ANNEX 1 – FULL APPLICATION FORM

Instructions: Complete the sections below, using Arial, size 12 font. Please note the documents required for submission under each section. Applications are invited from Yemen, Iraq, Benin , Côte D'Ivoire, Democratic Republic of Congo, Pakistan, Bangladesh, Colombia, Guatemala, Honduras

**Date of Submission**: Enter text.

# Section A: Basic details of the organisation

## A.1 Brief profile of the organisation

| **Full name of the organisation**  |   |
| --- | --- |
| **Year of establishment** |  |
| **Organisation legal status:** *Indicate Date of Registration (dd/mm/year) and Registration Number* |   |
| **Country of operation** |  |
| **Geographic coverage***(Location i.e provinces/districts organisation operates in)* |   |
| **Are you a local NGO?** | **Yes**............... **No**............ |
| **Are you a Women-led organisation** | **Yes**............... **No**............ |
| **USAID**-**Unique Identification (UEI) Number**(except for Pakistan, Yemen and Iraq) |  |
| **Address of the organisation** |  |
| **Contact details***(Any change in contact details must be notified in writing to GNDR. GNDR will not be held responsible if it cannot reach an applicant due to incorrect contact details).* | Insert here the Name and email address of the applicant |
| Insert here the name and email address of the Head of the organisation:  |
|
|
| **Languages spoken by the staff** |  |
|  **Organisation website** |  |

## A.2 Staff details

2.1 Please provide an organogram of the organisation:



2.2 Total number of staff:

* **Head office**: Click or tap here to enter text.
* **Number of female staff in head office:** Click or tap here to enter text
* **Field office:** Click or tap here to enter text.
* **Number of female staff in the field office:** Click or tap here to enter text.

2.3 Details of Focal Points for the project:

* Name, email address and telephone of Key Focal Point in Programmes: Click or tap here to enter text.
* Name, email address and telephone of Secondary Focal Points (Finance and Monitoring & Evaluation Officer): Click or tap here to enter text.

## A.3 Key thematic sectors of operations

Which areas does your organisation work in? Select those that apply.

 ☐ Disaster Risk Reduction ☐Climate Change Adaptation

 ☐ Humanitarian Action ☐Peace Building in conflict settings

 ☐Other………………………………………………………………….

## A.4 Proposed geographical site for project

If selected as an implementing organisation, kindly highlight the province or sub provinces in which you would undertake the project. State the reason for selection of the proposed site.

Click or tap here to enter text.

## A.5 List 2-3 organisations that support or have supported your organisation’s work

* State the name of the organisations/institutions and the nature or kind of support
* Click or tap here to enter text.

##  A.6 Key stakeholders your organisation targets in project interventions

☐ Women ☐ Children ☐ People with Disabilities ☐ Internally Displaced People

☐ Refugees ☐ Men ☐ Youth

## A.7 Financial details

Total income in USD (separately for the last three years) Click or tap here to enter text.

## A.8 Tick the key organisational olicies available in your organisation

☐ Child Protection policy ☐ Sexual Harassment Policy ☐ Whistle Blower’s Policy

☐ Gender Policy ☐ Data Protection Policy ☐ Complaint and Feedback Policy

☐ Code of Conduct ☐ Anti Fraud Policy ☐ Conflict of Interest Policy

☐ Child Protection Policy ☐ Anti-terorism Policy ☐ Approval Authorization Policy

☐ Staff Security Policy ☐ Travel Authorisation Policy ☐ Safeguarding Policy

 Note: Successful applicants might be asked to provide additional due diligence documents to assess their organisational and financial capacity.

# Section B: Operational details

## B.1 For which country are you applying for this project? ( Please choose only one country)

 ☐Yemen ☐ Iraq ☐Benin ☐Côte D'Ivoire ☐Democratic Republic of Congo

 ☐ Pakistan ☐Bangladesh ☐Guatemala ☐Honduras ☐Colombia

## B.2 Are you part of any local, national, regional or global network? If so, please provide details such as the date your organisation joined the network and your role in the network.

Click or tap here to enter text.

## B. 3 Do you engage with the national or sub national governments? Yes ☐ No☐

 B.3.1 If Yes, are you

* + Implementer of the government funded projects? Yes ☐ No ☐
	+ Part of joint advocacy & campaigns? Yes ☐ No ☐
	+ Any other engagement? Yes ☐ No ☐

 If yes, what types? Click or tap here to enter text.

 B.3.2 If No, then please state the reasons here - Click or tap here to enter text.

## B.4 Provide details of the largest project you have implemented or are implementing. Provide details on the geographic coverage, beneficiaries, period of implementation and total budget.

Click or tap here to enter text.

## B.5 Describe in brief the monitoring, activity reporting & beneficiary tracking mechanisms in your organisation.

Click or tap here to enter text.

# Section C: Program implementation & sustainability

## C.1 Have you participated in a GNDR funded programme before? If so, please share the details (project title, start and end date of the project)

Click or tap here to enter text.

## C.2 State your years of experience working in conflict management or peace building, humanitarian, climate change adaptation and risk reduction actions

Click or tap here to enter text.

## C.3 Have you organised a multi stakeholder national workshop in your country? If so, please give the date and a brief of who was involved and the outcome.

Click or tap here to enter text.

## C.4 Are you involved in any of the global policy influencing work at the national level such as Sendai Framework for DRR, Paris Agreement, Urban Agenda, SDGs, etc. If yes, please state your role

## Click or tap here to enter text.

## C.5 Are you available and willing to be mentored by another CSO? If so, please describe in a few words your expectations during a mentorship relationship?

Click or tap here to enter text.

## C.6 If selected, kindly list the areas you would like to receive mentorship support to build your capacity to implement the project?

## Click or tap here to enter text.