

# APPLICATION FORM

## CHECKLIST

*Please make sure your application satisfies all the criteria specified in the below checklist.*

|   | YES | NO |
|---|-----|----|
| Proposal summary (Word Format)  |     |    |
| Proposal budget (Excel Format)  |     |    |
| Audited financial statements for the last two fiscal years (in the absence of audited statements, any other official document demonstrating the annual income of the previous years will be accepted) |     |    |
| Written statement explaining the difference between the proposed and the previous project (for organisations who have previously benefitted from a UNODC grant)                                       |     |    |

# THE PROPOSAL

## 1. APPLICANT INFORMATION

|  |  |
|--|--|
| <b>Name of APPLICANT, address and contact details</b> (incl. telephone number and email) |  |
| <b>Primary Contact Person</b> (name, job title and contact information)                  |  |

## 2. PROJECT INFORMATION

|   |  |
|---|--|
| <b>Project title</b>                            |  |
| <b>Grant amount requested from UNODC in USD</b> |  |
| <b>Total cost of the proposal</b>               | <i>(Different from the Grant amount requested from UNODC if additional funding is secured. In this case, please provide evidence of the secured additional funding.)</i> |
| <b>Location of the project</b>                  |  |
| <b>Project dates</b>                            | <i>(Please note that implementation will be able to start in January 2018 at the earliest)</i>   |

|                                 |
|---------------------------------|
| <b>2.1 Project summary</b>      |
| <i>(No more than 200 words)</i> |

|  |
|--|
| <b>2.2 Specific objective(s) of the project</b>  |
| <i>(Please define objectives that are specific, measurable, achievable, relevant and time-bound, and provide indicators for them.)</i> |

|   |
|---|
| <b>2.3 Activities to be implemented</b>         |
| <i>(Please describe the project activities)</i> |

|   |
|---|
| <b>2.4 Expected results of the project</b>  |
| <i>(Please explain what the expected outcome of the proposed project will be on the situation of end-beneficiaries)</i> |

|   |
|---|
| <b>2.5 Project end-beneficiaries (gender and age)</b> |
|---|

*(Please provide information on the targeted beneficiaries (including vulnerable and at-risk groups). Give a rough estimate of **how many people the project will be able to reach/support both directly and indirectly** and provide their gender and age.)*

**2.6 Gender considerations**

*(Please provide information on how the differing needs of men and women have been identified and addressed)*

**2.7 Staff involved in the project**

*(Please provide information on the number of staff involved in the project activities and describe their roles and responsibilities in the project, as well as their expertise and capacities specific to these responsibilities.)*

**2.8 Evidence based prevention methods;**

*(Please indicate which type(s) of evidence based prevention intervention(s) and/ or policy(ies), as listed in the International Standards on Drug Use Prevention (<http://www.unodc.org/unodc/en/prevention/prevention-standards.html>), this project will utilize.)*

**2.9 Youth involvement;**

*(Please describe shortly how this project will support active youth participation, and connect the participating youth to other youth groups participating in the UNODC Youth Initiative globally, for example via social media.)*

3. **COSTED WORKPLAN** *(Please make sure that the information stated in the work plan aligns with the information stated above and in the budget)*

| Expected results          | Main Planned activities | Implementation period (months) |   |   |   |   |   |   |   |   |    |    |    | Amount |  |
|---------------------------|-------------------------|--------------------------------|---|---|---|---|---|---|---|---|----|----|----|--------|--|
|                           |                         | 1                              | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
|                           |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |
| <b>TOTAL PROJECT COST</b> |                         |                                |   |   |   |   |   |   |   |   |    |    |    |        |  |