

Application form Emergencies Eastern Europe and Central Asia

Aidsfonds and AFEW call for proposals to relieve Emergencies Threatening HIV Service Provision for Key Populations in Eastern Europe and Central Asia

Before starting a proposal, please read the eligibility criteria for applicants and proposals in the Call for Proposals carefully, as they will be applied strictly. Proposals that do not meet the conditions set by the eligibility criteria for applicants and proposals will not be considered eligible for further assessment.

Only proposals submitted through the official online form will be taken into consideration. Applicants are allowed to submit more than one application. Applicants can receive more than one grant.

When you have submitted your proposal, you will receive an automated e-mail confirming receipt of your application. If you do not receive this e-mail, please check if you submitted the form and resubmit if necessary. If you are facing technical problems filling out this form, please contact us via secretariat@emergencyfund.nl

The more complete your proposal, the better we can assess it, so answer all required questions and don't forget to upload the required attachments

(Questions marked with a * are obligatory)

PART I

1. Activity description

Activity title*	<i>Make sure title captures the essence of the activity you are undertaking to relieve the emergency</i>
Context - Background and Initial Situation (<350 words)	<i>Provide a short but thorough analysis of the context, the need(s) that will be addressed and the problem(s) the proposed activities respond to</i>
Describe your activity (< 400 words) WHAT	<i>Describe the goal of your activity (< 50 words)</i>
	<i>Describe "what" and "how" you are going to do to overcome the emergency situation (< 200 words)</i>
	<i>"Why" this activity is necessary (< 50 words)</i>
	<i>"Who" will carry out the activity. (< 100 words) If applicable, provide information about partners with whom you are planning to collaborate in the current emergency situation and give a clear breakdown of roles and responsibilities for this project.</i>
Location(s) where your activity takes place (max 50 words)	<i>Tick one (or more) of the following countries:</i> <input type="checkbox"/> Armenia <input type="checkbox"/> Belarus <input type="checkbox"/> Kazakhstan <input type="checkbox"/> Kyrgyzstan

	<input type="checkbox"/> Moldova <input type="checkbox"/> Russian Federation <input type="checkbox"/> Tajikistan <input type="checkbox"/> Turkmenistan <input type="checkbox"/> Ukraine <input type="checkbox"/> Uzbekistan <i>Describe where the project will be implemented: in which city and or region, or whatever is applicable</i>
Target population: who is the (main) target group?	<input type="checkbox"/> Sex Workers <input type="checkbox"/> LGBTQI <input type="checkbox"/> MSM <input type="checkbox"/> (Ex) Prisoners <input type="checkbox"/> Women vulnerable to HIV <input type="checkbox"/> Migrants <input type="checkbox"/> Adolescents and/or Youth <input type="checkbox"/> PUD <input type="checkbox"/> PLHIV
Number of People expected to reach	<i>Please estimate how many people you will reach with your activity directly and indirectly</i>
Sustainability and future(<100 words)	<i>Does your organisation have a strategy in the long term on how to cope with the emergency you now face in the future?</i>
Publicity (<150 words) Spin off effect: how can larger groups benefit from the activity?	<i>In what way will inform general public or / and decision makers about the emergency situation, and / or will you use the proposed activity as an advocacy tool, to prevent similar emergencies happening in the future</i>
Other essential or useful information, for example video one minute or image(s)(<100 words)	<i>Anything we did not ask and need to know to get a better insight in the proposed activities.</i>
Duration proposed activities*	<i>Duration in months: (max 12 months)</i> <i>Expected Start date:</i> <i>Expected End date:</i>
Total critical budget for the proposed activities*	<i>€ Total budget, including other funds (if applicable)</i>
Total budget requested from the Emergency Fund *	<i>€ State amount requested</i>
If your requested budget is higher than € 5.000,- , please provide a budget justification. (<150 words)	<i>Describe why you need more than € 5000,- to relieve the emergency</i>
Total budget secured for this activity	<i>€ (if applicable)</i>
Other funding	<i>Is your organisation a current recipient of the Elton John AIDS Foundation?</i>
Why do you apply to Emergency Support fund? (<150 words)	<i>Please explain why you ask for a grant from the Emergency Support Fund and why this activity is not funded by other donors or institutions?</i>

2. Detailed budget

Download and fill in the following form: Budget Framework

3. Applicant details

Applicant organisation name*	<i>Please note that both registered CBOs are eligible as well as non-registered. In case of a non-registered CBO, please provide references</i>
Organisation history* (<150 words)	<i>Brief history applicant organisation, common goals, brief description organisational structure (incl. governing body), size of staff and volunteers, key populations served</i>
Track record* (<400 words)	<p>A) <i>Describe your track record regarding service provision for key populations (<200 words). What were your main achievements? You may provide a maximum of two links (e.g. organization website, youtube, etc.) to written or visual material that provides more information on the successful activities you mentioned above.</i></i></p> <p>B) <i>Indicate how you will use achievements contribute to overcome current emergency situation (<200 words).</i></p>
Financial situation*	<i>Total annual organisational budget for 2017, 2018 and 2019</i>
Project leader*	<i>Name and last name of the person who will be the main contact for this application</i>
<i>Telephone</i>	
<i>E-mail address Project leader</i>	
<i>Link to the website of the organisation</i>	
<i>Links to the and social media of the organisation</i>	<i>Max 2</i>

In case your application is successful and you will be awarded with a grant, you will be asked to provide more details in PART II of the Application Form.

PART II

In case your application is successful and you will be awarded with a grant, we will also need the following information from you. You can prepare this info, but we do not need it for your application. Please be aware that the information has to be provided in both English and Russian.

Applicant information for contract

Applicant organisation name*	<i>Please note that both registered CBOs are eligible as well as non-registered. In case of a non-registered CBO, please provide references</i>
<i>Postal address applicant organisation</i>	
Reference (in case of non-registered CBO)	<i>Name and last name of person outside your organisation who can tell us more about your activities</i>
<i>Organisation</i>	<i>Organisation this person works for</i>
<i>Function</i>	
<i>Telephone</i>	
<i>E-mail</i>	
Name final responsible person*	<i>Name, last name and function of the person signing the contract</i>
<i>Telephone</i>	
<i>E-mail*</i>	
Project leader*	<i>Name and last name of the person who will be the main contact from this application</i>
<i>Telephone</i>	
<i>E-mail*</i>	
Financial administrator	<i>If applicable</i>
<i>Telephone</i>	
<i>E-mail</i>	
Banking information	<i>In case you have no bank account, please provide information on how to transfer money to you in the safest possible manner.</i>
<i>Name of the bank:</i>	
<i>Address of the bank:</i>	
<i>Town of the bank:</i>	
<i>Country of the bank:</i>	
<i>SWIFT-code (8 letters min., 11 digits max)</i>	
<i>Account number of the Organisation ¹</i>	
<i>Account holder:</i>	
<i>Address:</i>	
<i>Town/Country:</i>	
Details Corresponding Bank for EURO transfer	
<i>Address</i>	
<i>Swift code</i>	
Corresponding account International Bank	

¹ In the event of a change in the bank account details AFEW International should be informed of this by the two legal representatives of the partner in writing. The account has to be in the Partner's name.

Budget Template for the grant under the Emergency Support Fund for Key Populations in EECA

Name of your organisation	
Country of organisation	
Grant period	

Budget exchange rate	
€ 1	1.00

#	Budet line	Unit	# of units	Cost per unit, Local Currency	Total, local currency	Total, Euro
1	Costs of the activities				0	0
	<i>add cost type</i>				0	-
	<i>add cost type</i>				0	-
	<i>add cost type</i>				0	-
	<i>add cost type</i>				0	-
2	Project staff, total				0	0
	<i>add personnel, % FTE</i>				0	-
	<i>add personnel, % FTE</i>				0	-
	<i>add personnel, % FTE</i>				0	-
3	Administrative staff, total				0	0
	<i>add personnel, % FTE</i>				0	-
	<i>add personnel, % FTE</i>				0	-
	<i>add personnel, % FTE</i>				0	-
4	Other costs				0	0
	<i>add other costs</i>				0	-
	<i>add other costs</i>				0	-
	Subtotal				0	0
5	Administrative costs 5% (office, communication, stationaries etc.): lumpsum				0	0
	TOTAL BUDGET of the activity				0	0

6	Other sources of funding for this activity		0	0
	<i>Add source/donor</i>			-
	<i>Add source/donor</i>			-
	Total requested from Emergency Support Fund		0	0

	Income	Secured, local currency	Expected, local currency	Total, local currency	Total, Euro
7	Annual income of organisation 2018			0	0
	<i>Add source/donor</i>			0	-
	<i>Add source/donor</i>			0	-
	<i>Add source/donor</i>			0	-
8	Annual income of organisation 2019			0	0
	<i>Add source/donor</i>			0	-
	<i>Add source/donor</i>			0	-
	<i>Add source/donor</i>			0	-