# **about:syria – مساحات للجدل والنقاش**

# APPLICATION FORM

In order to apply you are requested to answer the brief questions below. Please provide clear and concise answers to the questions. Please note that a budget template is required for each application. The empty template can be downloaded [here](https://adoptrevolution.org/aboutsyria/#bewerbt-euch-jetzt).

**What funding do you want to apply for?** (Please select **one**)

|  |  |  |
| --- | --- | --- |
| [ ]   | [ ]  | [ ]  |
| **small project** | **big project** | **project development & needs assessment** |
| (2,000 – 9,000 EUR) | (10,000 – 20,000 EUR) | (up to 2,000 EUR) |
| This grant is specifically designed for smaller grass-roots initiatives.  | Only initiatives with previous experience in planning and implementing projects can apply for this funding. | This grant is specifically designed for initiatives who want to assess in detail in a participatory process the needs for dialogue and debate in their area of intervention. It shall foster the development of a needs-based project design that can be applied for in the next application round of the about:syria fund.  |

**Please fill in the project title, the project’s duration, total budget and the amount you request from this fund. Note that projects must be completed by January 2023 at the latest.**

Project title (can be preliminary, max. 50 characters):

Project period (detail starting and ending date):

Total project budget in EUR:

Requested amount in EUR:

**Please tell us about you**

|  |  |
| --- | --- |
| Name of initiative / organisation  |       |
| Country of operation |       |
| Address of initiative/organisationAddress (Street if applicable, City, Postal Code): Country: General E-mail address: Phone number: Website (if any) : Facebook (if any) : Twitter Account (if any) : Instagram Account (if any) :  |                                          |
| Legal status: Is your initiative / organisation officially registered? | [ ]  Yes (Please send us a copy of your registration!)[ ]  No |
| Contact person Name: E-mail address: Phone number:  |                 |
| Please describe shortly the composition and structure of the organisation or initiative, including information about the background and expertise of its leadership team, detailling the number / percentage of women in the organisation at large and specifically within the leadership. (Max. 300 charachters) |       |
| Your annual budget of last year (if you do not have detailed data, please provide an approximation) |      *€*(If you have an annual report, please attach a copy!) |

|  |  |  |
| --- | --- | --- |
| **small project** | **big project** | **project development & needs assessment** |
| **⬇** | **⬇** | **⬇** |
| please fill out all the questions below.  | please fill out all the questions below.  | please only fill out the summary of your proposal, answer the points 2.1, 2.2 and 2.7 and fill out the budget form. |

1. **Summary of your proposal**

Please provide a clear and concise description of the proposal, indicating in brief why this project is needed (context/current challenge) and where you want to carry it out, what is the objective and methods of the project and its expected results/outcomes, how the project will address these challenges (Brief snapshot of activities), and who is expected to benefit (targeted population)? **(Maximum 1700 characters)**

1. **Detailed proposal**
	1. **What is the objective of the project? (Maximum 1500 characters)**

What are you trying to change? Be specific and realistic as to your concrete and practical and measurable objective(s) and to your locality/target audience. Please also indicate potentially limiting factors such as underlying historical or current lines of conflicts.

* 1. **What are you proposing to do? (Maximum 4500 characters)**

Please detail the main activities, your beneficiaries (how many people do you want to reach, how will you reach them, how will the project benefit them and the targeted region/country/community). If you intend to cooperate with other (local) partners. How will this project respond to the needs of the targeted region, country or community? And how will gender issues be considered in your project?

* 1. **What are the expected results of your initiative? (Maximum 1700 characters)**

What are the expected changes that show that you have achieved your project’s objectives? How will you know that you have achieved the objectives and results?

* 1. **Are you aware of any similar activities already being pursued by other groups in your region/country? If so, in what way is your proposal innovative or complementary to the already existing activities? (Maximum 1000 characters)**

* 1. **Are there any risks in carrying out the activities within this project, and what will you do to mitigate these risks? \* (Maximum 1500 characters)**

What are the key risks or unintended negative side effects that could occur and negatively impact on the outcome of your project? How will you mitigate these risks?

* 1. **What lasting impact or multiplying effects do you expect the project to have beyond its duration? (Maximum 700 characters)**

* 1. **Please describe your capacity and experience. \* (Maximum 1800 characters)**

Please answer **all** of the following questions:

* What is the size of your organisation / initiative? For example, number of NGO members, staff, volunteers/participants in your network,
* Do you have an office or a place to meet?
* Have you already implemented projects in the past (please give us a brief overview of up to 3 of your most relevant projects and their results )?
* Have you already implemented activities or project in the field of dialogue in the past (give us a brief overview of up to 3 of your most relevant projects and their results)
* Why you think you have the capacity to implement this project?
* Did you receive any donor funding in 2020/2021? Please mention which donors, the amounts you received and the duration of the projects.

1. **Financial aspects**

Please provide a detailed budget for the project by filling out the **budget template** provided.

Overhead costs related to the project (e.g. room rentals, staff costs) **must not exceed 30%** of the submitted budget. We do not fund hardware, such as laptops. Taxes should be included.

**Please also note that at least 75% of the budgeted costs should be covered by this fund as to allow a timely implementation of the project. Also, the project should be completed by January 2023 at the latest.**

1. **Training for Grassroots initiatives (Only to be filled out when applying for the small fund) (Max. 500 characters)**

We aim to support grassroots initiative in Germany and Syria by providing tailored advice for the implementation of the funded project. What kind of training support would you need to develop the organisation's capabilities to implement the project?

1. **Exchange of experiences and skills**

A key objective of this fund is to enhance the exchange among Syrian initiatives and organisations about their experiences, challenges and skills gained while implementing projects aiming to engage dialogue. Would you be interested and willing in participating in a two-days exchange platform with other Syrian initiatives and organisations?

[ ]  Yes [ ]  No

1. **Please provide us with two reference persons whom we can contact.**

A referee is a trust person who knows about your work, but is not part of your initiative or organisation. This can be a local or international person. Email and / or WhatsApp / Signal / Telegram.

1. **How did you learn about the Fund?**

[ ]  Email [ ]  Social Media [ ]  Personal Recommendation

[ ]  Internet search [ ]  Other:

1. **Declaration of consent**

An independent committee of 3 persons is going to select the projects that will received funding to implement dialogue projects. Adopt a Revolution and GIZ - the German Agency for Development who are financing this fund- will only carry out an administrative check.

By signing this declaration, you allow Adopt a Revolution to transmit this proposal and budget to GIZ and the selection committee.

Place, Date ......................................

Name & Signature .....................................

**Please send this proposal and budget along with further documentation if applicable (e.g. copy of registration, annual report until 28.02.2022 to:** **apply.about.syria@adoptrevolution.org**

**In case of further questions, please email to:** **about.syria@adoptrevolution.org**