**Application Form**

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|  Title of the Project (Acronym if possible) |  |
| Name of the Requesting Organisation  |  |
| Total Budget (Euro)**(1 EUR = 0.78103 JOD)** |  |
| Thematic Area  | [ ]  Skill & language development [ ]  Capacity building program in [ ]  Green growth  [ ]  ICT (information & communication technology) [ ]  Other sector (specify): [ ]  Psychosocial support and social cohesion[ ]  Research[ ]  |

**Purpose**

This form should be used for submitting a proposal for a project to be funded by the EDU-SYRIA project. This fund will have a minimum value of €10,000 and a maximum of €60,000 per project.

Should the proposed project be part of a partnership, the lead partner organisation would be the sole applying body. Refer to the call announcement for more information about project cost eligibility and others.

**Instructions**

* Answer the questions clearly and completely in English and typewritten.
* Use “Times New Roman” font size 11, 1.15 spacing.
* The use of this template is compulsory.
* Where applicable, word count should be adhered to.

The following documents should be part of the submitted proposal:

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| **#** | **Required Document**  | **check** |
| 1 | Application form (Annex-1) | [ ]  |
| 2 | Project budget (Annex-2) | [ ]  |
| 3 | Organisational Capacity Assessment (COC) Form (Annex-3) | [ ]  |
| 4 | Document of legal registration, showing that the organisation is registered in Jordan (Annex-4)  | [ ]  |

1. **Organisation Basic Information**

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| 1. Name of Organisation
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| 1. Jordanian Registration Number (A scanned copy should be included as Annex-4)
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| 1. Year of establishment
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| 1. Location of organisation (specify if more than one location)
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1. **Project Description**
2. Executive Summary: Provide a short description of the proposed project in which the objectives and outcomes of the proposed activities are stated. Outline the following key elements; Overall Objective, outcomes, activities, beneficiaries, and sustainability *(Max 250 words)*

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1. What is the intended duration of the proposed project? *(months)*

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1. What is the expected start and end date of the proposed project?

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1. Describe what the overall objective of the proposed project is, and what are the outcomes? *(Max of 150 words)*

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1. Describe how your proposed project contributes to accessing higher education and completion or accessing the labour market in Jordan. *Be specific on which problems or challenges will be addressed, and how have you ensured that the project design has met the demands of the labour market. (Max of 250 words)*

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1. Explain how the topic of the proposed project is linked to the priority themes as mentioned in the call for proposal. Also demonstrate how the objectives of this project are realistic, and feasible in the national context. C*oncentrate on how this proposed project will target Syrian refugees and underprivileged Jordanians*. *(Max of 250 words)*

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1. We strongly encourage to include innovative methods in the design of the project, especially with the current COVID-19 situation. For example: blended learning, internships etc. Explain briefly what kind of innovative methodology you will use in your activities. *(Max of 150 words)*

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1. Explain briefly how you will choose your beneficiaries. *(Max of 150 words)*

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1. Explain how many direct beneficiaries, Syrian Refugees and underprivileged Jordanian youth will be targeted? Also mention how many indirect beneficiaries will be targeted?

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1. The EDU-SYRIA project aims to benefit equal numbers of women and men. If no measures to achieve this are taken, women are often underrepresented in activities and events. What measures will the proposed organisation take to ensure the maximum participation of women? *(Max of 150 words)*

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1. Will the proposed project address marginalised and vulnerable groups? If yes, explain how and demonstrate how inclusion will be addressed. *Marginalised groups could include handicap women, Syrian refugees with no secondary schooling etc. (Max of 150 words)*

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1. Explain briefly what the risks are that could prevent the proposed project activities from having the desired effects. What measures will be taken to mitigate these risks? *(Max of 150 words)*

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1. Explain briefly what the short-term and long-term impact of the proposed project activities would be on the beneficiaries and institutions involved (including implementing institutions). *(Max of 150 words)*

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1. Describe your vision and strategy on how the results will be sustained after the proposed project comes to end. *(Max of 150 words)*

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1. Describe how monitoring and evaluation would be accomplished throughout the lifespan of the proposed project and after its end (e.g., follow-up). *(Max of 150 words)*

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1. Indicate whether the proposed project is part of a partnership. If yes, specify the name(s) of organisation(s) and proposed activity contribution. *(Max of 150 words)*

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1. For proposed **research** projects only. Describe how are you planning to use the results of the proposed research, if any. *(Max of 200 words)*

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1. For the sustainability and visibility of the EDU-SYRIA project, it is important that the project implementers make serious effort to disseminate the proposed project’s activities, achievements, and impact. How will you ensure visibility of the project and the EU as its source of subsidy?

*Note that reference should always be made to EDU-SYRIA and the EU’s Regional Trust Fund in response to the Syrian Crisis, the ‘Madad Fund’, e.g. by adding the EU logo, EDU-SYRIA logo and stating on the project promotional material ‘This project is funded by the EU’.*

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1. Has your organisation implemented similar donor funded projects? If so, specify at least two other (comparable) donor funded projects? *(Max of 150 words)*

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1. **Statement of Expected Costs**

The amount granted will be based on the requested budget (Annex-2) as long as it is consistent with the eligible cost criteria explained in the **CFP**. Costs that are not consistent with these regulations cannot be covered and will be subtracted from the requested budget.

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| Total requested budget (EUR)**(1 EUR = 0.78103 JOD)[[1]](#footnote-1)** |  |
| Total amount to be transferred to partner organisation (if any) (EUR) |  |

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| **Cost category** | **Total amount (in EUR)** |
| The cost of staff assigned to the project (Total HR cost) |  |
| Travel and subsistence costs for staff and other beneficiaries taking part in the project |  |
| Purchase costs for equipment (if any) |  |
| Costs of consumables |  |
| Costs of service, supply and work contracts awarded by the Requesting Organisation |  |
| Costs deriving directly from the requirements of the Contract |  |
| Co-funding  |  |

All cost categories and budget justifications are found in a tab inside the Budget (Annex-2) excel file. Please use the other cost category tabs inside the excel sheet to indicate a cost breakdown. Please make sure to include all the cost breakdown tabs in one final Annex2 pdf uploaded into DELTA.

1. **Logical Framework**

The project components should be summarised in the format of a Logical Framework, which clearly shows the relationships between the objective, the purpose of the project activities and the result and inputs. If deemed necessary, additional comments or information can be provided. Please complete the following table (Gantt Chart).

**Project Overall Objective:**

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| **Project Outcome** | **Activities[[2]](#footnote-2)** | **Indicators** | **Means of Verification** | **Risks & assumptions** | **2021 – 2022 *(highlight activity plan)*** ***assuming that project activities start in March 2021*** |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
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1. The exchange rate from EURO to Jordanian Dinar is subject to change with accordance to EU-set rates. The updated exchange rates will be discussed prior to the contracting of projects. [↑](#footnote-ref-1)
2. If part of a partnership, specify the assigned organisation. [↑](#footnote-ref-2)