**Application Form**

**in response to**

**ACDO-RFP# 01-2022**

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| section 1: organization profile & background | | | | | | | | | | | |
| 1.1 ORGANIZATION DETAILS: | | | | | | | | | | | |
| Organization name & acronym | | | | | |  | | | | | |
| Type of organization (i.e., NNGO, INGO, Association, CBO, CSO, University, Institute etc. | | | | | |  | | | | | |
| Year of registration and Registration No. | | | | | |  | | | | | |
| Which institution is your organization registered to (also indicate if you are affiliated with an umbrella organization) please attach all registration and affiliation certificates. | | | | | |  | | | | | |
| 1.2 LOCATION OF ORGANIZATION (ADDRESS) | | | | | | | | | | | |
| City | | | | | |  | | | | | |
| Province/Region | | | | | |  | | | | | |
| Complete address | | | | | |  | | | | | |
| E-Mail Address | | | | | |  | | | | | |
| Phone Number | | | | | |  | | | | | |
| 1.3 WHAT IS YOUR STAFF STRENGTH (Please attach your Organizational Structure) | | | | | | | | | | | |
| Male members: | | | | | Female members: | | | | | | |
| 1.4 LIST THREE MANAGEMENT/EXECUTIVE/BOARD MEMBERS/KEY STAFF | | | | | | | | | | | |
| Name | Position | | | | Date Of Appointment | | | | | Qualification/Education level | |
|  |  | | | |  | | | | |  | |
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|  |  | | | |  | | | | |  | |
| 1.5 Details Of Contact Persons | | | | | | | | | | | |
| Name | Position | | | | Phone Number | | | | E-Mail Address | | |
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| 1.6 WHAT ARE THE PURPOSE AND OBJECTIVES OF YOUR ORGANIZATION (Maximum of 500 WORDS) | | | | | | | | | | | |
| Vision | | |  | | | | | | | | |
| Mission | | |  | | | | | | | | |
| Goal/Purpose | | |  | | | | | | | | |
| Objectives | | |  | | | | | | | | |
| Organization’s target beneficiaries | | |  | | | | | | | | |
| 1.7 organization Capability statement not to exceed (maximum 1000 words) | | | | | | | | | | | |
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| SECTION 2: proposed CONCEPT detials and program description | | | | | | | | | | | |
| 2.1 proposed aCTIVITY TITLE | | | | | | | | | | | |
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| 2.2 Activity duration: | | | | | | | | | | | |
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| 2.3 NEEDS ASSESMENT: Under this section, clearly state what the problem is. What is the current situation that you believe is adversely affecting people’s participation in governance and their development (MAXIMUM 600 WORDS) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 2.4 WHAT ARE THE PURPOSE AND OBJECTIVES OF YOUR PROPOSED INTERVENTION? (MAXIMUM 300 WORDS) | | | | | | | | | | | |
| Overall Goal of The Proposed Activity | |  | | | | | | | | | |
| Immediate Objectives | |  | | | | | | | | | |
| 2.5 WHAT IS THE PROPOSED INTERVENTION (describe in detials)? (Maximum of 2000 WORDS) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 2.6 WHO WILL BENEFIT FROM THE PROPOSED INTERVENTION? | | | | | | | | | | | |
| Target Beneficiaries | | | | | | | Geographical Coverage (Provinces Or Districts) | | | | |
| Male:  Female: | | | | | | |  | | | | |
| 2.7 WHAT ARE THE EXPECTED RESULTS AND IMPACTS FROM THE PROPOSED INTERVENTION? | | | | | | | | | | | |
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| 2.8 WHAT is your proposeD methodoloy for Monitoring & Evaluation of the project? (Maximum of 600 WORDS) | | | | | | | | | | | |
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| 2.8 WHAT is your proposed Project sustainablity plan? (Maximum of 400 WORDS) | | | | | | | | | | | |
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| 2.8 WHO AND HOW WILL THE INTERVENTION to BE IMPLEMENTED (INSTITUTIONAL FRAMEWORK) | | | | | | | | | | | |
| Name of Institution/ Unit/Resource Person | | | | Responsibility | | | | | | | |
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| 2.9 Budget | | | | | | | | | | |  |
| Total Budget to be funded by ACDO | | | | | | | | | | |  |
| Total Budget Grantee Contribution or In-Kind Value (Optional) | | | | | | | | | | |  |
| SECTION 3: SUPPORTING DOCUMENTS (To be Submitted Along with Concept Paper as Attachments) | | | | | | | | | | | |
| Required Documents | | | | | | | | Yes/No | | | |
| 3.1 Organization Valid License | | | | | | | |  | | | |
| 3.2 Organization Profile/Fact sheet | | | | | | | |  | | | |
| 3.3 Work Plan (Excel Sheet) | | | | | | | |  | | | |
| 3.4 Budget (Excel Sheet) | | | | | | | |  | | | |
| 3.5 Organization Strategic Plan | | | | | | | |  | | | |
| 3.6 Grant/Project Management Policy/Procedure or Guideline. | | | | | | | |  | | | |