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ANNEX II - APPLICATION TEMPLATE (EOI Round 2)

PART 1: Applicant Background Information	
Name of the Applicant Local and Grassroot CSO (legal name)	
Type of Applicant Local and Grassroot CSO (Please write the category your CSO falls): ✓ Micro (Smaller or grassroots or emerging CSO (category one), ✓ Micro (category two) ✓ Meso (Medium CSO, Large CSO, Association or Grassroot Networks)	
Registration Number	
Registering Government Body	
Head Office Address	
➤ Office Telephone Number	
➤ E-mail	
➤ P. O. Box	
➤ Region, Zone, District, Kebele	
➤ House No.	
Field Office Address (if different from head office)	
➤ Office Telephone Number	
➤ E-mail	
➤ P. O. Box	
➤ Region, Zone, District, Kebele	
➤ House No.	
Head of the Organization	
➤ Name	
➤ Mobile Telephone Number	
➤ E-mail	
Contact Person	
➤ Name	
➤ Mobile Telephone Number	
➤ E-mail	
PART 2: Description of the Project	
2.1. Name of the Project (Not more than 120 characters or 20 words)	
2.2. Duration of the Project (in months)	
2.3. Proposed Budget (Use an exchange rate of 1€ with an equivalent amount of 183 ETB)	In Euro: In ETB:
2.4. Project Intervention Areas: Region, Zone, District	



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2.5. Intervention theme/focus area as indicated in the guideline (section 4.1 of Annex III)	
2.6. Objectives of the proposed thematic area/intervention/project	General: Specific:
2.7. Description of the thematic or specific issue (s) that the proposed project intends to address.	
2.7.1. Explain the magnitude of the problem and proposed solution. Provide an evidence-based analysis of the issue (s) and the context in which the project is going to be implemented,	
2.7.2. Brief description of key stakeholders including your relationship with the relevant Bureaus, Districts, and communities, and	
2.7.3. Description of the specific project related risks and risk management mechanisms	
<i>Please include your description for section 2.7 (2.7.1 – 2.7.3) here (maximum 1000 words)</i>	
2.8. Describe the results framework of your intervention including key activities, outputs, outcome/s, and impact	
<i>Please include your description for section 2.8 here (max 600 words)</i>	
2.9. Demonstrate the relevance of the proposed intervention to the needs of the target groups, with particular focus on Women, Youth and Persons with Disabilities (PWDs), and how they will be engaged	
<i>Please include your description for section 2.9 here (max 300 words)</i>	
2.10. Explain your previous and current experience of implementing in a similar region, and thematic area as indicated in the EOI guideline. <u>Attach evidence</u> (recommendation letter from any donor and government bureau/office), that shows your track record. This will not be applicable for emerging local and grass root CSOs	
<i>Please include your explanation for section 2.10 here (max 300 words)</i>	
2.11. Explain your experience of managing grants with similar budget sizes, list the project name, donor/funder, and amount awarded. Describe the key programme and administrative budget items/lines. This will not be applicable for emerging local and grass root CSOs.	
<i>Please include your explanation for section 2.11 here (max 300 words)</i>	



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PART 3. Budget Summary (please indicate the budget summary of the proposed action in the following table)

S. N	Description	Proposed Budget in ETB	Budget Category		Note
			Programme	Admin	
1	Project Activities Budget				
1.1	Outcome 1:				
1.2	Outcome 2:				
1.3					
...					
1.5	Project management, monitoring, evaluation & learning				
1.5.1	Monitoring by the project team and other stakeholders				
1.5.2	Business startup/closeout and partnership workshops, review meetings with key stakeholders, Assessments and others				
1.6	Direct programme staff salaries & benefits				
	Sub-total				
2	Administrative budget				
2.1					
2.2					
	Sub-total				
	Grand total in ETB				
	Total Budget in €				

Application Checklist - please make sure the following documents are submitted with your application.

Description	Yes/No
Completed EOI Application form	
Signed Applicant Declaration Form	
Certificate of Registration	
Organizational Audit Report for Three Years (2023 - 2025), except for Micro Category I Applicants	
Recommendation letter from any donor and government bureau/office except for Micro Category I Applicants	

Note:

- ♦ Use an exchange rate of 1€ to 183 ETB while doing the summary budget
- ♦ The formatting should be Arial, Font Size 10, and Single Space. *Applications should be submitted in strict accordance with the word count limit specified in the template (Annex II). Applicants that failed to do so will automatically be disqualified.*
- ♦ Use the white boxes (which are expandable) for each section of the EOI, and
- ♦ Use the application checklist to make sure that you have addressed all the requirements fully.