**Annex 3**

**Application Form**

**Title: Promoting Data Journalism-Grants for Journalism Schools**

**I. THE APPLICANT**

|  |  |
| --- | --- |
| **Applicant** | Organization:  Legal Status:  Acronym, if any: |
| **Address** |  |
| **TAX ID / registration number** |  |
| **Unique Entity ID (SAM)**  *(If applicable)* |  |
| **NICRA** (Negotiated Indirect Cost Rate Agreement) if yes, please provide the approved letter. |  |
| **Authorized Representative** | Name:  Title:  Email:  Telephone: |
| **Contact Person** | Name:  Title:  Email:  Telephone: |

1. **Organization Overview** (maximum one page)

History and mission; evaluate the organization's structure and determine whether it supports the achievement of its goals, evaluate the organization's human resources, including staff skills and expertise, describe organization’s capacity to manage grant programs.

**II. PROJECT INFORMATION**

|  |  |
| --- | --- |
| **Name of the Project** | **Promoting Data Journalism-Grants for Journalism Schools** |
| **Location** | City:  Country: Georgia |
| **Duration** | Months (maximum 10 months)  from [month] [year] to [month] [year] |
| **Budget** | Amount Requested: (GEL) |
| **Partners**  (Optional, use if appropriate)  Please list all partner organizations involved in the project; insert as many lines as necessary) | Name of the Partner Organization:  Role in the Project:  Contact Person:  Title:  Email:  Telephone: |

**III. PROJECT DESCRIPTION**

1. **Project Summary**

Please provide a summary of your project and any necessary background information; the summary must be less than one page and should clearly address what your project will accomplish, in addition to why and how it will be implemented. Applicants should follow the format below.

* **Context & Justification**: Summary of why this project is important in Georgia and how it is relevant to the objectives and results of the USAID National Governance Program
* **Goal**
* **Inputs & Outputs**: Summary of major activities that will be undertaken and the outputs that participants will produce.
* **Primary Outcomes**: Summary of how the applicant anticipates targeted national governance stakeholders will use what the project participants produce and/or the intended change in behavior by these stakeholders.
* **Secondary Outcomes**: Summarize any additional outcomes or benefits that the applicant anticipates will result from this project.

1. **Project Approach & Implementation**

Please provide accurate and detailed information, no more than five pages.

**Problem Statement** (maximum one page) A summary of the challenges that hinder building a cadre of skilled and experienced data journalists.

**Technical Approach** (maximum two pages) summarize the approach for achieving the desired outcomes and outputs articulated in section A of the RFA. Describe sustainability of project results and anticipated impact on the beneficiaries.

**Summary Implementation Plan** (maximum two pages) Please described in detail specific activities that you will undertake to achieve the results and the stated goal? Please include a description of the major tasks, milestones, outputs, and timeline for implementation.

1. **Gender and Social Inclusion**

Describe how the activities in your project will support policies addressing gender inequalities, and measure the impacts of governance reforms, or will otherwise address the needs of youth, women, or other underserved groups.

Please describe how your project will include and engage women and other underserved groups in project implementation.

1. **Monitoring, Evaluation, and Learning**

How will you know that your project was successfully implemented? What criteria will you use to measure the achievements of your project? *(Please include the tools you will use to monitor project activities and evaluate project results)*

Highlight how you will capture useful knowledge/insight gained during the activity monitoring to make course corrections throughout implementation and to ensure learning can potentially feed back into future iterations of this activity. Please use the below given log frame chart.

| **Definition of Results** | **Description of Project’s results** | **Indicators to Measure Results, including Baselines and Targets** | **Data Sources for Indicators** | **Assumptions** |
| --- | --- | --- | --- | --- |
| Goal (The highest-level desired **change** or long-term **impact** that should happen due to your project implementation) |  |  |  |  |
| Outcomes (immediate **changes** that happened due to outputs) |  |  |  |  |
| Outputs (immediate tangible **things/ products** delivered/produced through using inputs) |  |  |  |  |
| Inputs (**things or processes** used to implement your project) |  |  |  |  |

1. **Sustainability**

Describe how the activities in your project will be sustained after funding ends. How will the activities or results of your project continue.

1. **Communication, Outreach, and Visibility Plan**

Describe how the project will use communication and public outreach to amplify its results. Please provide an overview of the overall visibility plan for the project.

1. **Project Activity Schedule and Timeline - Work Plan**

*Based on the activities listed in section III.2 above, please fill in the work plan using the template provided in Annex 4.*

**IV. PROJECT TEAM**

Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. Insert as many lines as necessary.

Please attach CVs for key personnel involved in the project, using the template provided in Annex 6; also, be noted, in case your project is selected for the next stage, all key personnel should fill out USAID Biodata (National Governance Program will provide the template) and provide verification documents (contract, paystubs, letter of employment).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name and Surname | Position | Role in the Project | Description of Assigned Responsibilities |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**V. APPLICANT CAPABILITY AND PAST PERFORMANCE**

1. **Organizational Capability and Resources**

Annual income over the past three years, mentioning the names of your main financial contributors (where applicable)

|  |  |  |
| --- | --- | --- |
| Year | Total Annual Income (GEL) | Main Financial Contributors |
|  |  |  |
|  |  |  |
|  |  |  |

Describe the various resources at the disposal of your organization such as: equipment, offices etc.

1. **Past Performance**

*Please describe no more than* ***three*** *similar activities or projects (USAID projects are preferred) in which your organization was involved over the past three years, using the table below. The contact persons listed below will serve as references.*

|  |  |
| --- | --- |
| **Project Title** |  |
| **Duration (months)** |  |
| **Year** |  |
| **Location** |  |
| **Role of your Organization**  *(leader/implementer, partner)* |  |
| **Project Objectives** |  |
| **Project Results** |  |
| **Total Budget** |  |
| **Funding Sources and Types of Funding** (grants, contract, or other)  *Please include contact information for funding sources.* | Name:  Position:  Email:  Telephone: |

**VI. PROJECT BUDGET**

Use the budget template provided in Annex 5.

**VII. STATEMENT OF LIABILITY**

I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate.

**Name & Surname:**

**Position:**

**Date:**

**Signature:**

**Stamp:**