**Small Grant Fund Application Form**

Applicants are invited to submit a proposal up to a maximum of five (5) pages (including this one) as per the Application Form below. The length of responses is guided by the amount of space provided, however these can be shorter or longer as required. All applications(s) must be written in English.

**Submission deadline:** 5PM, 20 October 2019 (Kabul time, GMT +4.5)

Applications must be submitted via email to [rasanaproposals@internews.org](mailto:rasanaproposals@internews.org) with copy to Internews Sr. Grants Officer Fazel Ahmad Ahamdi [FAHMADI@INTERNEWS.ORG](mailto:FAHMADI@INTERNEWS.ORG) and with Small Grants Fund indicated in the subject line. All questions regarding this RFA should be directed via email to [rasanaproposals@internews.org](mailto:rasanaproposals@internews.org) with copy to [FAHMADI@INTERNEWS.ORG](mailto:FAHMADI@INTERNEWS.ORG) and with Small Grants Fund mentioned in the subject line.

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| **APPLICANT ORGANIZATION** | Legal Name |  |
| **ORGANIZATION TYPE** | Non-Profit/ For Profit |  |
| **APPLICANT CONTACTDETAILS** | Contact Name |  |
| Position/title |  |
| Address |  |
| Phone Number |  |
| Email Address |  |
| **APPLICANT AUTHORITY**  Person authorized to sign award agreements on behalf of the applicant organization | Full name |  |
| Position/title |  |
| Address |  |
| Phone Number |  |
| Email Address |  |
| Signature |  |
| **PROJECT PROPOSAL NAME:** | Title |  |
| **PROPOSED START DATE/END DATE:** | *(ddMMMyyyy – ddMMMyyyy)* |  |
| **TOTAL AMOUNT REQUESTED:** | Maximum of USD $8,000.00 |  |

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| **APPLICANT ORGANIZATIONAL PROFILE**  Brief profile of your organization and its activities, including relevant experience in similar projects if applicable | |
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| Applicant organization’s approximate annual operating budget (USD) |  |
| How long applicant organization has been in business (***Attach organization registration certifications***) as stated in **VII. Eligibility** of RFA. |  |
| Applicant organization fiscal year end date (if other than 31DEC of each year) |  |

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| **Applicant Organization Bank Details** | |
| Name on Account: |  |
| Account /IBAN #: |  |
| SWIFT Code: |  |
| Bank Name: |  |
| Bank City/Country: |  |
| Intermediary Bank: |  |
| Inter. Bank Swift Code: |  |

**PROPOSAL**

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| 1. **OBJECTIVES** What is the topic, approach and goal of the TV/Radio program you propose through this grant? |
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| 1. **ACTIVITY DETAILS**   How will the project be implemented? Please detail:   * Explain how the proposed Radio/TV program will raise local issues from a local perspective including women’s and informs women about their rights? * What is the process you will follow to develop the Radio/TV programs? * How will the TV/Radio programs be promoted and how will you engage audiences? * What is the expected impact of these TV/Radio programs? |
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| 1. **DELIVERABLES & TIMEFRAME:**   Clear articulation of deliverables and the timeframe within which they will be met. | | |
| **Date** | **Activity** | **Outcome** |
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| 1. **KEY PERSONNEL:**   A brief description of the key personnel, including any female staff, involved in the delivery of the project, and any relevant skills and experience they may have, *please share project personnel list and CVs in a separate document as attachment.* |
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| 1. **BUDGET:**   Please fill in Annex 1, Small Grants Fund Subgrant Detailed Budget Template, with full details of the project budget. |

Application check list:

* Include a completed Small Grants Fund Subgrant Application form, using the Subgrant Application Template (Annex 2, this document);
* Detailed Budget, using the Small Grants Fund Subgrant Detailed Budget Template (Annex 1);
* Copies of the applicant organization’s registration certificates as stated in **VII. Eligibility** section in the RFA.

[End of Application Form]