

**Application**

**Please complete the following application form by writing your responses within the spaces provided, taking note of the maximum word counts, where applicable.**

**If any part of the form or process is unclear, requests for clarification or further detail should be sent to** **call.indonesia@gcerf.org** **.**

**Please ensure the following documents are included in your application:**

* Completed application form
* Completed Annex B – Theory of Change
* Completed Annex C – Budget Outline
* Audited consolidated financial reports for the years 2022 and 2023
1. **SUMMARY**

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| --- | --- |
| **Name of organisation** |  |
| **Proposed project title** |  |
| **Proposed project start/ end date** |  |
| **Proposed geographic location(s)** |  |
| **Proposed budget (USD)**  |  |
| **Proposed partner/ sub-recipient organisations (if any)** |  |
| **Proposed project objective** |  |

1. **YOUR ORGANISATION**

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| --- | --- |
| **Date of establishment**  |  |
| **Annual operating budget for two previous years (in USD)**  | **2022** | **2023** |
|  |  |
| **Number of full-time employees** |  |
| **Headquarter Address**  |  |
| **Number and location of field offices (if any)**  |  |
| **Website (if any)** |  |
| **Social Media Accounts (if any)** |  |
| **Contact Person** | **Name** |  |
| **Position** |  |
| **E-mail Address** |  |
| **Phone Number** |  |

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| * 1. **Please list the names of your organisation’s leadership and governing body, and include details of any affiliations or relationships with political entities or actors**

*(Please add lines as needed)* |
| **Name** | **Position within organisation (and political affiliation, if any)**  |
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| * 1. **What are your organisations’ areas of focus? What makes your organisation well-positioned to achieve your proposed objectives?** *(maximum 150 words)*
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1. **PROPOSED STRATEGY & METHODOLOGY**

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| * 1. **Context**

I*n your proposed geographic location(s):* |
| 1. **What are three key issues affecting recruitment or radicalisation by violent extremist groups?** *(200 words maximum)*
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| 1. **What other PVE-related projects/ initiatives are taking place and how will your proposed project complement them?** *(200 words maximum)*
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| * 1. **Focus population group(s) and key stakeholders**

*Please complete the table below, listing the most important stakeholders you plan to work with, why you have identified them and how you know your proposed project will meet their needs or priorities. Please keep responses brief.* |
| **Stakeholder** | **What evidence or experience do you have that they are key to PVE efforts in your chosen geographic location?** | **Have you consulted them? What evidence or experience do you have that your proposed project meets their needs or priorities?** |
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| * 1. **Theory of Change**
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| **What problem or gap are you trying to address?** *(max 100 words)* |
|  |
| **What objective do you intend to achieve to contribute to solving these problems?** *(max 100 words)* |
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| **What are some of the activities you will implement to achieve this objective?***(max 300 words)* |
|  |
| **What do you need your stakeholders (detailed above in section B.2.) to do in order for these activities to contribute to your desired objective?** *(max 200 words)* |
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| * 1. **Proposed Approach**
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| **How will you ensure that your project will contribute to gender equality and social inclusion? What approach will you take to ensure that individuals or communities who are disadvantaged within your chosen geographic locations are able to part in your proposed activities?** *(max 300 words)* |
|  |
| **How will you ensure that your proposed project and/or activities do not increase any existing conflict or tensions within or between communities – or create new ones? If you are engaging with vulnerable community members, how will you ensure they are sufficiently safeguarded from harm?** *(max 250 words)* |
|  |
| **What do you see as the five most significant risks to your organisation’s ability to achieve your proposed objective?**  |
|  | *Name/ brief explanation of the risk* | *How could your project be impacted if the risk happened?* | *What could you do to mitigate the risk?* |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

1. **ORGANISATIONAL CAPACITY**

*Please note that in this section, having the written policies or guidelines listed is* ***not*** *a prerequisite to receive GCERF funds and they can be developed after grant award.*

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| **Does your organisation have a Strategic Plan ? If so, what time period does it cover?** |  |
| **Do you have a written policy or guidelines covering the areas below ?**  |  |
| Gender and Diversity  | Child Protection/ safeguarding  | Monitoring and Evaluation  | Security |
|  |  |  |  |
| **How many staff members are in your finance/ administrative team?**  |  |
| **Do you have written policies or guidelines covering the areas below ?**  |  |
| Accounting and Financial Reporting | Budget & Cash management | HR management | Procurement of goods and services | Fraud, bribery, corruption | Conflict of Interest  |
|  |  |  |  |  |  |
| **Who have been your organisations’ three largest donors/ sources of income in the last three years? (total value of signed contributions)** |
| *2020* | *Budget (USD)* | *2021* | *Budget (USD)* | *2022* | *Budget (USD)* |
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**If you are applying as a consortium lead, please fill the below section**

*Note: this section is not required if you are applying for a direct grant.*

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| **Which proposed organisations will join the consortium, what will their role be and why have you selected them? (*Please remove or add lines as needed*)** |
| **Name of orgnisation**  | **Role within consortium** | **Why have you selected this proposed partners? What skills, knowledge or experience do they contribute?** *(max 200 words)* |
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| **Please describe your experience of being a consortium lead***(max 200 words)* |  |
|  |
| **What structures or mechanisms will you use to ensure communication, coordination and collaboration within the consortium?**(*max 200 words*) |  |
| **How will you strengthen the capacity of your proposed partners?***(max 150 words)* |  |
| **Do you have written policies or guidelines covering the areas below ?**  |  |
| Identification and selection of partners | Contracting mechanism of partners | Capacity development of partners  | Operational management of partners (M&E)  | Financial management of partners  |
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**Declarations in support of application for the role of Principal Recipient**

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| --- | --- |
| **Has your Organization previously applied to GCERF (Yes/No)** |  |

If your organisation is selected as a Principal Recipient, you will be expected to form a Consortium of potential Sub-Recipients that meets the expectations of both GCERF and Sub-Recipients. A Principal Recipient is responsible for coordinating the development of a Consortium Proposal. A Principal Recipient is expected to establish written agreements with each potential Sub-Recipient prior to the submission of a Consortium Proposal.

By signing this Expression of Interest you confirm:

* Your organisation acknowledges and is able to accept the role of a Principal Recipient as described above;
* That the information provided is correct to the best of your knowledge;
* You have read and agree to comply with the terms described in the GCERF code of conduct.

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| **Name** |  |
| **Designation/Position** |  |
| **Organization** |  |
| **Signature** |  |



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|  |  | **Annex A – Past Projects**  |  |

# Please enter the relevant information into the table below. Only describe projects that your organisation has directly worked on in the last three (3) years.

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| --- | --- | --- | --- | --- | --- |
| **SN** | **Name and objectives of the project**  | **Donor** | **Budget (USD)**  | **Duration**  |  **Location** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

*Add rows as required*