



1.1 Contact information

Identity:	
Full legal name (name of the proposing organisation)	
Acronym or abbreviation (if applicable)	
Company or business registration number (if applicable)	
Type of organisation (please select the appropriate answer(s)).	<input type="checkbox"/> Government or public sector <input type="checkbox"/> education or research institution (university, education, or training centre, etc.) <input type="checkbox"/> non-governmental organisation (ngo) <input type="checkbox"/> private sector

Visiting address:	
Street address	
City	
Postal code	
Country	

Applicant's contact info.:	
Telephone	
Email address	
Website	

Postal address details (if different):	
Street address / P.O. Box	
City	
Postal code	



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Details of legal representative:	
Family name	
Given name	
Gender	
Position	
Email address	
Telephone	

1.2 Structure

Describe the hierarchical structure of your organisation (include an organisational chart and description of staff numbers and functions) (please add in an annex below).

Provide a short description (no more than half a page) of the personnel who will mainly be involved in the implementation of the project.

1.3 Reporting

Include a statement that shows:

Your organisation has implemented at least two other (comparable) donor funded projects;

The requested EDU-SYRIA project budget is less than 40% of the total budget of your institution.

1.4 Specific information

1.4.1 Systems and procedures

Describe the administrative organisation of your institution in general, the internal control structure and the supporting systems (including financial management), by answering the following questions **(Maximum 1000 words)**.

Describe the procedures for internal control (Include a description of the main results/findings of quality control exercises regarding internal control procedures)

Describe the organisational financial procedures

Is there an adequate administrative/bookkeeping system (hardware/software/filing system/coding system)?



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Describe the procedures concerning procurement of goods and services.

Is it possible to open a separate euro account?

1.4.2 Financial Capacity and Feasibility

Please include your organisation's annual reports and financial statements (including audit reports if available) for the previous two years in Annex 2. If not available, please elaborate.

What was the annual budget of the organisation or department handling the project you apply for over the last 3 years?

	2018	2019	2020	2021 (expectation)
Annual budget				

Signature applicant

Name:

Place:

Position:

Date:

Signature:

Annex 1: Organisational chart and description of staff numbers and functions.

Annex 2: Annual reports and financial statement.



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