**HUMANITARIAN AND EMERGENCY ACTION**

**PROJECT FORM**

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| 1. **Organisation and project basic details** | |
| Project title |  |
| Project area (location) |  |
| Project duration (start and end dates) |  |
| Total cost of the project |  |
| Amount requested from FCCD |  |
| Other sources of financing  (if applicable) |  |
| **Details of the organisation submitting the project** | |
| Organisation name |  |
| Address (physical and postal) |  |
| Website |  |
| Tax ID no. or equivalent |  |
| Legal representative (contact person for notification purposes) |  |
| E-mail |  |
| Telephone |  |
| Contact person (name and position) |  |
| E-mail |  |
| Telephone |  |

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| **Documents to be enclosed with the subsidy application**  (tick the documents provided) | |
| **Concerning the applicant organisation** | |
|  | **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). |

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| **Details of the organisation implementing the project (local partner organisation of the organisation submitting the project)** | |
| Organisation name |  |
| Address (physical and postal) |  |
| Legal representative |  |
| Contact person (name and position) |  |
| E-mail |  |
| Telephone |  |
| Website |  |

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| 1. **Overview of the applicant organisation** |
| *Please provide an overview of the organisation, including objectives, priority areas of intervention, and organisational structure (please attach an organisational chart, if available). Provide a brief overview of the governance structure of the organisation, number of employees, and sources of funding (one page maximum).* |
| 1. **Prior experience of the applicant organisation in similar humanitarian and/or emergency interventions** |
| *Experience in the geographical area and sector of intervention. Previous experience in similar humanitarian and/or emergency interventions (half a page maximum).* |
| 1. **Prior experience of the implementing organisation (local partner organisation) in similar interventions** |
| *Experience in the geographical area and sectors of intervention of the implementing organisation (local partner organisation) (half a page maximum).* |
| 1. **Prior joint experience of the applicant organisation and the local partner organisation in similar interventions** |
| *Prior joint experience of the applicant organisation and the local partner organisation in similar interventions (where applicable) (half a page maximum).* |
| 1. **Brief description of the project** |
| *Brief summary of the project (half a page maximum).* |
| 1. **Description of the context of intervention and problem analysis** |
| *Please describe the project area and provide relevant background and contextual information (historical, political, social, economic, environmental, etc.), identifying humanitarian needs. This section should also describe the specific problem(s) that this project aims to address (one page maximum).* |
| 1. **Description of the intervention strategy: objectives, results, activities, and resources** |
| *Please describe the intervention strategy (objectives, results, activities, added value of the intervention), the added value of the proposal, and whether it incorporates lessons learned from previous interventions. Please enclose the* ***logical framework matrix of the project*** *(two pages maximum).* |
| 1. **Target populations: description of the rights-holders (RH)** |
| *Please identify the target population or RH of the project: specify whether they are refugees, internally displaced persons, migrants, host communities, asylum seekers, etc. Break them down by sex and age. Define the criteria for selecting the target population/RH and their involvement in the various phases of the project (one page maximum).* |
| 1. **Gender and human rights-based approach (GHRBA)** |
| *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? (one page maximum).* |
| 1. **Coordination with other relevant stakeholders linked to the project and alignment with local policies and humanitarian agencies’ plans and calls for action** |
| *Please identify coordination activities or plans to collaborate with other organisations present in the territory (e.g. other NGOs, government agencies, working groups, networks, citizens' platforms, local authorities, etc.), as well as alignment with emergency declarations from relevant national institutions, local authorities, or calls for action from international agencies (one page maximum).* |
| 1. **Management, monitoring, and evaluation mechanisms** |
| *Please describe the mechanisms in place for monitoring and evaluation of the project (half a page maximum).* |
| 1. **Human resources in charge of the project** |
| *Please describe the structure of the team responsible for the implementation of this project, specifying both employed personnel and volunteer staff (half a page maximum).* |
| 1. **Security conditions, risk analysis, and prevention and mitigation measures** |
| *Analysis of the security situation in the context of intervention. Risk analysis identifying vulnerabilities and threats. Please provide information on the organisation's security management (security guidelines and plans) (half a page maximum).* |

**PROJECT TITLE:**

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| **INTERVENTION LOGIC** | **DESCRIPTION** | **OBJECTIVELY VERIFIABLE INDICATORS** | **SOURCES OF VERIFICATION** | **EXTERNAL FACTORS** |
| **OVERALL**  **OBJECTIVE** |  |  |  |  |
| **SPECIFIC TARGET** |  |  |  |  |
| **RESULT 1** |  |  |  |  |
| **RESULT 2** |  |  |  |  |
| **RESULT 3** |  |  |  |  |

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|  | **ACTIVITIES** | **RESOURCES OR MEANS** | **COSTS** | **EXTERNAL FACTORS** |
| R1  A1.1 |  |  |  |  |
| R1  A1.2 |  |  |  |
| R2  A2.1 |  |  |  |
| R2  A2.2 |  |  |  |
| R3  A3.1 |  |  |  |
| R3  A3.2 |  |  |  |
|  |  |  |  | PREREQUISITES |

**SCHEDULE**

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| --- | --- |
| Start date of the project (dd/mm/yyyy) |  |
| End date of the project (dd/mm/yyyy) |  |

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| **ACTIVITIES (related to results)** | **MONTH** | | | | | | | | | | | |
|  | **I** | **II** | **III** | **IV** | **V** | **VI** | **VII** | **VIII** | **IX** | **X** | **XI** | **XII** |
| **A1.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A1.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A3.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A3.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **etc.** |  |  |  |  |  |  |  |  |  |  |  |  |