

“Support for Indonesian Pluralism Defenders Towards Positive Peace”

Grant Application Form
Date of Submission: 30 JUNE 2017
Submitted to:

Komunitas Sant'Egidio, CDCC-Muhammadiyah

General Information of Application

Title of the action:	
Location(s) of the action:	<specify region(s), area(s) or town(s) that will benefit from the action>
Duration of action	
Name of the lead applicant	
Nationality of the lead applicant ¹	

Lead applicant's contact details for the purpose of this action

¹ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.

Postal address:	
Telephone number: (fixed and mobile) Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this action:	
Contact person's email:	
Address:	
Website of the lead applicant:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to. will not be held responsible in the event that it cannot contact an applicant.

THE ACTION²

1.1. Description of the action

1.1.1. Description (between 2-4 pages)

Provide a description of the proposed action, including all the information requested below, referring to the overall objective(s) and specific objective(s), outputs and results described in the concept note:

- Explain the specific results expected, stating how the action will improve the situation of the target groups and final beneficiaries and the technical and management capacities of target groups and/or any local co-applicants.
- Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant in the activities. Do not repeat the action plan to be provided in section 2.1.3, but demonstrate coherence and consistency of project design. In particular, list any publications proposed.

1.1.2. Methodology (max 2 pages)

Describe in detail:

- the methods of implementation and rationale for such methodology;
- where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions and recommendations of any evaluations carried out);
- where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives);
- the role and participation in the action of the various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
- the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);
- the attitudes of all stakeholders towards the action in general and the activities in particular;

1.1.3. Indicative action plan for implementing the action (max 2 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to 'month 1', 'month 2', etc.

² The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s). Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan will be drawn up using the following format:

Year 1													
	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1 (title)													co-applicant and/or affiliated entity
Execution Activity 1 (title)													co-applicant and/or affiliated entity
Preparation Activity 2 (title)													co-applicant and/or affiliated entity
Etc.													

1.1.4. Sustainability of the action (max 2 pages)

Provide **all the** information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.

- Describe the main preconditions and assumptions during and after the implementation phase.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:
 - a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
 - b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of action outcomes.
 - c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
 - d. Environmental sustainability: what impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

1.1.5. Proposed Budget

Fill in the proposed budget matrix and guidelines (see attachment entitled “Proposed Budget to KSE & CDCC-Muhammadiyah 2017”) for applicants to provide information on:

- the budget of the action (worksheet 1), for the total duration of the action less than 1 year;
- justification of the budget (worksheet 2), for the total duration of the action, and

Please note that the cost of the action and the contribution requested must be stated in [EURO]

1.2. Lead applicant's experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

- i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Name of the lead applicant:					
Project title:		Sector (see section 3.2.2 of section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

³ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal: <indicate the title>	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used.		
2. The proposal is typed and is in < English>		
3. The budget is enclosed, in balance, presented in the format requested, and stated in [EUR] [<equivalent in Rupiah>].		
4. The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)		
5. The duration of the action is between <X months> and <X months> (the minimum and maximum allowed).		
6. The requested contribution is between <X EUR/other currency> and <X EUR/other currency> (the minimum and maximum allowed).		
7. The requested contribution is between <X %> and <X %> of the total eligible costs (minimum and maximum percentage allowed). ⁴		
8. The total amount of financing requested on the basis of simplified cost options does not exceed EUR <8 000> per each applicant.		

⁴ If applicable, insert an additional % of the total accepted costs