**ANNEX I - APPLICATION FORM**

**Call for Proposals**

**Promote labour rights, report violations, and engage in social dialogue with public authorities in Kosovo**

**Contracting Authority:** Advocacy Training and Resource Center - ATRC

**Project funded by the:** European Union Office in Kosovo

**Project Title:** Protecting and promoting labour rights of vulnerable groups in the labour market

**Deadline for submission of applications**: 21 November 2022, at 4 P.M.

Please read and fill out this form carefully. This form, as well as the information it must contain, are necessary for every proposal. Applications that do not adhere to this format or that lack certain information, risk immediate disqualification.

1. **General information**

|  |  |
| --- | --- |
| Full Legal Name of Applicant  (As per registration certificate) | Official name of the organization, trade union or registered entity. |
| Full address of applicant(s)   * Postal address * Phone * Fax * Email * Website |  |
| Project title: | The project title must be short, concise and refer to the main objectives or activities of the project |
| Lots: | LOT I: Research and strengthening inclusive social dialog on issues concerning labour rights  LOT II: Raising awareness of labour rights and reporting labour violations of labour rights |
| Target area/location of the project: | Area/Region where the action will be implemented |
| The main objectives of the project: | Please specify the main objective of the proposed action |
| The results of the project: | The results of the action should be clearly written and indicate numbers of the outputs |
| Main activities: | Draft shortly the main activities of the action |
| Target Groups and Beneficiaries: | Present information about beneficiaries of your action (type of groups, age) and define their number |
| Estimated Budget: | Budget requested for this scene of sub-grant scheme - call for proposals |
| Duration of the project: | NOTE: The duration of the project is within 6 months to 10 months for both LOTS, depending on the amount requested for financing. |
| Date of application: |  |

1. **Summary of the action (MAXIMUM 1-2 PAGES)** 
   1. Please, provide a brief description of your application clearly and accurately describing your request. (Include information regarding the scope, expected objectives, main activities, and results)

**2.1 Justification of the project**

* 1. Describe the current situation. Indicate the needs and problems to be solved by means of the fund you are requesting (present statistics if possible; preferably, for the municipality in which your organization operates (if applicable);
  2. Refer to important plans that have been undertaken at national and/or local level related to the action and describe how the activity will relate to these plans;
  3. Describe the intervention and relevance of the action to the objective(s) and priority(s) of the Call for Proposals. Please give a detailed explanation.
  4. Describe how the project will promote community participation, public and governmental awareness of respecting labour rights for vulnerable groups;

**2.2 Description of the target groups**

* Describe and define the target groups and final beneficiaries, their needs and constraints, and indicate how the action will address those needs.
* Give a description of each of the target groups and final beneficiaries (also write in numbers where applicable).

**2.3 Special elements of added value**

Indicate any specific elements of added value, in particular the promotion or consolidation of public/private partnerships, the involvement of local/international stakeholders or other related issues such as experience on social dialogue, the promotion of gender equality and opportunities for equal work, decent salary, non-discriminatory training in the workplace, etc.

1. **Project description of the action (MAXIMUM 2 PAGES)**

Please describe in more detail the activities you plan to implement and the expected results of your action in a maximum of two pages.

1. **Work plan table - Duration and an example of the action plan for the implementation of the activity.**

For easier reference, you can use the following table, which you can adapt according to the needs of your proposals. (Please complete the table for as many months as the duration of your initiative is planned and implemented.)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |

**4.5 Methodology:**

* Implementation methods and rationale for such a methodology.
* Procedures for internal/external supervision and evaluation.
* The role and participation in the activity of different stakeholders and different actors, target groups;
* The organizational structure and the team proposed for the implementation of the activity (according to their function: there is no need to include the names of individuals);

**4.6 Sustainability of the project:**

* Describe the expected impact of the project, with the data in numbers where possible (if it addresses the social dialogue, improving working conditions, raising the capacities of employers or employees, expanding the available services provided by relevant institutions, better legislation, codes of conduct at work, combating informality of work, combating gender inequality, etc.)?
* Present a brief risk analysis, including a number of risk types, if any;
* Explain how you will ensure that the project will be sustainable after completion. This may include the necessary follow-up activities, built strategies, ownership, communication plan, etc.
  1. **Final checklist for the applicant**

|  |  |  |
| --- | --- | --- |
| **BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING POINTS IS COMPLETE AND RESPECTS THE SPECIFIED CRITERIA:** | **To be filled in by the applicant** | |
| **Title of the Proposal: <***indicate the title>* | **Yes** | **No** |
| I have used the correct Application Form, as outlined in the Project’s Call for Proposals |  |  |
| I have carefully read the guidelines and filled out the application form as per the requirements and criteria listed |  |  |
| I have attached a copy of the lead applicant’s ID or registration act |  |  |
| I have attached the Project’s Application Form |  |  |
| I have attached the Project’s Budget Form |  |  |
| I have attached the required registration documents, as outlined in the Application Guidelines |  |  |