**FORM FOR THE SUBMISSION OF DEVELOPMENT COOPERATION PROJECTS TO THE FONS CATALÀ DE COOPERACIÓ AL DESENVOLUPAMENT**

|  |
| --- |
| **Basic Project Details** |
|  |
| Name of the applicant organisation: |
| Name of the local partner organisation (if applicable): |
| Project title: |
| Country: | Region: |
| Total project duration (start and end dates): |
| Period for which the subsidy is requested: |
| Right holders:  |
| Total cost of the project: | Amount requested: |
| Applicant organisation contribution: | Contribution of the local partner organisation: |
| Other contributions:  |

|  |
| --- |
| **Documents to be enclosed with the application Form** |
| **If the project is submitted as part of a municipal call for applications, all documents required by the terms and conditions of the call for applications must be provided. Please attach the list of documents under section “Other”.****Concerning the applicant organisation** (tick the documents provided) |
|  | **Certificate of registration as an organisation**. The applicant organisation must be formally incorporated as a legal person and registered at least one financial year before the financial year for which the subsidy is requested. |
|  | If the project is being undertaken by grouped organisations, the applicant organisation must provide the **cooperation agreement between the grouped organisations for the implementation of the project being presented**. |
|  | **Articles of association of the organisation**. The articles of association must state that the organisation’s purposes include carrying out activities and projects aimed at cooperation, solidarity, and the integral development of developing countries. |
|  | **Activity report**. The organisation must demonstrate its experience in carrying out similar activities. |
|  | **Financial report** for the previous year and budget for the current year. |
|  | **OTHER** (a list of the documents being submitted must be prepared). |

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| Concerning the local partner organisation (tick the documents provided) |
|  | **Certificate of registration as an organisation**. The organisation must be formally incorporated as a legal person and registered at least one financial year before the financial year for which the subsidy is requested. |
|  | **Articles of association of the organisation**. The articles of association must state that the organisation’s purposes include carrying out activities and projects aimed at cooperation, solidarity, and the integral development of developing countries. |
|  | **Activity report**. The organisation must demonstrate its experience in carrying out similar activities. |
|  | **Financial report** for the previous year and budget for the current year. |
|  | **OTHER** (a list of the documents being submitted must be prepared). |

**1. ID DETAILS OF THE PARTIES**

# **1.1 APPLICANT ORGANISATION DETAILS**

(If the project is being submitted by multiple organisations, please provide the following details for each of them, starting with the organisation that will take the lead and represent the project).

|  |
| --- |
| Name: |
| Address:  |
| Town/city: |
| Region: | Postcode: |
| Telephone: | Tax ID no.: |
| E-mail: |
|  |
| Contact person for notification purposes (legal representative of the applicant organisation): |
| Telephone: |
| E-mail: |
|  |
| Person in charge of the project: |
| Position in organisation: |
| Telephone: |
| E-mail: |
|  |
| Date of incorporation: | Number of partners: |
| Number of employees: | Number of volunteers: |
|  |
| Please describe the relationship between the applicant organisation and the local partner organisation: |
| Please describe the relationship between the applicant organisation and the country and town where the actions are performed: |

**1.2 LOCAL PARTNER ORGANISATION DETAILS**

|  |
| --- |
| Name: |
| Address: |
| Town/city and country: | Postcode: |
| Telephone: |
| E-mail: |
|  |
| Legal representative or the organisation: |
| Telephone: |
| E-mail: |
|  |
| Person in charge of the project: |
| Position in organisation: |
| Telephone: |
| E-mail: |
|  |
| Date of incorporation: | Number of partners: |
| Number of employees: | Number of volunteers: |
|  |
| Please describe the relationship between the organisation and the beneficiary population: |

**2. DESCRIPTION OF THE PROJECT**

**2.1 PRESENTATION**

|  |
| --- |
| Project title |
| Sustainable Development Goal(s) addressed by the project |
| Detailed geographical location (please attach map of the location) |
| Total project duration (start and end dates) |
| Period for which the subsidy is requested |
| Summary of the proposed intervention (one page maximum) |

**2.2 BACKGROUND AND RATIONALE OF THE INTERVENTION**

**2.2.a Current situation and problems**

This section outlines the socio-economic and political context of the area. Please describe the identified problems and reflect on other programmes linked to the proposed action that are being developed in the same area, as well as the social stakeholders involved.

Bearing in mind the gender and human rights-based approach (GHRBA), please answer the following question: which human rights and women’s human rights violations (e.g. violation of access to land rights, violation of the right to education, violation of the right to a life free from violence, violation of the right to health, etc.) occur in the context in which you wish to intervene?

**2.2.b Relevance to Sustainable Development Goals**

Please explain the Sustainable Development Goal(s) addressed by the project:

**2.2.c Background and rationale**

Please describe the background of the action, including how and by whom has the problem been identified and the project developed. Please explain the need to carry out the proposed project as a response to the problems identified.

**2.2.d Has a survey or study been carried out prior to the project or is there a municipal development plan?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (If yes, please attach as an annex) |

**2.2.e Have a problem tree and an objective tree been prepared?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (If yes, please attach as an annex) |

**2.2.f Rationale for the strategy used to solve the problems that must be addressed by the project**

The justification for the intervention should be assessed in relation to its connection to the promotion, exercise, and/or defence of human rights and women’s human rights.

**2.3 STAKEHOLDERS**

**2.3.a Stakeholder map:**

In this section, please identify, break down, and describe the stakeholders who are rights-holders and with whom the proposed project intends to work, considering their diversity (sex, gender, ethnicity, socio-economic status, LGBTIQ+, functional diversity, etc.). Please identify and describe any other stakeholders as well involved: responsibility- and duty-bearers[[1]](#footnote-1). Finally, please describe the criteria used to select the stakeholders associated with the project.

Please describe and estimate the number of rights-holders, responsibility-bearers, and duty-bearers participating in the project. Segment them by gender and age and explain the selection criteria.

* RH - Rights-holders:
* RB - Responsibility-bearers:
* DB - Duty-bearers:

Criteria used to select the stakeholders linked to the project:

Description and estimation of indirect beneficiaries of the project:

**2.3.b Level of involvement:**

In this section, please describe the level of involvement of rights-holders, responsibility-bearers, and duty-bearers in the identification, formulation, implementation, and evaluation of the proposal. Please pay particular attention to explaining the measures envisaged for the participation of women and vulnerable people.

* RH - Rights-holders:
* RB - Responsibility-bearers:
* DB - Duty-bearers:

**2.4 INTERVENTION STRATEGY: OBJECTIVES AND EXPECTED RESULTS**

Regarding the objectives, results, activities, and indicators, please confirm that they have indeed been designed to respond to the human rights and women’s human rights violations identified.

**2.4.a Overall objective (OO)**

|  |
| --- |
| OO statement: |
| Objectively verifiable indicators: | Sources of verification: |

**2.4.b Specific objective(s) (SO)** *– Add as many cells as necessary for each SO.*

|  |
| --- |
| SO1 statement: |
| Objectively verifiable indicators: | Sources of verification: |

**2.4.c Expected results (R)** *– Add as many cells as necessary for each result.*

|  |
| --- |
| R1 statement: |
| SO addressed by this result: |
| Objectively verifiable indicators: | Sources of verification: |

**2.4.d Planned activities (A)** *– Add as many cells as necessary for each activity.*

|  |
| --- |
| A1 statement: |
| Description: |
| Results addressed by this activity: |
| Resources required: | Financial cost: |

**2.4.d Planning matrix**(please attach as an annex based on this table)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **STATEMENT** | **OBJECTIVELY VERIFIABLE INDICATORS** | **SOURCES OF VERIFICATION** | **HYPOTHESIS** |
| **OVERALL OBJECTIVE** |  |  |  |  |
| **SPECIFIC****OBJECTIVES** |  |  |  |  |
| **RESULTS** |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITIES** | **STATEMENT** | **Resources** | **Cost in euros** |
| A1. |  |  |  |
| A2. |  |  |  |
| A3. |  |  |  |
| (...) |  |  |  |
| **Total in euros(1)** |  |

(1) This amount must match the amount allocated to the budget in Section 8.

**2.4.e Schedule of planned activities**

Please indicate the **planned** start and end dates of the activities and draw up the schedule for the period for which the subsidy is requested. If the project duration exceeds 24 months, please add as many activity cells as necessary.

|  |  |
| --- | --- |
| **Planned start date of the activities (dd/mm/yyyy):** |  |
| **Planned end date of the activities (dd/mm/yyyy):** |  |
| \* When preparing a budget for long-term projects, please provide at least the budget for the implementation of the activities for the first 24 months (see Section 8). |

|  |  |
| --- | --- |
| **YEAR 1 ACTIVITIES****Planned start and end dates (dd/mm/yyyy):**  | **MONTHS** |
|  | **I** | **II** | **III** | **IV** | **V** | **VI** | **VII** | **VIII** | **IX** | **X** | **XI** | **XII** |
| A1. |  |  |  |  |  |  |  |  |  |  |  |  |
| A2. |  |  |  |  |  |  |  |  |  |  |  |  |
| A3. |  |  |  |  |  |  |  |  |  |  |  |  |
| (...) |  |  |  |  |  |  |  |  |  |  |  |  |

\* Year 1 need not correspond to a calendar year.

|  |  |
| --- | --- |
| **YEAR 2 ACTIVITIES****Planned start and end dates (dd/mm/yyyy):**  | **MONTHS** |
|  | **I** | **II** | **III** | **IV** | **V** | **VI** | **VII** | **VIII** | **IX** | **X** | **XI** | **XII** |
| A1. |  |  |  |  |  |  |  |  |  |  |  |  |
| A2. |  |  |  |  |  |  |  |  |  |  |  |  |
| A3. |  |  |  |  |  |  |  |  |  |  |  |  |
| (...) |  |  |  |  |  |  |  |  |  |  |  |  |

\* Year 2 need not correspond to a calendar year.

**3. CROSS-SECTIONAL STRATEGIES**

Please outline the strategies aimed at mainstreaming each of the following aspects:

**3.1 Gender**

Please describe the strategies focused on mitigating gender inequalities and/or empowering women; identify the involvement of feminist and women’s organisations and/or the integration of the feminist agenda.

**3.2 Local capacity-building**

Please describe the strategies aimed at enhancing the capabilities of the local population and its organisations holistically.

**3.3 Participation**

Please describe the strategies, mechanisms, and processes for engaging the beneficiary population in representative and/or decision-making spaces.

**3.4 Human rights**

Please outline the connection between the project and the human rights-based approach, the strategies for enhancing the capacities of rights-holders (advocacy and enforcement) and/or duty-bearers (respect, protection, and promotion) based on non-discrimination. Please specify how the project aims to reduce inequalities (cultural, religious, ethnic, and other factors).

**3.5 Environmental sustainability**

Please provide details on the strategies intended to foster environmentally sustainable development practices and mitigate the potential environmental impacts of the activities. This may include the utilization of suitable technologies, enhancing resource efficiency, aligning with local market priorities, and influencing consumption patterns, among other approaches.

**4. PROJECT FEASIBILITY AND SUSTAINABILITY AFTER THE END OF THE EXTERNAL ASSISTANCE**

**4.1 Socio-cultural feasibility**

Adaptation to local socio-cultural factors, particularly concerning human rights and women's human rights violations.

**4.2 Political feasibility**

Assess the level of support for the project, the favourable political landscape, and the project's alignment with local and national policies.

**4.3 Technical feasibility**

Analyse the technical aspects of the project and determine its feasibility in terms of employing appropriate methods and technologies.

**4.4 Institutional and management capacity**

Assess the capability of the applicant and local implementation partner organizations to effectively implement the project. Evaluate their administrative, organizational, and technical capacities to ensure project execution and sustainability beyond external support.

**4.5 Economic and financial viability**

Analyse the project in terms of the human and material resources needed to carry out the activities, the goods that must be generated, and the operating costs.

Please explain the mechanisms for infrastructure and equipment ownership and transfer during and after the project, as well as who will be responsible for the project after the end of the external assistance.

**4.6 Sustainability**

Assess the long-term sustainability of project objectives and results post-Fons Català support. If applicable, please describe potential partnerships and networks, estimate future costs and income, and outline contribution commitments.

**5. AWARENESS-RAISING ACTIONS**

Please describe any awareness-raising actions related to the project that are expected to be carried out.

**6. DISSEMINATION AND COMMUNICATION ACTONS**

Please describe the dissemination and communication actions planned to publicise the project.

**7. HUMAN RESOURCES REQUIRED**

| **Position** | **Functions** | **Contribution (Fons Català, applicant organisation, local partner organisation, other contributors, etc.)** | **Paid** | **Voluntary** |
| --- | --- | --- | --- | --- |
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**8. PROJECT BUDGET**

**8.1. BASIC FINANCIAL DATA**

All amounts must be provided in EUROS.

|  |  |
| --- | --- |
| **Total cost of the project:** |  |
| **Amount requested from Fons Català:** |  |
| **Applicant organisation contribution:** |  |
| **Contribution of the local partner organisation:** |  |
| **\*Other planned contributions:** |  |

**\*** Please describe them in Section 8.2.

**8.2. CO-FINANCING**

Please identify the other financing providers; where such contributions are subsidies, please indicate their status (pending application, pending approval, awarded, etc).

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation/Institution** | **Amount** | **Status** | **Percentage (%) of the total cost of the project** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8.3 PROJECT BUDGET**

**THE BUDGET MUST BE SUBMITTED BY FILLING IN THE EXCEL SPREADSHEET.**

**9. MONITORING, CONTROL, AND EVALUATION OF THE PROJECT**

9.1 Internal process for monitoring, control, and evaluation planned to be carried out during the implementation of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (If yes, please explain the procedure for monitoring, control, and evaluation. Indicate the activity number and the methodology that must be used). |
|  |  |  |  |

9.2 External process for monitoring, control, and evaluation planned to be carried out during the implementation of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No |  | Yes | (If yes, please explain the procedure for monitoring, control, and evaluation. Indicate the activity number and methodology that must be used). |
|  |  |  |  |

**10. ANNEXES**

(Please provide a detailed list of the annexes attached).

Annex 1:

Annex 2:

Annex 3:

Annex 4:

1. Stakeholders are defined as follows:

Rights-holders (RH): people are no longer seen as individuals with needs to be met, but as holders of rights with the capacity to exercise and claim those rights.

Responsibility-bearers (RB): human beings not only have rights, but also responsibilities related to human rights (HR). These include individuals, civil society organisations, families, communities, the private sector, the media, etc.

Duty-bearers (DB): the State and related public institutions and the people who work in them, in the exercise of their functions, are subject to legal and moral obligations to achieve the realisation of human rights. [↑](#footnote-ref-1)