**PROJECT APPLICATION AND DESCRIPTION**

**General information**

1. Project title

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1. Location of the project (country/city)

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| --- | --- | --- |
| Country | City(s) | Precise geolocation(s) (coordinates, if applicable) |
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1. Duration of the project

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| --- | --- |
| Start | End |
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1. Amount of aid requested

|  |  |
| --- | --- |
| HUF | Currency (required) - if relevant |
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1. Applicant

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| Name of representative: |  |
| Title: |  |
| Official name of the organisation: |  |
| Address of the head office: |  |
| Country: |  |
| Registration number: |  |
| Tax number (if applicable): |  |
| E-mail address of the organisation: |  |
| Website: |  |
| Contact name: |  |
| Contact email: |  |
| Contact mobile number: |  |

1. Local implementing partner organisation

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| --- | --- |
| Name of representative: |  |
| Title: |  |
| Official name of the organisation: |  |
| Address of the head office: |  |
| Country: |  |
| Website: |  |
| Legal basis of the relationship with the Applicant |  |

1. Have you previously received support from the Hungary Helps Agency?

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| --- | --- |
| Yes | No |
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*If yes, please provide the following information:*

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| --- | --- | --- | --- |
| Year | Title of the project | Amount requested | Grant awarded |
|  |  |  |  |
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**Project description**

1. Short summary of the project (1000 characters)

*Please provide a brief summary of the project, including the duration of your proposed project and the resources required.*

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1. Description of the applicant organisation (1000 characters)

*Please briefly explain why the applicant organisation is capable of carrying out the project, in particular with regard to the transparent and efficient use of resources.*

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1. Background (Max. 1000 characters)

*Please briefly describe the initial situation. Why is the project needed?*

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1. Description of the target group, number of people (max. 1000 characters)

*Describe the groups that will be the final beneficiaries of the project.*

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1. General objectives and impacts (Max. 2000 characters)

*Describe the expected positive impacts, potential benefits and outcomes of the project (both* *short and long term).*

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1. Sector type of project

*Please tick the relevant sector.*

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|  | Emergency response |
|  | Post-war response |
|  | Healthcare as the base of humanitarian assistance |
|  | Supporting education and vocational training |
|  | Agriculture and food security projects |
|  | Focusing on women's empowerment |
|  | Cultural heritage as a new component for peace and security |

1. Alignment of the project with the development objectives of the Hungary Helps program (based on the HHP Act)

*Please tick the boxes that apply to the project to be implemented*

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|  | rebuilding, renovation and operation of buildings and infrastructure destroyed by natural or civilisational crises, in particular hospitals, schools, built religious and cultural heritage, housing |
|  | creating and running programs to help local communities stay local |
|  | establishing and operating programs to assist the return of fleeing families |
|  | the provision and improvement of medical care, the procurement and delivery of medical supplies, goods and services |
|  | providing expert assistance |
|  | building and supporting health, training and education institutions |
|  | providing education, training, further training and support for textbooks and teaching materials |
|  | providing a scholarship program in Hungary |
|  | the enforcement of human and minority rights |
|  | promotion of free religious practice and the preservation of the values of persecuted Christians and other religious minorities |
|  | cultural heritage protection |
|  | activities to eradicate poverty |
|  | activities to create sustainable development |
|  | setting up and running vocational training and scholarship programs to create jobs locally |
|  | promoting international peace and security |
|  | raising humanitarian and development awareness |
|  | promoting interfaith dialogue and supporting the role of churches and faith-based organisations in conflict resolution |
|  | immediate general assistance (food and non-food items) |
|  | sustainable development through economic and trade stimulating activities and social impact within the framework of collaborations |

1. Adaptation of the project to the development concept of the supported country in the light of local needs and challenges (max. 1000 characters)

*Please show how the project fits in with the development strategies, policies and priorities of the beneficiary country by addressing the identified local needs, requirements and challenges.*

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1. Goals and indicators of the project

*Please describe the results and impacts you intend to achieve through the implementation of the project. What indicators can be used to monitor or measure the achievement of the project goals?* *(The table contains examples and can be expanded freely.)*

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| --- | --- | --- | --- |
| Project goals (if relevant, with a breakdown of the sub-goals) | Name of indicator | Number of indicator | Comment |
| *Construction of an educational establishment* | *classroom* | *20 pcs* |  |
|  | *student* | *5 000 people* |  |
|  | *student with disadvantages* | *2 000 people* |  |
|  | *families* | *60 000 families* |  |
|  | *staff* | *100 people* |  |

1. Planned activities (Max. 5000 characters)

*Please describe the planned activities and explain how they will help to achieve the project's objectives.*

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18. Presentation of the schedule

*Describe the project schedule, indicating the main steps, milestones and possible risks (e.g. delays in obtaining permits, weather problems, safety challenges, etc.). Explain any challenges that may affect the successful implementation of the project. The description of the measures must also be indicated in the Budget Plan. The first row of the table is an example, the rows can be expended freely.*

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| Schedule | | | |
| Date | Activities | Milestone | Risk |
| *10. 2024 - 06. 2025.* | *training for disadvantaged groups* | *obtaining a diploma* | *drop-outs during training* |
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1. Proposals to address potential risks (Max. 3000 characters)

*Describe your mitigation strategies for the risks indicated in the table above.*

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1. Description of the local implementing partner organisation and other collaborators (Max. 2000 characters)

*Describe the details of the local implementing partner organisation's relevant experience, skilled workforce, local contacts, references. Specifically mention the Hungarian actors involved in the project and their relationship with local partners.*

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1. Communication plan (Max. 2000 characters)

*Detail how you plan to increase the visibility of the supporter! (E.g.: communication of the project, measures taken to ensure communication impact, description of the communication platforms planned, planned use of the official website to promote the project.)*

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**Project budget**

1. Budget - to be attached

*Please complete the Budget Plan worksheet as detailed in the "Budget Plan - Guidelines" worksheet. You do not need to fill in anything on the Summary worksheet, it will take the data from the spreadsheet. In addition to the Budget Plan, please also print out the Summary Worksheet, sign it and attach it as an attachment. Please note that in the case of a successful bid, you will be required to account for the HUF amount.*

*Check the VAT status and fill in the Budget Plan worksheet accordingly.*

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| --- | --- |
| The Applicant | |
|  | VAT deductible (net budget) |
|  | Not entitled to deduct VAT (gross budget) |

1. **Public procurement**

**By submitting this grant application, the applicant acknowledges that, in the event of a positive decision, it will be required to comply with the public procurement rules in force in the jurisdiction in which it is established/addressed.**

**The applicant expressly acknowledges that it may be subject to public procurement obligations in respect of the grant relationship even if it has not previously been subject to such obligations.** **The applicant is aware of the public procurement rules to which it is subject and, where applicable, of the public procurement obligations which may arise if it is awarded a grant and undertakes to act in compliance with them when using the grant.**

**Sustainability**

1. How will the financing of the project continue after the project is no longer funded by Hungary Helps Agency? (Max. 1000 characters)

*Name the measures of the project that will contribute to the long-term sustainability of the results (e.g. job creation or sustainable economic opportunities for the local population). Please also indicate how the expected results of the project relate to the* [*UN Sustainable Development Goals.*](https://sdgs.un.org/goals)

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Annexes to be attached:

1. Budget
2. Summary (only in the case of Grant agreement)
3. General declarations
4. Original of the bank account certificate issued by the bank and mentioned in point 2 of the General declaration
5. Certificate of incorporation or registration of the organisation
6. Signature declaration of the representative of the organisation

**Consent clause for data processing**

By signing this declaration, I expressly consent to the processing of the data provided for the purpose of the project by Hungary Helps Agency Nonprofit Zrt.

Date, …..

……………………………..

Representative of the applicant organisation

S.L.