

STANDARD 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 standard grant proposal
2. Budget table
3. Organizational eligibility criteria template
4. 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

BASIC INFORMATION

Applicant's contact details for the purpose of this application	
Postal address:	
Telephone number: (fixed and mobile) Country code + city code + number	
Fax number: 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>	
Project duration (dd/mm/yy):	
Requested amount from REF:	
Other sources of funding:	
Total project costs:	
Date:	

List the partners and their roles in the project

Name of Partners <i>(schools, institutions, ngos')</i>	Role in the project

**THIS SECTION TO BE COMPLETE ONLY BY
APPLICANTS PREVIOUSLY FUNDED UNDER REF:**

Please list previous projects funded by REF *if applicable*:

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

PLANNED AND ACCOMPLISHED OUTCOMES OF PREVIOUS REF PROJECTS

(Please insert additional rows if needed) ask for IT solution

Project code (ID):	List the most important Outputs and Project Outcomes	Planned targets:	Achieved targets:
<i>Add additional</i>			

Please describe briefly, what are the lessons learned from the previously implemented projects; is there sustainability of some of the actions?

INTERVENTION

Please tick the appropriate box for the intervention¹ which your application refers to:

<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 ²

NOTICE

Please read and complete this form with all due care, in accordance with the guidelines for applicants. The evaluation of your application will only be performed if you have completed all mandatory fields in the application form and answered all questions therein.

¹ Please note that all interventions envision desegregated learning of Roma children. Desegregation is a cross-cutting policy supported by the REF. Exceptions are allowed only in geographical areas where Roma represent the entire or the majority of the population in the target area and desegregation interventions are not feasible.

² Please define the proposed component.

APPLICATION FORM

I. Project context and needs assessment:

Please follow strictly the structure below and answer all questions:

1. Describe in one paragraph the main objective and approach of the project.
2. What is the geographical area (country, region, town, neighbourhood, etc.) where the project will be implemented?
3. How was the geographical area of the project selected? Provide key demographic information for the selected localities / settlements / neighbourhoods. Are there variations in the education and employment context for Roma and non-Roma between the geographical areas of the project compared to other areas, municipalities, regions? *Support your statement with relevant census and administrative data on education levels/attainment, literacy levels, unemployment/seasonal work/ migration at the level of locality and/ or at the level of project interventions (settlement / neighbourhood)*

Numbers of Inhabitants and households in Locality A

	National	Municipality / Locality	Settlement / Neighborhood	Source, Year
Total inhabitants in the last census				Census, year
Roma inhabitants in the last census				Census, year
Estimated number of Roma inhabitants				Municipality, year
Total number of households				Municipality, year
Total number of Roma households				Municipality/ Survey/ NGO, year

Attributes of the Roma minority community in the locality A

	Put X where appropriate	% of overall Roma population	Source and year of data
Residentially integrated			
Segregated			

Levels of unemployment among inhabitants of Locality A (example)

	Municipality / Locality	Settlement / Neighborhood	Regional average	National average	Source, Year
Total number unemployed (% of work age population)	Number (%)	Number (%)			Municipality / Employment Agency
Total number of Roma unemployed (% of Roma work age population)	Number (%)	Number (%)			Survey Municipality / Employment Agency

Education attainment of population aged 19-65 in Settlement A, Locality A

Educational level completed (population aged 19-65)	Settlement A		Locality A		Region avg		Country avg	
	Total	Roma	Total	Roma	Total	Roma	Total	Roma
No formal education	%	%	%	%	%	%	%	%
Elementary (grades 1-4)	%	%	%	%	%	%	%	%
Primary (grades 1-7(8))	%	%	%	%	%	%	%	%
Secondary (grades 1-12)	%	%	%	%	%	%	%	%
Post secondary vocational	%	%	%	%	%	%	%	%
Tertiary	%	%	%	%	%	%	%	%

Source: Census, survey, administrative data, municipality, year.

Please provide the data available from official sources and census. In case data on Roma is not available, in the second stage of grant application, applicant will be requested to complete the data for Roma.

Share of beneficiaries of income support and other poverty related benefits in population in Settlement A, Locality A

	Settlement A		Locality A		Region avg		Country avg	
	Total	Roma	Total	Roma	Total	Roma	Total	Roma
Recipients of income support social benefits	%	%	%	%	%	%	%	%
Population without formal income								
Population unaware of its eligibility / non-eligibility for social benefits								

Source: Social Assistance Agency, administrative data, municipality, survey, year.

Please provide data on the income support benefits in your country. Choose the appropriate level of disaggregation (settlement, locality, regional) of data according the circumstances in the country.

List of a) elementary schools b) preschools/kindergartens/crashes c) secondary schools in Settlement A, Locality A

Please indicate the institution in the settlement. If needed, the table can be expanded with the necessary number of additional lines.

No	Maintained by:	Official Name / Number	Capacity Total no. of places (groups in parenthesis)	Elementary/preschools/ Secondary school is placed in settlement YES/NO	Source, Year
1	<input type="checkbox"/> Municipality / Govt <input type="checkbox"/> NGO <input type="checkbox"/> Community <input type="checkbox"/> Religious <input type="checkbox"/> Other				
2	<input type="checkbox"/> Municipality / Govt <input type="checkbox"/> NGO <input type="checkbox"/> Community <input type="checkbox"/> Religious <input type="checkbox"/> Other				
3	<input type="checkbox"/> Municipality / Govt <input type="checkbox"/> NGO <input type="checkbox"/> Community <input type="checkbox"/> Religious <input type="checkbox"/> Other				

4. What are the problems to be resolved in the geographical area (country, region, town, neighbourhood, etc.) where the project will be implemented? Support the problem statement with available data from official sources such as the target schools or municipal statistics, in addition to data gathered from your own research. Specify if there are segregated preschool and school facilities, overall, or at the level of groups / classes.
5. What are the roots causes of the identified problems?
6. Which of the problems identified under question 4 does the project intend to address and how?
7. Were (are) there similar projects implemented currently or in the past? Is there a potential for collaboration, complementarities and synergies
8. 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.

9. How is this legislation enforced and how is it implemented locally? What activities or services does the Government/ region / municipality / NGOs/ deliver and finance, which are related to the intervention?
10. Is there a need for policy and legislative change to enable the project intervention(s) to be expanded by the government or others after the project ends? If yes please provide details.
11. Is the project aiming to initiate any new legislative or policy change?

II. Target group and beneficiaries:

1. Describe the target group(s), the final beneficiaries and their estimated numbers:
 - How was/will be the selection of the direct beneficiaries done? State the criteria used for selection.
 - Describe the (i) age group, (ii) school level, (iii) type of school and (iv) gender of the direct beneficiaries. Provide this statistics (official, administrative and/ or survey based) on the direct Roma beneficiaries treated by the project.

III. Project Development Objective (PDO)

1. What is the main project development objective?
2. What are the key PDO outcome indicators (list up to 5 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)?

IV. Project components, activities and expected results:

Please follow strictly the structure below and answer all questions:

Component 1: (name)

1. What is Component 1's objective?
2. What are the key indicators measuring the accomplishment of Component 1's objective. List up to 5 key indicators³ that will be used to monitor 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). What are the main means proposed for implementation of the activity (equipment, tools, techniques, and so on).

Q.4: What are the Activity outputs? List the direct outputs / products / deliverables / trainings / workshops and their quantity (target values). List the indicators that will be used for measuring the activity outputs?

³ 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.

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). What are the main means proposed for implementation of the activity (equipment, tools, techniques, and so on).

Q.4: What are the Activity outputs? List the direct outputs / products / deliverables / trainings / workshops and their quantity (target values). List the indicators that will be used for measuring the activity outputs?

Component 2: (name)

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). What are the main means proposed for implementation of the activity (equipment, tools, techniques, and so on).

Q.4: What are the Activity outputs? List the direct outputs / products / deliverables / trainings / workshops and their quantity (target values). List the indicators that will be used for measuring the activity outputs?

V. Project management and implementation arrangements:

1. Describe the composition, scope of work, workload (expressed in staff weeks) and the responsibilities of the Project management team. Please note that the ceiling for project management and administration, which includes remuneration for project staff, is up to 25% of the total budget

The project implementation will be managed by a project management team with the following composition, scope of work, workload expressed in staff weeks, and responsibilities:

1. **Project Manager** (responsibilities 1, focal point for communication with REF 2. reporting to REF 3. Representing the project in front of authorities, beneficiaries, etc. 4. Managing staff, 5.... full time/part time, X staff weeks, X EUR per staff week)
2. **optional Project Coordinator** (responsibilities 1,2,3, full time/part time, X staff weeks, X EUR per staff week, reports to manager, manages and coordinates inputs from and workflow of project officers, etc).
3. **optional, if not covered by project manager Project Officers** (direct responsibility for coordination and implementation of activities 1,2,3,4, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the monitoring officer on feedback, monitoring data, etc.)
4. **optional, if not covered by project manager Monitoring Officer** (direct responsibility for coordination and implementation of the following monitoring activities 1, needs assessment 2, baseline data 3, implementation monitoring data 4, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the project officers on monitoring data, etc.)
5. **Accountant / Financial Officer** (responsibilities 1,2,3, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the project officers on budget planning and reporting)
6. **optional Administrative Assistant** (responsibilities 1,2,3, full time/part time, X staff weeks, X EUR per staff week, reports to coordinator and manager, works in close cooperation with the project

VI. Monitoring and Evaluation:

1. Please provide info on your internal monitoring and evaluation approach/system;
2. Please provide info 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);
3. Are partnerships required for successful monitoring and data collection (collection of raw administrative data, surveys, questionnaires, evaluation forms, and so on)? If yes, please provide a signed partnership agreement specifying the roles, responsibilities, type of data and suggested methodology for project monitoring data collection.

VII. Sustainability:

1. Please describe the possibilities for continuation, scaling up, and replication of the project outcomes. Please distinguish between the following three dimensions of the sustainability:
2. Which of the activities/outcomes will be self-sustainable after project completion? (Such as parental practices, approaches? Enrolment trends)
3. The financial aspect (How will activities be financed when the grant ends?)
4. Institutional level (Will education structures allow the activities to continue at the end of the action? Will there be local/central "ownership" of action outcomes?)
5. Policy level where applicable (What structural outcomes will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, and so on?)