

**“Budgets for Citizens” Project funded by the European Union**



**“Budgets for Citizens” Project**

**Sub-Grant Application form for CSOs (Mass Media) for Budget Monitoring and Analysis in Target Directions**

**A. EXECUTIVE SUMMARY**

<b>1. Applicant Information</b>	
<i>Name of the CSO/Mass Media (Name of the Lead Applicant)</i>	
<i>Composition of CSO/Mass Media Consortium and contacts (address, phone, e-mail address, web site of each member)*</i>	
<i>Contact person (name, second name) and contacts (phone, e-mail address)</i>	
<i>Project Title:</i>	
<i>Project target Sector(s) and their directions</i>	
<i>Project location: (marz, city or community)</i>	
<i>Project Duration:</i>	
<i>The main direction of the project</i>	Implementation of budget analysis

\* Please skip the question if the CSO is applying alone without a consortium. :

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<i>(Multiple choice is allowed)</i>	Implementation of budget monitoring Development of simplified budgets
<b>2. Project Budget (Indicate in AMD)</b>	
<i>Total Budget</i>	
<i>The amount of funding requested from the "Budgets for Citizens" Project</i>	
<i>Amount of financial contribution from other sources (if any)</i>	
<b>3. Overall and Specific Objectives of the Project</b> <i>Please indicate how the overall and specific objectives of the sub-grant project meet the overall and specific objectives of the Budgets for Citizens" Project (maximum 300 words</i>	
<b>4. Project Summary (Description)</b> <i>Please describe the vision of the project, overall and specific objectives (problem), as well as program activities (maximum 1000 words).</i>	
<b>5. Target Groups and Beneficiaries<sup>1</sup></b> <i>Please describe the target groups and/or beneficiary groups, describing the needs, role and impact of each, and how the project addresses these needs (maximum 300 words).</i>	
<b>6. Project Impact and Results</b> <i>Please provide a detailed description of the expected impact of project implementation and the expected results during the implementation of the project and the long term results; describe the positive changes (effect) that the project implementation will lead to, how it will affect the budget process (maximum 500 words).</i>	

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<sup>1</sup> Target groups are those on which the program expects to have a long-term impact. Beneficiaries are those who will directly benefit from the implementation of the project.

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<p><b>7. Sustainability</b> <i>Please describe how the involvement of direct beneficiaries and the sustainability and continuity of the project during the implementation of the project will be ensured? (Maximum 300 words).</i></p>
<p><b>8. Risks</b> <i>Please describe the main risks, which may endanger project implementation, as well as the achievement of impact and outcomes. Please describe how you will reduce or neutralize the risks effect (maximum 300 words).</i></p>
<p><b>9. Experience in implementing similar projects and thematic interest</b> <i>Please indicate previous experience of implementing similar programs (if any) and interest in the areas of state budgets, their analysis, monitoring, ensuring participation and advocacy (maximum 300 words).</i></p>
<p><b>10. Experience in project management and implementation, and the core team</b> <i>Please provide the following information: List <b>the project management experience of the Lead Applicant</b> (project title, duration, budget, donor, location and, the partners if available). <b>The project management experience of the members of Consortium</b> (project title, duration, budget, donor, location and, the co-applicants if available), and the partners if available) and <b>the core team</b>, indicating their positions in the project, as well as <b>attach</b> CVs of key team members. (Maximum 300 words).</i></p>

**B. ACTION PLAN**

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*Please draw up the action plan using the following format. Add extra rows if needed).*

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Activity	Months						Implementing entity
	1	2	3	4	5	6	
A 1.1 (indicate the name of the action)							
A 1.2							
A 1.3							
A 1.4							
¶1.5							

**C. LOGICAL FRAMEWORK**

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Logical framework of the project. Please see Appendix 1 to this Application Form.

**D. PROJECT BUDGET**

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Project Budget. Please see Appendix 2 to this Application Form.

**E. OTHER REQUIREMENTS AND LIST OF REQUIRED DOCUMENTS**

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**The Project Proposal and accompanying documents must be signed by the Head of the Lead Applicant organization and be sealed with the seal of the Lead CSO.**

**List of required documents to be attached to the Application:**

- Copies of the charters of the Coalition member CSOs and Mass Media (in the case of a consortium, all member CSOs and Mass Media) applying for grant.
- A copy of the certificate of state registration of the Coalition member CSOs (in the case of a consortium, all member CSOs and Mass Media) applying for grant, including the copies of all supplementary sheets (inserts).
- A brief (maximum up to one page) description of each applicant organization.
- A copy of the taxpayer identification number (TIN) of the lead organization.
- A reference from bank about the existence of a bank account of the lead organization.
- A letter of attorney issued by the CSO/Mass Media head in cases where the project manager is a different individual member of the CSO/Mass Media.
- CVs of the core members of project implementing team.

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- In case of the consortium, Commitment Letters of Consortium member CSOs, or a Cooperation Agreement on the joint implementation of a sub-grant project.
- Copy of the certificate of completion of the training program within the framework of the "Budgets for Citizens" Project, aimed at developing the skills of CSOs and Mass Media.
- Written confirmation that the Applicant, and in the case of applying with a Consortium, the Consortium will apply to the sub-grant program announced to involve Young Specialists from Budget Sector in CSOs/Mass Media on Employment Basis.

***All documents must be submitted in Armenian language. In case of necessity, the Grant Committee may request additional documents, as well as the originals of the submitted documents from the applicants.***