**GRANT APPLICATION**

**SMALL GRANTS 2024**

**ABOUT THE ORGANISATION**

1. **The name of the Organisation and its legal form**
2. **Main areas of focus of the Organisation, thematically and geographically**
3. **Previous experience of the Organisation in implementing similar projects**
4. **The role of the Organisation and Partners (if implemented jointly with Third partners) in the project**

**ABOUT THE PROJECT**

1. **Project’s title**

*The title of the project should be concise and directly refer to the goal of the project and not activities that lead to the achievement of the goal*

1. **Project implementation dates (starting date / ending date)**

*Note: The project has to be finished, including the financial and narrative reporting by the end of 2022.*

1. **Location of the project (region/regions and city/cities, GPS coordinates)**
2. **Sustainable Development Goals that the project will contribute to**

*Please list them briefly*

1. **AC Codes**

*Please list a* ***DAC purpose code(s)*** *describing the project.*

*The codes can be found under the “Purpose Codes” tab in the xls file* [*here.*](http://www.oecd.org/development/financing-sustainable-development/development-finance-standards/dacandcrscodelists.htm)

1. **Clarification of the need to implement the project *(max 4000 characters)***

*Justify the need for the project including:*

*1. specifying the problem / need to which the project responds*

*2. justifying how will the project contribute to solving / eliminating the problem*

*3. specifying whether and how the project is complementary to the activities of other donors*

*4. specifying whether and how the project fits into the previous activities of the Embassy/local partner institution*

1. **Main goal of the project *(max 4000 characters)***

*Define the project goal, referring to the key problem / need to be solved / met through the project, as well as to the group of beneficiaries to whom the project is addressed. The goal must be achieved using the funds available in the project within the project implementation period.*

1. **Description of activities in the project *(max 4000 characters)***

*The names of the activities shall indicate the desired outcome of the activities, e.g. ensuring the equipment of a computer room, modernization of the carpentry workshop. The names of activities should not constitute purchase specifications, e.g. purchase of 6 computers, purchase of 30 m cable, purchase of 2 woodworking machines.*

*The description of each action should indicate the approximate scope of works / purchases / activities that will be undertaken to implement the project.*

*The management/administrative costs may and the promotional activities may also be included in the project.* ***Make sure that each activity from this section has a relevant budget row in section 14****.*

1. **Beneficiaries of the project *(max 3000 characters)***

*People, institutions or social groups to whom the project's activities are directed and who will benefit from its effects. Please specify:*

*1. the groups to which the project is addressed and which will receive direct support;*

*2. the exact number of people directly participating in the individual elements of the project;*

*3. people / institutions that will receive humanitarian aid;*

*4. the process of the participants’ recruitment*

1. **BUDGET**

*Indicate in EUR*

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of the activity*  *(same as in the section 12)* | *Total cost of the activity* | *From the Polish Aid grant* | *From other sources* |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

1. **Information on the preparation of the project budget**

*Indicate how the cost was estimated. Include information on the use of financial resources from other sources for the implementation of the project.*