**Contracting Authority: “Vanadzor Municipality Staff” Community Management Institution**

**Programme: ABC.GoV**

**Sub-Grant Scheme:** **FINANCIAL SUPPORT TO THIRD PARTIES:** **GRANTS FOR IMPROVING WASTE MANAGEMENT AND TRANSPORTATION SYSTEMS IN GYUMRI AND VANADZOR Reference: TS/2020/421-733\_VM/Ser-42**

**Annex A.I – SUB-GRANT APPLICATION**

Deadline for submission of Applications: 24 **September 2023 at 24:00 Armenian time (GMT+4; 22:00 CET)**

*NOTE: In all fields substitute the text highlighted in red color with appropriate entries.*

*Any fields marked with blue should be deleted if not related to the applicant*

|  |  |
| --- | --- |
| **Title of the project:** | <Insert> |

## 

## Part 1: General information

***DATA ON THE LEAD APPLICANT***

|  |  |  |
| --- | --- | --- |
| **1.1 Name:** | <insert name of the Lead Applicant (entity)> | |
| **1.2 Address:** | <insert address where the entity is legally registered> | |
| **1.3 Legal status:** | **Non-governmental organization** | **□** |
| **Foundation** | **□** |
| **Other** (please specify) | **□** |
| **1.4 Field of activity:** | <specify the main field(s) of expertise of your organization > | |
| **1.5 Registration Date and Official Number:** | dd/mm/yyyy  No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **1.6 Place of operation:** | <insert address of the places of operation (if different from 1.2)> | |

*<fill in “DATA ON THE CO-APPLICANT” only if the Application is submitted in a consortium. If not erase “DATA ON THE CO-APPLICANT” section>*

***DATA ON THE CO-APPLICANT***

|  |  |  |
| --- | --- | --- |
| **1.1 Name:** | <insert name of the Co-Applicant (entity)> | |
| **1.2 Address:** | <insert address where the entity is legally registered> | |
| **1.3 Legal status:** | **Non-governmental organization** | **□** |
| **Foundation** | **□** |
| **Other** (please specify) | **□** |
| **1.4 Field of activity:** | <specify the main field(s) of expertise of your organization | |
| **1.5 Registration Date and Official Number:** | dd/mm/yyyy  No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **1.6 Place of operation:** | <insert address of the places of operation (if different from 1.2)> | |

***LEGAL REPRESENTATIVE AND CONTACT PERSON OF THE LEAD APPLICANT***

|  |  |  |
| --- | --- | --- |
|  | **Legal Representative** | **Contact Person** |
| **1.**7 **Name and position:** | <insert name and position> | <insert name and position> |
| **1.8 Contact details (phone, email)** | <insert phone number and e-mail address> | <insert phone number and e-mail address> |

*<fill in “LEGAL REPRESENTATIVE AND CONTACT PERSON OF THE CO-APPLICANT” only if the Application is submitted in partnership. If not erase ““LEGAL REPRESENTATIVE AND CONTACT PERSON OF THE CO-APPLICANT” section>*

***LEGAL REPRESENTATIVE AND CONTACT PERSON OF THE CO-APPLICANT***

|  |  |  |
| --- | --- | --- |
|  | **Legal Representative** | **Contact Person** |
| **1.9 Name and position:** | <insert name and position> | <insert name and position> |
| **1.10 Contact details (phone, email)** | <insert phone number and e-mail address> | <insert phone number and e-mail address> |

**1.11 Brief description of the Lead Applicant**

|  |
| --- |
| <please briefly describe the Lead Applicant, providing information on the fields of activity, the experiences and competences that are necessary to implement the suggested project and why the participation of the Lead Applicant is important to the implementation of the Sub-Grant Project>.  Max 300 words> |

*<fill in 1.10 only if the Application is submitted in partnership. If not erase 1.12>*

**1.12 Co-Applicant :**

|  |  |
| --- | --- |
| Name: | <insert name of the Co-Applicant entity> |
| <please briefly describe the Co-Applicant, providing information on the fields of activity, the experiences and competences that are necessary to implement the suggested project and why the participation of the Co-Applicant is important to the implementation of the Sub-Grant Project –  Max 300 words> | |

## Part 2: Data on the Sub-Grant Project

***KEY DATA ON THE PROJECT***

|  |  |
| --- | --- |
| 2.1 Project Title: | *<insert title>* |
| 2.2 Duration: | *<insert duration in months>* |
| 2.3 Estimated Budget: | Total budget: EUR *<insert>*  *NOTE: this section must be consistent with the proposed budget* |

***DESCRIPTION OF THE PROJECT***

**2.5 Project information**

|  |
| --- |
| <Give the background to the preparation of the project, explain the problem and current gaps, and how the proposed project is related to one or few of the suggested topics and be in line with principles of the Green Deal>  Max 300 words> |
| <Explain the goal, objectives and results of the project and how it will help to solve the current issues>  Max 500 words> |
| <Explain how the Sub-Grant project you propose will contribute to these cross-cutting issues promoted by the EU: Democracy and good governance, Environmental sustainability, Promotion of human rights, Gender equality, Support to youth, Rights of indigenous peoples, ethnic minorities, and socially vulnerable groups.  Max 200 words> |
| < Describe the methods and means of implementation of the project. In case of co-applicants, write down who will be responsible for what.  Max 500 words> |
| < Describe target group, direct and indirect beneficiaries, remember that the project should benefit stakeholders in Vanadzor and/or Gyumri>  Max 200 words> |
|  |
|  |

**2.6 Project feasibility and sustainability**

|  |
| --- |
| <Present the perspectives of expansion, multiplication, and universality of the proposed project and its feasibility  Max. 250 words > |
| <Explain how the project will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.  Max. 250 words > |

**2.7 2.7 Expected outputs and results**

|  |
| --- |
| <Present the specific outputs and project results, use numeric details where possible  Max 250 words> |

**2.8 Project visibility**

|  |
| --- |
| <Present how the visibility of the project will be ensured, describe the marketing and communication actions to be taken. Remember the visibility activities should follow EU standards  Max 250 words> |

**2.9 Other information**

|  |
| --- |
| <Provide here any other information that you consider important  Max. 200 words> |

**2.10 DESCRIPTION OF INDIVIDUAL ACTIVITIES**

Complete the table below, adding rows as appropriate.

|  |  |  |
| --- | --- | --- |
| Title and Duration | Description | Role of Applicants  “Remove this column if there is no Co-applicant” |
| Activity 1 - <insert title> | <concisely describe the activity – max. 1-2 paragraphs > | <specify who - the Lead Applicant and/ or the Co-applicant (if any) - is involved in the implementation of this activity and briefly describe their tasks > |
| Activity 2 - <insert title> | <concisely describe the activity – max. 1-2 paragraphs > | <specify who - the Lead Applicant and/ or the Co-applicant (if any) - is involved in the implementation of this activity and briefly describe their tasks > |
| Activity XX - <insert title> | <concisely describe the activity – max. 1-2 paragraphs > | <specify who - the Lead Applicant and/ or the Co-applicant (if any) - is involved in the implementation of this activity and briefly describe their tasks > |

**2.11 TIMETABLE**

Complete the table below, adding rows, and coloring the cells as appropriate.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Months | | | | | | | Entities involved in implementation (e.g., Lead Applicant, Co-applicant (if any))  “Remove this column if there is no Co-applicant” |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Activity 1 - <insert title> |  |  |  |  |  |  |  |  |
| Activity 2 - <insert title> |  |  |  |  |  |  |  |  |
| Activity XX - <insert title> |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**[Please delete the checklist below before submitting your application]**

## 5. Checklist to review the draft application

*(To be filled in by the applicant only for self-guidance purposes)*

|  |  |  |  |
| --- | --- | --- | --- |
| Before sending your Application check that each of the criteria below has been met in full | Yes | No | N/A |
| 1. The correct application form has been used. |  |  |  |
| 2. The application is filled in in all its parts and instructions have been followed. |  |  |  |
| 3. The proposal is typed (not handwritten) and is written in English |  |  |  |
| 4. The duration of the project is 7 months or less |  |  |  |
| 5. The total sub-grant requested from the donor falls between EUR 20,000 and EUR 60,000 |  |  |  |
| 6. The Lead Applicant complies with the eligibility criteria. |  |  |  |
| 7. If the Application is submitted in partnership, the Co-applicant complies with the eligibility criteria. |  |  |  |
| 8. The proposed activities are in line with criteria on eligible fields. |  |  |  |
| 9. The budget is enclosed, is presented in the format requested, and stated in EUR. |  |  |  |
| 10. The Application to be sent in electronic format includes all the required documents and they are signed, stamped, and scanned. The same Application in editable format is also included. |  |  |  |

**If any answer is no, please revise the Application prior to submission!**