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ANNEX II - APPLICATION TEMPLATE

PART 1: Applicant Background Information	
Name of the Applicant Local and Grassroot CSO	
Type of Applicant Local and Grassroot CSO (Please write the category your CSO falls): <ul style="list-style-type: none"> ✓ Micro (Smaller or grassroots or emerging CSO (category one or two), ✓ Meso (Medium CSO, Large CSO, Association or Grassroot Networks - 	
Registration Number	
Date of Re-registration (if applicable)	
Registering Government Body	
Head Office Address	
➤ 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. Title of the Project	
2.2. Duration of the Project	
2.3. Proposed Budget	
2.4. Project Intervention Areas: Region, Zone, District	
2.5. Intervention theme/focus area as indicated in the guideline	
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,	
2.7.2. Provide an evidence-based analysis of the issue (s) and the context in which the project is going to be implemented,	
2.7.3. Brief description of key stakeholders including your relationship with the relevant Bureaus, Districts, and communities, and	



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<p>2.7.4. Describe possible risks and risk management mechanisms Please include your description for section 2.7 (2.7.1 – 2.7.4) here (maximum 1000 words)</p>
<p>2.8. Describe the results framework of your intervention including key activities, outputs, and outcomes. Please include your description for section 2.8 here (max 600 words)</p>
<p>2.9. Demonstrate the relevance of the proposed thematic area /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 Please include your description for section 2.9 here (max 300 words)</p>
<p>2.10. Explain your past experience in implementing in a similar region, theme as indicated in the EOI guideline you are applying for. <u>Attach evidence</u> (recommendation letter from any donor), if applicable, that shows your track record. Please include your explanation for section 2.10 here (max 300 words)</p>
<p>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. Please include your explanation for section 2.11 here (max 300 words)</p>

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

S. N	Description	Proposed Budget in EURO	Proposed Budget in ETB	Budget Category		Note
				Programme	Admin	
1	Project Activities Budget					
1.1	Outcome 1:					
1.2	Outcome 2:					
1.3	Outcome 3:					
...						
1.5	Project management, monitoring, evaluation & learning					



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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					

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	
Audited Financial Statements of the Recent Fiscal Year	

Note:

- ◆ Use an exchange rate of 1EURO to 160ETB while doing the summary budget
- ◆ The formatting should be Arial, Font Size 10, and Single Space,
- ◆ 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.