**TRANSFORM TOGETHER FUND GRANT APPLICATION FORM**

*Please provide the following information in your application. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for the length of your answers. Note that applications should be in 11-point font, single spaced and not exceed 16 pages.*

***General Information about the organization***

|  |  |
| --- | --- |
| Organization legal name:  |  |
| Type of organization (e.g. microfinance institution, NBFI, bank, cooperative, national association, NGO, etc.): |  |
| Year Founded: |  |
| Current Operating Budget (2023): EUR |  |
| Executive Director name: |  |
| Phone number (including international code): |  |
| Executive Director e-mail: |  |
| Address and country: |  |
| Website: |  |
| Contact person name/ (if different from the Executive Director): |  |
| Contact person title: |  |
| Contact person phone number (including international code): |  |
| Contact person e-mail: |  |
| Please indicate your institutional mission and vision:  |  |
| Who is the audience of your activities? Please describe them, provide statistics whenever possible. |  |
| Please provide a brief description of your organization’s key activities, products, services offered including your green and/or digital projects/solutions/approaches  |  |

**Project title:** *TYPE here...*

**Topic covered by activities:**

**Green**

**Digital**

*(keep the right answer, delete the topic not covered)*

**Starting date of your project and planned duration (in months):** *TYPE here...*

**Total project budget (in EUR):** *TYPE here...*

**Requested funding (in EUR):** *TYPE here...*

*Please note that each applicant/grantee is required to provide at least 10% co-financing and cover the costs of mandatory activities included in the Call for Proposals guidelines.*

**Objective(s):**

*The objectives should be clear, measurable, realistic, and achievable within the duration of the proposed action. For each objective, please provide appropriate indicators for measuring achievement.*

*TYPE here...*

**Relevance of proposed action**

*1 - Please provide information illustrating the context of digitalization or green initiatives.*

*2 - Please highlight specific challenges/problems your beneficiaries face which your action aims to solve.*

*3 - How does the proposed action address the general objectives of the call, and how can it solve the challenges/problems faced by your beneficiaries?*

*4 - How is your project innovative?*

 *(Whenever possible, please provide statistics about the context of your country and the geographic area you operate in.)*

*TYPE here...*

**Complementarity with other projects/activities implemented by your organization (answer this question if relevant)**

*Explain how the activities planned in this application are complementary to other activities carried out by your organization in relation to digitalization or green.*

*TYPE here...*

**Target group (beneficiaries of your action)**

*Describe the beneficiaries involved in the project. Provide information on how you are going to select them for the planned activities. Please provide the estimated numbers of beneficiaries you plan to engage in the project.*

*TYPE here...*

**Results**

*What impact do you expect this action will have on the lives/livelihoods of the beneficiaries? Whenever possible please provide numbers and precise medium/long-term results.*

 *TYPE here...*

**Planned activities**

*List all activities that you would like to undertake for this project, step-by-step, and shortly describe them (what will be done? how? with whom? by whom? when? what will be the result?). The four mandatory activities are listed. Feel free to add rows as necessary.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Activity** | **Short description including purpose** | **Expected results** | **Place (where?)** | **Timeline (when? how long?)** | **Participants (who from MFIs, NGOs, other stakeholders, the project team, beneficiaries)** | **Quantitative/Qualitative results indicators** |
|  |  |  |  |  |  |  |  |
|  | **Participate in the Grantees Kick off meeting** | The 2 days meeting is to discuss our action plan, get to know each other, establish peer learning process, provide training on green or digital | Knowledge about other projects gained.Peer to peer learning process is established.knowledge on green/digital gained which will help to implement planned activities. | Paris | February 20242 days |  | 2 days meetingX participants |
|  | *Add rows as necessary* |  |  |  |  |  |  |
|  | **Participate to the Grantees mid-term meeting** |  to discuss progress, key learnings, share experience, learn from each other | Sharing experience and gaining knowledge which may help overcome challenges or improve projects | Warsaw | September 20242 days |  | 2 days meetingX participants |
|  | *Add rows as necessary* |  |  |  |  |  |  |
|  | **Participate in the Grantees Final meeting**  |  To discuss results, reflect on the implementation, exchange lessons learned, planning scale-up |  scale up plan developed | Brussels | April 20252 days |  | 2 days meetingX participants |
|  | **Organize Dissemination event (s)**  |  |  |  |  |  |  |
|  | *Add rows as necessary* |  |  |  |  |  |  |

**Risk management**

*Please describe potential risks, uncertainties, difficulties related to the implementation of the activities described in your application and your measures/strategy for mitigating them. Please, indicate a probability level (high, medium, low) to each identified risk.*

 *TYPE here...*

**Dissemination event and other communication activities**

*Describe in detail the dissemination event to present your results. How are you going to promote the event? Please describe who you plan to invite, how you will reach them, and explain the choice of the dissemination channels. If you plan any additional communication/promotion activities, please describe them.*

*TYPE here...*

**Sustainability**

*If your initiative is successful, how are you going to continue the solution/activity(ies)? How are you going to fund it (if funding to continue is needed)?*

*TYPE here...*

**Project management**

*Please explain how your project will be structured to ensure effective management and governance/oversight of the project.*

**List and briefly describe the qualifications of the project team.** Attach CVs.

|  |  |
| --- | --- |
| Name and function | Professional profile, expertise, the role and tasks in the project |
|  |  |
|  |  |
|  |  |

**External experts**

If you plan to hire external experts, please list who you plan to hire and for what tasks (e.g. graphic person to develop leaflet)

*TYPE here...*

**ATTACHMENTS**

**Please provide the following documents as attachments to your grant application form**

|  |  |
| --- | --- |
| **Please mark if attached** | **Document name** |
|  | A copy of the documents certifying the organization’s status in the country  |
|  | CVs of the key people involved (project coordinator, local consultant(s)) |
|  | List of Board of Directors with affiliations, network’s organizational chart, including board, staff, and volunteer involvement |
|  | Most recent annual financial statements (independently audited, if available; if not available, attach management certification) |
|  | Detailed budget of the proposed project (in Excel and PDF format)  |

Executive Director Name:

Date:

Signature: