**Grant Application Form**

***for institutions and organizations***

Please complete all the required fields with the information relevant to your project. This **application form** should be submitted along with other required documents *(as listed under section 11).* Incomplete documentation will not be considered.

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| --- | --- |
| **You can submit this grant application with the accompanying documentation via e-mail.**  | **Adress:**Kosovo Foundation for Open Society Ulpijana, St. Imzot Nikë Prela, Vila 13 – Prishtina |
| **Please e-mail this grant application form to:**: info@kfos.org or if applying to an open call, konkursi@org. |
| **More info on:**+383 (0) 38 542 157 or info@kfos.org<http://www.kfos.org> |

**1. GENERAL INFORMATION ON ORGANIZATION

The name and the legal status of the Institution/Organization (Association, Foundation, Institute)**

|  |
| --- |
|  |

**Organization’s registration number**

|  |
| --- |
|  |

**Organizational structure**

|  |  |
| --- | --- |
| **Executive Director** |  |
| **Chair of the Board** |  |
| **Board members** |  |
| **Assembly members** *(optionally attach the list of members as a separate document)* |  |
| **Staff members** |  |

**Contact person**

|  |
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|  |

**Contact Information**

|  |  |
| --- | --- |
| Street Address |  |
| Municipality |  |
| Zip Code |  |
| Tel |  |
| E-mail address |  |
| Web-Page *(it must be functional and contain at least information on the organizational structure)*  |  |

**2. DESCRIPTION OF ORGANIZATION’S ACTIVITIES** (max. 150 words)

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**3. INFORMATION ON PROPOSED PROJECT**

**Project Title**

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**Total Amount Requested**

|  |  |
| --- | --- |
| EUR |  |

**4. ADDITIONAL INFORMATION**

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| --- | --- | --- | --- |
| Project implementation will begin on: |   | and last until: |   |
| The organization’s bank account (Bank name, town, bank account number, SWIFT, IBAN) |  |

**5. PROPOSED PROJECT**

|  |  |
| --- | --- |
| **Executive summary**(max. 300 words) |  |
| **Context:** circumstances that affect or may influence the implementation of the project(max. 300 words) |  |
| **Project objectives (general and specific)** |  |
| **Target groups** |  |
| **Project activities** (Describe all planned activities and their dynamics in maximum 500 words) |  |
| **Advocacy plan**(If the project has advocacy actions, describe the plan, the concrete content and the dynamics of their realization in a maximum of 300 words) |  |
| **Expected results** (describe the concrete results that you expect to achieve during the project implementation in maximum 300 words) |  |

**6. PROJECT BUDGET**

Please use the Budget template provided on our [**webpage**](https://kfos.org/en/how-we-work/open-calls-and-forms).

**7. ACTIVITY PLAN**

Please use the Activity Plan template provided on our [**webpage**](https://kfos.org/en/how-we-work/open-calls-and-forms).

**8. ADDITIONAL PROJECT INFORMATION**

**Have you secured other sources of funding for this project?**

|  |  |
| --- | --- |
| **NO** |  |
| **YES** | Which source? | Activities and secured amount |
|  |  |
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**Has the subject of this project proposal been implemented in the past or is currently in implementation, regardless if it is financed by the Foundation or other donor/s? If YES, please provide more information about the project.** (max. 200 words)

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**Do you have partners for the project?**

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| --- | --- |
| **NO** |  |
| **YES** | List partners and their role in the project  |
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**9. LIST NOT MORE THAN THREE WAYS TO WHICH YOUR PROJECT WILL CONTRIBUTE TO THE DEVELOPMENT OF OPEN SOCIETY IN KOSOVO AND/OR THE WESTERN BALKANS.**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |

**10. PREVIOUS GRANTS SUPPORTED BY THE FOUNDATION IN THE LAST THREE YEARS**

**Date (year) and name of implemented project** (add ordinal numbers if you had more than 4 projects in previous 3 years)

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**Granted amounts per project by the Foundation** (add ordinal numbers if you received more than 4 projects in the previous 3 years)

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**11. STATEMENT / DISCLAIMER**

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| By signing the declaration below we assure you that all information provided in this application form is complete and correct and cannot lead to an incorrect conclusion. In case this grant is to be approved:* We commit to, if necessary, supplement the information and provide other information in case the Foundation staff estimates that additional information is needed;
* We understand that the funds allocated by the grant are to be used solely for the purposes listed in the Grant Contract;
* We understand the importance of resolution of conflict of interests, which we have expressed by signing the form of conflict of interest, which is an integral part of the application documentation;
* We are fully aware that the completion of this grant will not be enabled in case the submitted statement is incorrect and incomplete;
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| Please enclose the following documents:1. **Completed and signed form of Conflict of Interest**
2. **Completed Budget Form and Activity Plan**
3. **Organization’s Certificate of Registration**
4. **Curriculum Vitae of staff to be engaged in project implementation**
5. **The organization’s financial statements for the previous year**
6. **The auditor’s report if required by law**
7. **Tax verification by ATK (online verification is acceptable)**
8. **Organization’s portfolio (as separate annex)**
9. **Project proposal annexes to document the project, if necessary**
10. **Reference letters (optional)**
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| --- | --- | --- |
| Name and Last Name of the Executive Director | Signature | Date |
|  |  |  |

**Organization’s Stamp**