	Intervention 5	Adult Education and Training
<input type="checkbox"/>	Intervention 6	Other ³

² Please note that desegregation is a cross-cutting policy in REF supported projects. Exceptions are allowed only in geographical areas where Roma represent the entire or the majority of the inhabitants and desegregation interventions are not feasible due to overall residential segregation.

³ Please define the proposed intervention

SMALL GRANT APPLICATION FORM⁴

I. Project context and needs assessment:

Please follow strictly the structure below and answer all questions:

1. Summary description of the project
2. What are the problems to be resolved in the geographical area (country, region, town, and neighborhood) where the project will be implemented?
3. How have you identified this problem? Which groups did you consult with to identify the problem? Is there any research or other resource material that supports your identification of the problem?
4. Which of the problems identified under question 2 does the project intend to address and how?
5. Describe the national and local policy environment related to the problem statement. List specific central and local legislation and other policy documents related to the problem:

⁴ The requested amount should not exceed 20,000€

6. What changes will take place as a result of your project?

II. Target group and beneficiaries:

1. What are the estimated numbers of total potential beneficiaries in the selected locality/ies and how many of them will the project target?

2. Describe the (i) age group, (ii) school level, (iii) type of school and (iv) gender of the targeted direct beneficiaries. Provide statistics (official, administrative and/ or survey based) on the direct Roma beneficiaries treated by the project:

3. How was/will be the selection of the direct beneficiaries done? State the criteria used for selection:

III. Project Development Objective (PDO)⁵

1. What is the main project development objective?

2. What are the key [PDO outcome indicators](#)⁶ (list up to 3 key PDO indicators that will be used to measure the progress towards achieving the PDO and resolving the key problems identified in the needs assessment)?

⁵ The PDO is a statement of the key results/positive changes expected to materialize as a result of the successful project implementation, for example: **Increased participation and higher academic performance of Roma students in mainstream schools through implementation of desegregation, provision of scholarships, after class tutoring, mentoring, targeted parental outreach and specialized teacher training**

⁶ See example 5

IV. Project components, activities and expected results:

Please follow strictly the structure below and answer all questions:

Component 1⁷:

1. What is Component's 1 objective?

2. List up to 2 key indicators⁸ that will be used for monitoring the achievement of the components objective and provide their target values:

Description of the activities under Component 1:

Activity 1.1: (name):

Q.1: Describe the activity: *(What actions and processes are envisaged for the implementation of Activity 1.1? Please list the main processes/actions during its implementation, covering preparatory actions, processes of actual activity implementation and wrap-up/completion):*

Q.2: What is the time frame of the activity? *(Define the exact starting and ending date or month or point in time during the project implementation period for the particular activity):*

Q.3: What are the Activity 1.1 inputs? *(List the financial, in-kind and human resources needed for the activity implementation and their sources REF project, partnering public authorities, other partners, own contribution, and so on):*

Q.4: What are the Activity outputs? *(List the direct outputs / products / deliverables / trainings / workshops and their quantity target values):*

⁷ The project component represents a cluster of activities which are related to each other; for example: **Component 1: Parental outrage, Component's 1 objective:** Increased interaction of parents with their children on school matters and active parental participation in school life through active community outreach activities and mentorship, **CR1 indicator:** Percentage growth of the number of Roma parents attending teacher parent meetings, **Activity 1.1:** conducting parental outreach visits made by the mentors or conducting community outreach campaigns

⁸ These indicators could be measuring the most important outputs from the activities presented below or some important outcomes expected to materialize as a result of the implementation of all activities under the component and their cumulative impact on the target group. For example: **Number of Roma parents who attended more than 50 % of the regular parent-teacher meetings at schools or Number of community outreach campaigns**

Activity 1.2 (name):

Q.1: Describe the activity: *(What actions and processes are envisaged for the implementation of Activity 1.1? Please list the main processes/actions during its implementation, covering preparatory actions, processes of actual activity implementation and wrap-up/completion) :*

Q.2: What is the time frame of the activity? *(Define the exact starting and ending date or month or point in time during the project implementation period for the particular activity):*

Q.3: What are the Activity 1.1 inputs? *(List the financial, in-kind and human resources needed for the activity implementation and their sources REF project, partnering public authorities, other partners, own contribution, and so on):*

Q.4: What are the Activity outputs? *(List the direct outputs / products / deliverables / trainings / workshops and their quantity target values):*

Component 2:

1. What is Component's 2 objective?
2. List up to 2 key indicators that will be used for monitoring the achievement of the components objective and provide their target values:

Description of the activities under Component 2

Activity 2.1 (name):

Q.1: Describe the activity: *(What actions and processes are envisaged for the implementation of Activity 1.1? Please list the main processes/actions during its implementation, covering preparatory actions, processes of actual activity implementation and wrap-up/completion) :*

Q.2: What is the time frame of the activity? *(Define the exact starting and ending date or month or point in time during the project implementation period for the particular activity):*

Q.3: What are the Activity 1.1 inputs? *(List the financial, in-kind and human resources needed for the activity implementation and their sources REF project, partnering public authorities, other partners, own contribution, and so on):*

Q.4: What are the Activity outputs? (*List the direct outputs / products / deliverables / trainings / workshops and their quantity target values*):

Add additional components with activities if needed (copy/paste the same questions to be answered)

V. Project management and implementation arrangements:

1. Describe the composition of the Project management team (scope of work and the responsibilities, as well as number of Roma and Non Roma staff). Please note that the ceiling for project management and administration, which includes remuneration for project staff, is up to 25% of the total budget:

VI. Monitoring and Evaluation:

1. Please provide information on your internal monitoring and evaluation approach/system:

2. Please provide information on the project tracking system and person/s in charge of monitoring and evaluation of the project data (collection, reporting, monitoring and evaluation of the project data during the implementation period):

VII. Section Organizational structure

1. Organization's main activities:
2. When was your organization constituted?
3. Do you have a board? (yes/no)
4. Describe the organization's management structure:
5. Number of paid staff (Roma/Non Roma):
6. Number of volunteers (Roma/Non Roma):
7. Total income over the last two financial years:

8. Number of projects your organization is currently delivering:
9. Provide details of the largest project by budget in the last two years: