**Fund for Bilateral Relations**

**PROPOSAL TEMPLATE**

Please complete questions on this application form and send it by email with all the attachments to the contact person at the Open Society Fund Prague.

Please attach the following documents:

* Completed budget template;
* Document of the applicant's registration(in .pdf format);
* Document of all financial partners' registration(in .pdf format);
* Partnership documents (such as e-mail correspondence, a partnership statement or other means to prove partner´s intent to participate at the project in .doc/.pdf format. Not necessarily partnership agreement);
* Plan for bilateral indicators.

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Organization’s name |  |
| Project Coordinator/Contact Person |  |
| Contact E-mail Address |  |
| Address |  |
| Legal status |  |
| Name of Executive Director |  |
| Bank Account |  |
| IBAN number |  |
| Organization Telephone number |  |
| Organization Website |  |
| Short Description of Applicant Organization´s Recent Activities |  |

**BILATERAL PROJECT INFORMATION**

|  |  |
| --- | --- |
| Project name | *Please indicate the project name* |
| Short project summary | *Please summarize the project briefly* |
| Term | *Please indicate the project period from DD/MM/YY to DD/MM/YY* |
| Partnership/Bilateral Cooperation | *Please indicate if there will be any bilateral cooperation within the project.*  *If YES, write down the partner organization and its country of origin* |

**PROJECT ANALYSIS**

1. **Problem and its causes**: *Please explain here the problem that your project seeks to address and its causes (you might describe also its background and context).*
2. **Objectives and Goals:** *Please describe your objectives/goals and the reason why it is useful to work on the issue just now and by means you suggested. Consider especially the bilateral dimension of the project and its necessity.*
3. **Activities and timeline**: *Please provide a summary of the planned activities (e.g. trainings, meetings) and its timeline.*
4. **Project team:** *Please name all the project team, describe the position of each member and her/his relevant experience.*
5. **Communication plan:** *Please describe how you will communicate about your activities, donors´ support, your know-how, etc.*
6. **Sustainability:** *Please share reflections on the sustainability of the initiative: which are the plans for this project after its completion and how it fits into the organization’s overall agenda.*

**7. Programme outcomes:** *Please choose at least one programme outcome you plan to fulfill:*

Increased citizen participation in civic activities YES/NO

Strengthened civil society advocacy and watchdog role YES/NO

Vulnerable groups are empowered YES/NO

Increased support for civic education and media literacy YES/NO

Increased capacity and sustainability of civil society sector

and individual civil society organisations YES/NO