# Annex 1b: Full Project Proposal

**Green Agenda Multiplier**

**Grant support program for CSOs and CSOs networks**

Project Green Agenda Navigator

 *Empowering civil society to support development of climate-neutral and climate-resilient economies in the Western Balkans*

*The application form must be filled out in the specified format, using Arial font, size 11, single line spacing, while left and right margins must not be less than 2 cm. Adherence to the specified format is mandatory. Before submitting your project idea proposal, please check that you have filled out all sections of the application form. After reading this instruction and everything written in red in the form, you can delete it.*

## 1. ABOUT THE PROJECT

### 1.1. Basic information

|  |  |
| --- | --- |
|  Project name |   |
|  Name of the project applicant |   |
|  Name of the project partner(s) (if any) |   |

### 1.2 Brief Overview of the Project Proposal

|  |  |
| --- | --- |
| Thematic area of project idea (decarbonization, depollution, biodiversity) |  |
| LOT and total amount requested, in euros (EUR)  |  |
| Duration of the proposed project | From DD.MM.YYYY. to DD.MM.YYYY. |
| Project objectives | General objective: |
| Specific objective(s) |
| Expected project results |  |
| Main project activities |  |
| Location for project implementation  |  |
| Brief description of the project (200 words)  |  |

2. Description of the Project team
*(In the following section, present your organization or network)*

*List the project team members who will implement the proposed project. For each member of the project team, please provide:*

*- role in the project team (for example: coordinator / project manager, expert for a certain area, accountant, etc.);*
*- relevant experience that qualifies the team member to implement the proposed project;*
*- formal or informal education that qualifies the team member to carry out the duties on this project.*

## 3. PROJECT DESCRIPTION (maximum 3 pages)

### 3.1 Description of the problem

*Present the environmental and climate change issue you wish to address or contribute to this project. Explain how the identified problem is related to the goals of the Green Agenda Multiplier program? Describe how your fellow citizens see this problem and state how you obtained information about citizens' attitudes, preferably using quantitative or qualitative data. Indicate whether the described problem particularly affects certain population groups, e.g. women, persons with disabilities, socially vulnerable citizens, etc. and in what way?*

*After answering this question, you can delete the sub-questions.*

### 3.2. Project objectives (general and specific objectives)

*Describe what you want to achieve in order to solve the problem. State how your local community will look if you solve the problem described through the proposed project: what will change, why will the situation in your local community be better if you implement the proposed solution? Will the change positively affect certain groups of the population, e.g. women, persons with disabilities, socially vulnerable citizens, etc. and in what way?*

*After answering this question, you can delete the sub-questions.*

### 3.3. Target groups and end users

*Which target groups will the project directly involve and why? Where possible, provide the exact number of direct participants and beneficiaries. Explain the needs of your target group and their attitude towards the problem and the solution you offer throughout the project. Describe the end users affected by the project.*

*After answering the question, you can delete the sub-questions.*

### 3.4. Participation of citizens

*How does your project ensure that the interests of citizens are represented to the wider community? In what way will your project enable the involvement of citizens in the solution of the problem? In which phases of project implementation will citizens be involved?*

*After answering this question, you can delete the sub-questions.*

### 3.5. Relevance of the project

*Describe how the proposed project contributes to the goals of the Green Agenda Multiplier support program? Explain the connection between the goals of your project and the goals of the Green Agenda Multiplier Support Program? In what way will the results of the project you propose contribute to the realization of the expected results of the Green Agenda Multiplier program? Describe why the project you are proposing is adequate to solve the problem you have identified. How does the proposed project respond to the needs of the identified target groups and end users?*

*After answering the question, you can delete the sub-questions.*

### 3.6. Compliance of the project with public policies

*What public policies govern the area you are dealing with in the proposed project? Clearly present the link between your project with plans, programs and/or strategies at local, regional and/or national level that regulate the area of the identified problem. In what way does the project you propose contribute to solving the problems identified by the stated public policies?*

*After answering the question, you can delete the sub-questions.*

## 4. RESULTS, ACTIVITIES AND TIME FRAME OF PROJECT IMPLEMENTATION (maximum 5 pages)

*Present the expected results of your project. Present the connection between the activities, the results achieved and the objectives of your project. Explain how the project contributes to the achievement of the goals and results of the Program.*

*After answering this question, you can delete the sub-questions.*

### 4.1. Expected results

*What solution do you propose? What is the end result of the project you propose? Describe in detail the results you expect to achieve through the implementation of the activities you described in the previous step.*

*After answering this question, you can delete the sub-questions.*

### 4.2. Link between expected results and project objectives

*Explain how the achievement of the expected results will lead to the achievement of the project objectives? Point out the connection between the results and the project's objectives.*

*After answering this question, you can delete the sub-questions.*

### 4.3. Description of project activities

*Describe in detail all activities on the project and the method of their implementation. Explain why exactly such activities are adequate for the realization of project results. Explain in which territory the project activities will be carried out. If your project is based on previously implemented activities, explain the connection with the activities foreseen in this project.*

*After answering this question, you can delete the sub-questions.*

### 4.4. Timeframe

In the table, present the time frame for the execution of the project. Present the main activities and significant sub-activities of the project.

|  |  |
| --- | --- |
| ACTIVITIES (add new lines if necessary)   |  Months  (in the columns for the corresponding months in which you foresee the realization of the project activities, you should write "x")  |
|   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | Organization responsible for implementation  |
| 1.   | x  |   |   |   |   |   |   |   |   |
| 1.1   |   |   |   |   |   |   |   |   |   |
| 1.2   |   |   |   |   |   |   |   |   |   |
| 2.   |   |   |   |   |   |   |   |   |   |
| **…**   |   |   |   |   |   |   |   |   |   |

## 5. METHODS INTENDED FOR PROJECT IMPLEMENTATION (maximum 5 pages)

### 5.1. Disseminating project activities

*How will you communicate with citizens in your local community? How will you communicate with the media? What dissemination channels do you already use (social networks, websites, online and other media, blogs and the like)? Describe each of these channels, write how many people follow your work through each of them, how often you communicate with them and in what way, as well as how you will use these dissemination channels during the implementation of the proposed project.*

*After answering this question, you can delete the sub-questions.*

### 5.2. Engagement of the wider community in project activities

*Who are your allies in solving problems? Which other community actors will you involve in solving the problem and how? How will you actively involve citizens in the proposed activities? In what way will you involve local media, schools and other educational institutions, local entrepreneurs or local self-government? In what way and does the achievement of the goal you have set require the involvement of actors from the national or provincial level (for example, ministries, secretariats, administrations, agencies, institutions, companies operating throughout Serbia, the media and the like)? Are there actors who will not be positively affected by the project or who would oppose the implementation of the project? How do you plan to overcome their actions?*

*After answering this question, you can delete the sub-questions.*

|  |  |
| --- | --- |
| Opponents (actors who will potentially not be positively affected by the project or who will oppose the implementation of the project) | Measures to overcome the actions of opponents (the way in which the risk to the successful implementation of the project will be overcome) |
| Opponent 1 | Measure 1 |
| Opponent 2 | Measure 2 |
| (add more lines if necessary) | (add more lines if necessary) |

### 5.3. Implementation Monitoring

*Explain how you will monitor the implementation of project activities and how you will evaluate success in achieving project results and goals (monitoring and evaluation).*

### 5.4. Risk analysis: what if something goes wrong?

*What risks can threaten the successful implementation of the project? How do you plan to overcome those risks and their consequences?*

*After answering this question, you can delete the sub-questions.*

|  |  |
| --- | --- |
| Risks (potential obstacles or challenges that you foresee you might encounter, which could threaten the success of the implementation of the proposed project) | Measures to overcome the risk (the way in which the risk will be overcome for the successful implementation of the project) |
| Risks 1 | Measure 1 |
| Risks 2 | Measure 2 |
| (add more lines if necessary) | (add more lines if necessary) |

5.5. Sustainability: what after the end of the project?

*How will the project affect your capacity in the long term? Will your role in the sustainable development of your local community be strengthened and in what way? Will the achieved results in the project continue to exist after the end of the support through the Program? Under what conditions will the results of your project continue to exist? Will additional funding or involvement from your organization be required? How do you plan to provide these funds in the long term (if they are needed)? (maximum 1 page*)

After answering this question, you can delete the sub-questions.

## 6. CHECKLIST

|  |  |
| --- | --- |
| *Before submitting a project proposal, please check whether you have done each of the above and whether the project proposal meets the above requirements. This list is intended for you so that you can check whether the project proposal meets the basic conditions of the competition*  | *Check the boxes below*  |
|  **Project name:**  | YES | NO |
| Annex 1b Full Application Form for Green Agenda Multiplier Support Program  |   |   |
| Annex 2 Budget Proposal for Green Agenda Multiplier Support Program |  |  |
| Annex 3 Logical Framework Matrix for Green Agenda Multiplier Support Program |  |  |
| Annex 5 Declaration of the Project Partners for Green Agenda Multiplier Support Program |  |  |