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| ***Guidance:*** *The Full Application Form has been developed to standardize the format and content/information requested from potential partners. The International Medical Corps staff should adjust the maximum number of pages of the full proposal application to the project’s needs, complexity of anticipated activities, operating environment, and RFA, if applicable.* *Be sure to include the budget template to avoid any programming delays stemming from non-responsive cost proposals.* |

**Proposed Project Title:**

**Solicitation No: (Enter RFA number, if applicable)**

**Full Grant Application Form – (4pages Maximum)**

 **Important Notes**

* Please read the “Request for Applications” (RFA) document before completing the IMC Grant Application Form to ensure your organization’s responsiveness to the solicitation’s requirements.
* Hand-written applications will not be accepted.
* Not-filled in sections may lead to the rejection of the application.
* Please answer the questions in the Grant Application Form by filling in the boxes provided. **Please do not change the format of the form.**
* Please refer tothe“Request for Applications” (RFA) document for information on “when”, “where” and “how” to submit the forms.
* Grant Application and Project Budget have to be signed by the person authorized to legally represent the applicant organization and only signed copies should be submitted.
* Clear all guiding notes and instructions on this form when submitting the concept note.

**Information on the Applicant Organization**

1. **Name of the organization:**

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1. **Abbreviation (If does not exist, please write “N/A” in the box):**

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1. **Legal status:**

 **[ ]** Foundation

 **[ ]** Association

 **[ ]** Other (*please indicate*):

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1. **Date of establishment:**

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1. **Address:**
2. **Phone number:**
3. **E-mail:**

**Information on the Contact Person of the Organization**

1. **Name:**
2. **Position in the organization:**
3. **Mobile phone number:**
4. **E-mail:**

**Past Performance of the Organization -up to XX pages. (adjust as necessary)**

1. Please provide a short description of 3 past or current projects (of a comparable scale to the one for which a grant is being requested) managed by your organisation. Please provide the following details: project’s title, overall objective, dates, duration, results and grant amount or budget.

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**Information on the Activities Proposed – up to XXX pages (adjust as necessary)**

1. **Project Title:**

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1. **Duration\*:**

Duration of a project may not be longer than 12 months.

1. **Budget\*:**

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| --- |
|  **USD** |

\* Maximum amount of grant requested under this Request of Applications is xxxx USD. Use the format in the RFA to provide a budget summary.

1. **Location(s)** (Describe the geographic area where the proposed project will be implemented, including the district and specific communities. Explain why this geographic area has been selected for the proposed interventions. Describe the situation with refugees in the selected communities, as well as situation with GBV prevention and response services in the area and other factors that contribute to the problem the proposed project will address. Describe the groups most affected by the problem and the extent to which they are affected):

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1. **Final Beneficiaries** (Describe who will directly benefit from your project, and who will indirectly benefit. Include the total number of direct and indirect beneficiaries, if possible. Describe how beneficiaries will be identified and selected. Indicate how the beneficiaries’ feedback on the project implementation will be collected and utilized during the project life.Please write the total number. Please specify age, gender, etc.):

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1. **Overall Objective**:

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1. **Specific Objectives**

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1. **Relevance of the Project:**

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| * 1. Please briefly describe the problem or the need that the project will address.
	2. Please briefly describe the relevance of the project to the objectives as stated in the “Request for Applicants” document.
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1. **Proposed Output and Action** (Please list output and action. Please provide short descriptions for each output and specify age, gender, etc. as needed.

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1. **Estimated/expected Results** (Please list and specify age, gender, etc as needed):

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| * 1. Expected Results:
	2. Suggested Indicators
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1. **Monitoring and Evaluation** (Please describe how you will monitor and evaluate your project):

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1. Coordination with other actors.
2. **Sustainability** (Please describe how you will ensure that project results are sustainable, please describe in details hand over process and measures taken that organisation will continue working after the project is closed):

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Signed on behalf of the applicant organization.

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| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |