**Grant Application**

**for Humanitarian Aid Projects of the Slovak Republic**

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| **Project name:** | *Indicate project name\** |
| **Call number:** | *SAMRS/2023/xx/x* |
| **Place of project implementation:** | *Indicate country where the project will be implemented* |
| **Project number:** | *Indicate registration number in GMS (grant management system)* |
| **Priority area (by sector):** | *Indicate priority area (by sector) in line with the Medium-Term Strategy of Development Cooperation of the Slovak Republic for 2019 - 2023* |
| **CSR code (5 characters):** | *Follow the OECD DAC methodology* |

*\*Please delete all the texts in blue once you fill in the boxes.*

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| **1. Applicant Identification** | | | | | | | | | | | |
| **Business name/Name of organization:** | | | | | | | | | | | |
| **Business address:** | | | | | | | | | | | |
| **State:** | | | | | | | | | | | |
| **Legal form:** | | | | | | | | | | | |
| **Registration number and date:** | | | | | | | | | | | |
| **Main area of activity:** | | | | | | | | | | | |
| **Number of years working in the region:** | | | | | | | | | | | |
| **Financial capacity:** | | | | | Revenues/Income | | | 2022 |  | | |
| Revenues/Income | | | 2021 |  | | |
| Revenues/Income | | | 2020 |  | | |
| Revenues/Income | | | 2019 |  | | |
| Costs/expenditures | | | 2022 |  | | |
| Costs/expenditures | | | 2021 |  | | |
| Costs/expenditures | | | 2020 |  | | |
| Costs/expenditures | | | 2019 |  | | |
| **Statutory body:** *Indicate the statutory body in accordance with an extract from the Registry or other document (statutes, articles of association, etc.) confirming that the person indicated in the application as the statutory body is the person indicated as the statutory body (or the person authorised to act on behalf of the applicant) in the Registry or other document. (MANDATORY FIELD)* | | | | | | | | | | | |
| **Title** | | | **Name** | | | **Surname** | | | | **Title** | |
|  | | |  | | |  | | | |  | |
| **2. Communication Regarding the Application** | | | | | | | | | | | |
| **Contact details and delivery address***: indicate one person to whom written documents and information shall be delivered throughout the application process.* | | | | | | | | | | | |
| **Contact person:** *You may indicate various contact persons and details in the table* | | | | | | | | | | | |
| **Title** | **Name** | | | **Surname** | | | **Title** | | | | **Subject** |
|  |  | | |  | | |  | | | | *Applicant* |
| **Delivery address:** *Municipality, postal code, street, number* | | | | | | | | | | | |
| **e-mail:** | | | | | | | **Telephone:** | | | | |
| **3. Partner Identification** | | | | | | | | | | | |
| **Business name/Organization name:** *Specify partner organization in the country of project implementation* | | | | | | | | | | | |
| **Legal form:** | | | | | | | | | | | |
| **State:** | | | | | | | | | | | |
| **Registration number and date:** | | | | | | | | | | | |
| **Describe partner’s experience with similar activities:** | | | | | | | | | | | |
| **Describe your history of cooperation:** | | | | | | | | | | | |
| **4. Place of Project Implementation** | | | | | | | | | | | |
| *Please define the location of the project to the lowest possible level.* | | | | | | | | | | | |
| **5. Project Description:** | | | | | | | | | | | |
| **5.1. Executive Summary:** | | | | | | | | | | | |
| *Please briefly describe the project’s content - abstract in* ***Slovak language*** *(if approved, this text will be published pursuant to Section 47a, paragraph 1 of Act No. 40/1964). The project’s content shall include brief information on the objectives, main activity, sub-activities, target group, place of implementation and project indicators (max. 250 words).*  *Please briefly describe how is the project linked to the cross-cutting themes: gender equality (SDG 5) and climate action (SDG 13) [[1]](#footnote-2) .*  *In order to take both cross-cutting themes into account, please indicate the category under which your application falls - A, B or C (or D for gender equality) in accordance with the completed Cross-Cutting Theme Categorisation of Grant Application Form (Annex 6 of the call for proposals), based on the answers given in the form. Project outputs must be structured in accordance with the target group and territorial level. The description must clearly indicate to which extend the project activities will contribute to improving living conditions and prospects for return and employment in countries which have endured recent conflict. The description must avoid any speculative claims or claims of results that are not monitored under the project activities (max. 250 words).* | | | | | | | | | | | |
| **5.2. Executive Summary:** | | | | | | | | | | | |
| *Please briefly describe the content of the project - abstract in* ***English*** *(if approved, the text will be published pursuant to Section 47a, paragraph 1 of Act No. 40/1964). The text shall include brief information on the objectives, main activity, sub-activities, target group, place of implementation, project indicators and take into account the cross-cutting themes. Statements on project outputs must be in accordance with the target group and territorial level. The description must clearly indicate to which extent the project activities will contribute to improving living conditions and prospects for return and employment in countries which have endured recent conflict. The description must avoid any speculative claims or claims about results that are not monitored under the project activities (max. 250 words).* | | | | | | | | | | | |
| **5.3. Background Situation:** | | | | | | | | | | | |
| *Please describe the background situation in relation to the project or inputs that impact the project implementation.*  *In this section, you need to focus mainly on the following:*   * *the background situation in the country/region where the project is to be implemented (a brief overview of the current situation in the relevant sector(s), indicating specific up-to-date measurable data. If available, support the information with* ***statistical data****, e.g.. feasibility studies, needs surveys, evaluation reports, strategy papers, etc.) and indicate their source. If statistical data is not available to substantiate the project, draw on your own experience from your surveys, findings and estimates; indicate and substantiate them),*   + *the description of situation must indicate gender specific data,*   + *the situation description must specifically address disadvantaged groups and their specific problems if the project has the potential to address these,*   + *the situation description must indicate and describe any forms of inequality between different groups (if there is any), (the most common examples include unequal access to resources - public services, natural resources, financial services, economic opportunities, etc.),*   + *the situation description must indicate issues linked to the environment and climate change for category A,B projects,* * *definition of clear* ***dividing lines*** *in the case of implementation of projects/activities of a similar nature at the time of submitting the application or in the near future, if you are aware of this, describe how the project relates to the current situation in the area, or to the activities already implemented in the area (if applicable), this aspect will be scored under the evaluation of the relevance criterion.* * *identification and analysis of the needs/problems of the project target groups,*   + *Please indicate the specific situation and needs of women and girls in the project area and sector (or boys and men) when describing needs of the target group. Focus only on the target group and not on the whole population as in the first part of this section. Describe the causes of identified inequalities.*   + *In the needs description it is necessary to point out the possible link between the target group's problem, climate change and other negative environmental issues.* * *description of* ***how the project’s implementation addresses the identified needs*** *(problems) of the project beneficiaries*    + *The description must explain whether and how the overall implementation will contribute to strengthening gender equality. There must be a logical link to the needs analysis in the previous section.*   + *The description must explain whether the implementation will contribute to addressing the causes or impacts of climate change or other negative environmental impacts and related problems of the target group.*   *Do not provide data and information which cannot be verified by standard means. Where you rely on your own knowledge and experience, indicate the specific source from which the information in question was collected.*  *(Recommended number of characters, including spaces: 15,000 characters)* | | | | | | | | | | | |
| **5.4. Implementation of Project Activities** | | | | | | | | | | | |
| *When describing implementation of project activities, you need to focus mainly on the following:*  *-* ***specifically******describe implementation of the project’s activities****, i.e. the objective, implementation method, inputs (personnel, financial, technical and material support for the implementation of individual activities), their feasibility and adequacy, duration, implementation period, time allocated for personnel, identification of specific project outputs, how do the activities relate to measurable indicators.*   * + *When describing activities, please mention how do the disadvantaged groups participate in their implementation; specify if the participation of men and women is equal (if applicable).* * ***List all procedures used for implementation of project activities*** *(do not indicate procedures that will not be applied within the project)* * ***Describe expected results and measurable indicators.*** * *In order to demonstrate how is the cross-cutting topic of* ***gender******equality taken into account, indicate how the individual project objectives respond to the needs of the target groups and sub-groups listed in section 5.3*** *(in particular women and girls or other disadvantaged groups), or whether the activities aim at eliminating inequalities and discrimination within the target group. In this section, relate to the individual objectives and not the overall implementation as in section 5.3. In risk-free projects or those without potential in the cross-cutting theme, do not comment.* * *In relation to the cross-cutting theme of CA (applicable to category A, B projects), describe specific activities or measures under the main activities aimed at preventing and reducing identified risks or exploiting opportunities.* * ***Describe how each activity (or group of activities) will contribute to achieving the project's outcomes and objectives and, where appropriate, to eliminating inequalities between men and women.*** * ***Indicate project timeline.*** *The project’s activities, outputs and specific objectives must be logically ordered and interlinked. The activities must be adequately scoped in relation to the objectives and outputs expressed in the indicator values.* * ***Describe planned monitoring trips****. The output of the monitoring trip will be a report focusing on the individual monitored activities, outputs and indicators. The report will also assess potential risks and measures to prevent or eliminate them. This report will be an annex to the next interim report. A monitoring visit is not mandatory if you plan to send a field worker to the project site.*   + *The description must specify how the monitoring trips will map the project's contribution to strengthening gender equality and the project’s impact on the environment and CA (negative, neutral, positive).* * ***Describe if the project and expected results are in line with the strategic documents*** *and concepts approved by the government of the beneficiary country and/or relevant UN institutions (e.g. UNDP or UNOCHA). This aspect is scored under the assessment of the project relevance criterion.*   *(Recommended number of characters, including spaces: 25,000)*   * ***in case of planned trainings, seminars, workshops, conferences, round tables, etc., fill in the table below:*** | | | | | | | | | | | |
| **Name** | | *In case of multiple trainings, use this table repeatedly.* | | | | | | | | | |
| **Date** | | *Indicate month and year.* | | | | | | | | | |
| **Number of participants (of that no. of men/women)** | | *Indicate expected number of participants by sex.* | | | | | | | | | |
| **Target group** | | *Indicate target group.* | | | | | | | | | |
| **Content** | | *Briefly describe the content/indicate agenda.* | | | | | | | | | |
| **5.5. Situation After the Project Implementation and Project Sustainability** | | | | | | | | | | | |
| *Describe the situation* ***after the project’s completion*** *- indicating the expected project results and outputs. Describe the situation after the project - indicating the expected results, assessing the implemented activities in the light of the cross-cutting themes.*  *Particularly focus on describing how and to what extent the project* ***will contribute to address the needs*** *of the project target groups - the social, economic and other benefits of the project after its implementation in the locality or region, including the connection to possible future activities in the region where the project is planned to be implemented, i.e. connection to future activities of the applicant or other partners or entities funded by other donors.*   * + *Include an analysis of how the project activities will contribute to the long-term improvement of the position of women and/or men in areas where they face inequalities. Indicate and explain if the project does not have the potential to address this topic.*   + *Include an analysis of whether the expected results will have a negative, neutral or positive impact on the environment and CA in the long term.*   *(Recommended number of characters, including spaces: 3,000)* | | | | | | | | | | | |
| **6. Administrative and Operating Capacity** | | | | | | | | | | | |
| *Describe your administrative and expert capacities in order to allow for assessment of their sufficiency for project management and implementation in a professional manner, as well as for an assessment of your experience in implementing similar/comparable projects.*  *Under this section, particularly focus on:*  ***Your expert capacity - specialized staff needed for implementation of the project’s activities.***  *Please, specify:*   * *your experience with implementing the main activity indicated in the application and describe how you will ensure all the professional capacities needed to implement the project’s activities;* * *your experience with project administration and management;* * *maximum five examples of projects implemented over the previous three years. This information serves to assess your experience in managing interventions with regard to the sector and the amount of the grant applied for;* * *how have you involved your internal expert staff in the project’s implementation and to which extend (indicate the exact number of your staff)* * *how do you determine the number of project staff capacities and justify this need* * *Describe whether you have your own professional and operational capacities* ***in relation to the cross-cutting themes*** *or you use external specialists to implement activities related to the cross-cutting themes.*   ***Your operational capacity - readiness for implementation (your material and technical capacities)***   * *Describe if you have your own premises with adequate material and technical equipment for the project’s management/implementation (office space, computer equipment and other material and technical means necessary for the project’s management/implementation), i.e. none of the project expenditures in the application is to secure premises and/or material and technical equipment, or, if you do not have such capacities, describe how you will secure the material and technical means (e.g. renting offices, etc.).*   ***Efficiency of proposed project management system***   * *Describe the implementation team, the administrative capacity to manage the project by comprehensively defining the individual positions of the management team (e.g. project manager, financial manager, etc.). Indicate specific names for individual positions in the team, demonstrating the expertise and experience of the project’s team members (e.g. a brief description of work experience, education of the project’s team members etc.). Describe whether these persons are employed in your organization or external staff hired under the public procurement or contracted. Also indicate the ratio of internal and external administrative capacities.*   *(Recommended number of characters, including spaces: 7,500)* | | | | | | | | | | | |

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| **7. Target Group** |
| *Describe the project’s target group and* ***how the project contributes through its activities to the support of target group****. Divide the target group into relevant sub-groups, at least by gender. The target group should be identified based on needs analysis of each sub-group. The representation of the sub-groups should be adequate to the overall issue that is addressed, also taking into account existing inequalities.*  *Indicate to which extent have the target groups been involved in the project’s proposal preparation and how do you plan to involve them in the project’s implementation. Indicate whether men and women have had and will have equal opportunities to be involved in different parts of the project’s cycle.*  *Indicate whether the target group has been involved in the risk/impact assessment/identification.*  *Describe the capacity building activities of the partner and target groups to ensure the sustainability of the project’s outputs and, where appropriate, the possibilities for further dissemination of the project outputs and their replication and scaling up (multiplier effect).*  *(Recommended number of characters, including spaces: 3,000)* |

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| **8. Project Budget:** | | | | |
| **Requested Official Development Assistance grant amount (euro):** |  | | | |
| **Co-funding (euro):** |  | | | |
| **Total amount (euro):** |  | | | |
| *For the purposes of application review, SlovakAid has established a mandatory annex to the application – Annex no. 2 - Project Budget with detailed comments. Indicate all eligible expenditures by individual groups in relation to the main project activity so that it is possible to clearly identify each expenditure assigned to a given main project activity (direct expenditure).* ***Please briefly and concisely justify each budget item****. When drafting the budget, follow the eligibility criteria indicated in the call for proposals and* ***Financial Guideline****.* | | | | |
| **9. Risk/s Identification and Means for Their Elimination** | | | | |
| **Risk:** | *Identify main risks.* | | | |
| **Risk description:** | ***Identify main risks*** *that could affect the project’s implementation, indicate their severity and describe the measures planned to eliminate them.*  *Indicate the project’s risks and how you are prepared to address them should they arise, in particular in the following areas:*   1. *legal and personnel risks,* 2. *economic risks,* 3. *risks of non-achievement of targets/indicators,* 4. *risks of delays in the implementation of project activities,* 5. *environmental and CA risks,* 6. *risks to gender equality.* | | | |
| **Severity (low, medium, high):** | *Select the level of* ***severity****.[[2]](#footnote-3)* | | | |
| **Risk elimination measures:** | *Indicate, for example:*  ***Legal and personnel risks*** *- specific tools to manage risks during the project’s lifetime, e.g. how to ensure adequate, quality replacement in case of unexpected resignation of management and administrative staff.*  ***Economic risks*** *- how you are prepared to cope with your own potential insolvency, from what sources you will cover the time mismatch in the period between the payment of expenses and their clearing and reimbursement by the aid provider, delays in payments by SlovakAid, etc.*  ***Risks of non-achieving planned value of the measurable indicators*** *- alternative plans on how you intend to address the problem of non-achieving the measurable indicators and ensure the possibility of meeting them.*  ***Risks of delays*** *with the implementation of project activities - how to ensure the smooth implementation of the project in case of delays in the selection of the contractor, etc.*  ***Environmental risks and CA risks[[3]](#footnote-4)***  ***Risks to equal opportunities*** *- how you eliminate risk factors (e.g. stereotypes, structural barriers that may prevent men or women from full participation) arising from the context of gender roles and relations in society at the project site; how do you eliminate the risk of negative impacts of the intervention (e.g. possible higher double burden of work and household chores of women or social isolation of disadvantaged groups).*  *(Recommended number of characters, including spaces: 3,000)* | | | |
| **10. Communication Plan** | | | | |
| *Describe the communication plan for the public presentation of the project’s outputs aimed at creating awareness among key stakeholders and the general public of the existence and objectives of SlovakAid and the project’s implementation. The communication plan shall include objectives, activities, target groups, outputs, communication tools and responsibility for the implementation of PR activities. [[4]](#footnote-5)*  *(Recommended number of characters, including spaces: 2,000)* | | | | |
| **11. Mandatory Annexes to Grant Application[[5]](#footnote-6)**  The call defines the scope of the mandatory annexes, in accordance with the terms and conditions of the grant. | | | | |
| **1. Project logical framework matrix**  **2. Project budget**  **3. *Personnel matrix*** *(if the professional and expert positions in the project are not filled at the time of application, you are required to attach detailed terms of reference for the positions. When signing the contract, you are required to provide a completed personnel matrix with at least 50 % of specific persons).*  **4. *CVs of the managerial and experts/professional staff of the applicant and partner*** *(each CV must be accompanied by a signed GDPR consent in accordance with Act No.122/2013 (see Annex 8 of the call). The project managers of the applicant and the partner must already be known at the time of submitting the grant application and their CVs indicating the duration of the relevant professional experience together with signed GDPR consent must be attached to the application).*  **5. Letter of support from the partner in the country of implementation**  **6. Power of attorney of the applicant's statutory representative** (if the application is to be signed by a person authorised by the statutory representative)  **7. Project timeline**  **8. Categorisation of the grant application form in terms of cross-cutting themes** / affidavit  **9. Legal and formal requirements** | | | | |
| **Condition stipulated by the call:** | **Mandatory annex:** | | | |
| 9.1. Legal form/specific beneficiary | Appointment Letter of the Statutory Representative (if applicable) | | | |
| 9.2. No tax debt certificate | Affidavit | | | |
| 9.3. No outstanding liabilities towards the state budget | Affidavit | | | |
| 9.4. No debt on health premiums | Affidavit | | | |
| 9.5. No debt on social insurance | Affidavit | | | |
| 9.6. No enforced decision against the applicant | Affidavit | | | |
| 9.7. Applicant is not subject of insolvency proceedings, restructuring proceedings, bankruptcy, restructuring or liquidation. | Affidavit | | | |
| 9.8. The applicant - legal entity, has not been banned from receiving subsidies or grants through a court sentence, neither has it been banned to receive aid and assistance from European Union funds or is banned from participating in public procurement under a special regulation. | Affidavit | | | |
| 9.9. Financial statements | Annex to the application | | | |
| 9.10. Non-violation of the prohibition of illegal work and illegal employment | Certificate from respective Labour Inspection Office | | | |
| 9.11. Applicant is registered in the Register of Public Sector Partners | Affidavit from the applicant that it is registered in the Register of Public Sector Partners | | | |
| 9.12. Existing partnership in the country of project implementation | Support letter from the partner in the country of project implementation | | | |
| 9.13. Project expenditures are eligible and the amount of expenditure claimed is eligible for funding | Project budget | | | |
| 9.14. Compliance with international sanctions | Affidavit | | | |
| 9.15. Registration as a VAT payer, if applicable | Affidavit | | | |
| 9.16. Ban on discrimination | Affidavit | | | |
| **10. Affidavit:** | | | | |
| I, the undersigned applicant (statutory representative of the applicant), hereby certify that:   * The statements and information contained in this application and its annexes are true, complete and accurate; * I will secure project co-funding in a way that does not jeopardise its implementation; * I meet the conditions set out in the call; * I am aware that there is no legal entitlement to a grant; * I am aware that submitting any incomplete and incorrect data may subject me to possible consequences within the framework of the grant procedure and/or project implementation (e.g. possibility of extraordinary termination of the contractual relationship, incurrence of ineligible expenses).   I hereby undertake to inform SlovakAid in writing about any changes to the above information and facts without any delay. I agree with the management, processing and storage of all the above personal data in accordance with Act No. 18/2018 on the Personal Data Protection of Regulation (EU) 2016/679 of the European Parliament and of the Council from 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR") for the purpose of assessing the grant application. I also acknowledge that this consent may be withdrawn at any time by sending a request to SlovakAid headquarters. With regard to the terms and conditions of the grant, I also certify that   * I have no outstanding liabilities towards the state budget, * as an applicant, I have no debts on taxes, health insurance premiums in any health insurance company providing public health insurance in the Slovak Republic or on social insurance; * as an applicant, I am not subject of bankruptcy or restructuring proceedings, neither am I in bankruptcy or restructuring; * as an applicant I declare that no valid court ruling prohibiting my entity to receive assistance and support from EU funds has been issued, neither a ban against my entity to participate in public procurement pursuant to the Act on Criminal Liability of Legal Entities (if applicable); * as an applicant, I have not infringed on the prohibition of illegal work and illegal employment in the five years preceding the submission of the Grant Application; * as an applicant, I will ensure equal access to all, so as not to exclude people on the basis of gender, age, race, ethnicity, disability, etc. as follows:   + the principle of gender equality and non-discrimination will be respected in the selection of staff within the project’s implementation framework on the basis of transparent qualification criteria, and these principles will be reflected in the selection criteria for the staff;   + when specifying terms and conditions of a tender, they must not contain any discriminatory procedures in the selection process of a contractor due to its affiliation to any disadvantaged group of persons; there may be no unequal financial remuneration (unequal remuneration for the same work on the basis of gender or affiliation to any disadvantaged group of persons) in the remuneration of the administrative and professional capacities.   + no discrimination based on sex, gender, age, race, ethnicity, religion or belief, sexual orientation or disability or membership in any disadvantaged group may occur during the implementation of eligible activities of the target group, neither any group of persons may be exposed to unfavourable conditions, taking into account specific needs of the target group (e.g. in the area of accessibility for persons with disabilities),     - as an applicant, I will ensure that the Project **will not contribute to the deterioration of the quality of the environment**; will prevent and/or reduce negative impacts on the environment and climate change; will not contribute to climate change by increasing greenhouse gas emissions and will not reduce the climate resilience of the area of interest and the target populations; * as the applicant, I will provide funding to cover all ineligible expenses for the implementation of the project’s activities that arise during their implementation and will be necessary for achieving the project’s objective pursuant to the Agreement; * no decision is enforced against me as the Applicant (enforcement of a decision means in particular enforcement of a decision regulated by Act No. 160/2015 of the Civil Adversarial Procedure Code, as amended, and Act No. 233/1995, the Act on Distrainors and Distraint - the Distraint Code as amended), * as the Applicant, I am not subject to international sanctions under Act No. 289/2016 on Implementation of International Sanctions and on the amendment to Act No. 566/2001 on Securities and Investment Services and under further acts as amended, and I, as an applicant, will not provide the allocated funds to an actor that is subject to International Sanctions under the aforementioned Act. * if I, as a grant applicant, am registered as a VAT payer with the relevant tax office, I declare the fulfilment of this condition by means of an affidavit.   **The Grant Applicant is aware that any false, fictitious, or fraudulent statements or claims under the individual sections of this affidavit may have legal consequences. During the SlovakAid approval process, in the event of any suspicion indicating that a crime has been or may have been committed (e.g. subsidy fraud pursuant to Section 225 of the Criminal Code, or the financial interests of the European Communities have been damaged pursuant to Section 261 of the Criminal Code, forgery and falsification of a public document, official seal, official locking bar, official emblem and official mark pursuant to Section 352 of the Criminal Code), it is obliged to report such a fact to the law enforcement authorities without any delay pursuant to Section 3(2) of the Criminal Procedure Code.** | | | | |
| **Title, name, surname of the statutory body of the Applicant:** | | **Signature:** | **Place:** | **Date:** |
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1. Hereinafter only GE (gender equality) and CA (climate action) [↑](#footnote-ref-2)
2. For the cross-cutting theme of environment and CA, identify the severity of the risks in the application, section 5.3, 5.4, also with regard to the inclusion of the project in one of the 3 categories - A, B, C [↑](#footnote-ref-3)
3. If the risks are already described above - section 5.3 of the application, list and refer to the details given in this section. [↑](#footnote-ref-4)
4. E.g. for the cross-cutting theme of gender equality, the applicant can indicate whether gender-sensitive language or minority language, Braille, etc. will be used in communications or job advertisements, whether disadvantaged groups will be involved in the project presentation, whether the theme of climate action and negative environmental impacts, etc. will be communicated, etc. [↑](#footnote-ref-5)
5. EIA/SEA document if it is mandatory to implement this study (for category A projects). [↑](#footnote-ref-6)