

Grant Application
for Humanitarian Aid of the Slovak Republic

Project name:	<i>Indicate project name* max 150 characters with spaces</i>
Call number:	<i>SAMRS/2024/xx/1/XX</i>
Place of project implementation:	<i>Indicate country</i>
Project implementation	<i>DD/MM/YYYY - DD/MM/YYYY (from -to)</i> <i>Don't include administrative part, i.e. 1 month assigned to reporting upon project implementation</i>
Project number:	<i>Indicate registration number in GMS (grant management system)</i>
Requested ODA grant (in EUR):	
Total amount (in EUR):	
Priority area (by sector):	<i>Indicate priority area (by sector) in line with the Medium-Term Strategy of Development Cooperation of the Slovak Republic for 2019 – 2023 extended until 2024, (hereafter the "Strategy")</i>
CSR code (5 characters):	<i>Follow the OECD DAC methodology</i>

**Please delete all the texts in blue in electronic and hard copy of the application once you fill in the boxes.*

1. Applicant Identification
Business name/Name of organization:
Business address:
State:
Legal form:
Registration number and date:

Business Identification Number (IČO):				
Main area of activity:				
Number of years working in the region:				
Financial capacity:	Revenues/Income	2023		
	Revenues/Income	2022		
	Revenues/Income	2021		
	Costs/expenditures	2023		
	Costs/expenditures	2022		
	Costs/expenditures	2021		
<p>Statutory body: <i>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.</i></p>				
Title	Name	Surname	Title	
2. Communication Regarding the Application				
<p>Contact details and delivery address: <i>indicate one person to whom written documents and information shall be delivered throughout the application process.</i></p>				
<p>Contact person: <i>You may indicate various contact persons and details in the table</i></p>				
Title	Name	Surname	Title	Subject
				<i>Applicant</i>
<p>Delivery address: <i>Municipality, postal code, street, number</i></p>				
e-mail:			Telephone:	
3. Partner Identification				
<p>Business name/Organization name: <i>Specify partner organization in the country of project implementation. If more than one partner organisation is expected, provide the required information for each partner. Also, submit a scan of the letter of support of all partners as an annex to the application. The letter of support must be submitted on the official letterhead of</i></p>				

the partner organisation, stamped, with the signature of its statutory representative. The letter of support must contain a statement of agreement with the project implementation.

Legal form:

State:

Registration number and date:

Describe partner's experience with similar activities:

Describe your history of cooperation with the applicant:

4. Brief Project Description

4.1. Executive Summary in Slovak:

*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 main project goal, specific goals and outputs, 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.

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 7 of the call for proposals), based on the answers given in the form. The description must clearly indicate the economic and social benefit for the receiving country or its inhabitants. The description must avoid any speculative claims or claims about outputs that are not monitored.

(Recommended number of characters with spaces: 1,250)

4.2. Executive Summary in English:

¹ Hereinafter only GE (gender equality), E (environment) and CA (climate action)

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 it must 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 the economic and social benefit for receiving country or its inhabitants. The description must avoid any speculative claims or claims about outputs that are not monitored.

(Recommended number of characters with spaces: 1,250)

5. Place of Project Implementation

Please define the location of the project to the lowest possible geographical level. Indicate both place of project implementation and the country of project partner.

6. Background Situation

Please describe the background situation in relation to the project or inputs that impact the project implementation:

- *the background situation in the country / region of project partner 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 description must specifically address the position of women and girls (or men and boys) and their specific challenges in the sector concerned, if the project has the potential to address their specific challenges,*
 - *the description must indicate and describe any forms of inequality between genders (if there is any), (the most common examples include unequal access to resources - public services, natural resources, financial services, economic opportunities, etc.),*
 - *the description must indicate issues linked to the environment and climate change for category A, B projects,*

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: 4,000)

7. Target Group

Please indicate:

- A) *Number of direct beneficiaries (please divide the group into relevant sub-groups, minimally by gender). Brief characteristics of the group (e.g.: ethnicity, livelihoods, vulnerability category as IDPs or pregnant and lactating mothers, place of residence, etc.)*
- B) *Number of indirect beneficiaries (including a calculation of the indirect beneficiaries, the group to be subdivided into relevant sub-groups, minimally by gender). Brief characteristics of the group (e.g.: ethnicity, livelihoods, vulnerability category as IDPs or pregnant and lactating mothers, place of residence, etc.).*

The target group should be structured based on the needs analysis of different sub-groups. Their representation should be relevant for addressing the overall problem, but also the existing inequalities.

(Recommended number of characters, including spaces: 1,000)

7.1 Needs / Challenges of the Target Group

Identification and analysis of the challenges/needs of the project target groups.

- *Please indicate the involvement of the target groups into analysing their own needs. Do not assume what the needs are on the ground but ensure that the needs have been consulted directly with the target groups.*
- *When describing the needs of the target group, indicate the specific situation and needs of women and girls (or men and boys) in the target geographical area and sector. In this section, focus only on the target group and not the whole population as in the first part of this section. Describe the root causes of identified inequalities. Explicitly state when there are no differences in the situation of men and women.*
- *The needs description should point out the possible link between the challenges the target group is facing and the climate change and other negative environmental impacts.*

7.2. Alignment with Other Interventions

- A) *Definition of clear **dividing lines** in case of implementation of projects/activities of a similar nature at the time of submission of the application or in the near future, if the applicant is aware of such; description of how the project relates to the current situation in the area or to activities already implemented in the area (if relevant).*
- B) *Description of the consistency of the project implementation and expected specific goals with the strategic documents and concepts approved by the partner country's government or relevant UN institutions (e.g. UNDP or UN OCHA). This aspect will be assessed in the framework of the assessment of the project relevance criterion.*

8. Project Implementation

8.1. Linking Project Outputs and Specific goals to Identified Needs

This section elaborates on the logical framework that defines the basic structure - how the individual activities will lead to the achievement of the main project goal in the local context and what is their relevance to the project context.

A) When describing **how the project implementation contributes to solving identified challenges/needs** of the target groups described in Section 7.1., you need to focus mainly on the following:

- Describe whether the implementation will contribute to addressing the root causes or impacts **on gender equality** or whether the activities are aimed at eliminating inequalities and discrimination within the target group. You may refer to project activities or measures aimed at preventing, reducing identified risks or seizing opportunities in gender equality. Indicate clearly in this section if your project is risk-free or potential-free in this cross-cutting theme (you do not need to refer to the topic).
- The description must include an explanation of 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. You may refer to project activities or measures aimed at avoiding, reducing identified risks or seizing opportunities. For projects without risk or potential in this cross-cutting theme, declare this fact in this section without a need to comment on the topic.

B) **Description of expected specific goals and outputs.** Specific goals and outputs must be numbered in the same way as in the logical framework matrix. The numbering is important for linking the specific goals to the outputs and activities (Specific goal 1 → Output 1.1 → Activity 1.1.1.)

- Describe how the fulfilment of the outputs will lead to the achievement of the specific goals and how the fulfilment of the specific goals will contribute to the partial fulfilment of the project objective.
- Describe how the individual specific goals and outputs are linked to the needs identified in section 7.2.

Example: IF farmers' cultivation capacities are increased as part of achieving the outputs THEN as specific goal yields per hectare of land will increase. IF yield per hectare of land is increased THEN food availability is increased as the main project goal. All this needs to be detailed/specified)

C) **Description of how each activity (or group of activities) will contribute to the achievement of the project outputs described above.** In this way, you will demonstrate that the individual activities are effective in achieving the intended specific goals.

- Indicate whether the individual activities have been consulted with the target groups to obtain feedback on feasibility and effectiveness.

(Example: IF farmers' cultivation capacities are increased as part of achieving the output, THEN yields per hectare of land are increased as an impact. IF yield per hectare of land is increased THEN food availability in the target area is increased as an objective of the project. This information needs to be elaborated/specified).

(Recommended number of characters, including spaces: 10,000)

8.2. Implementation of Individual Activities

Activity number and name:	<i>The activity number must be the same as in the logical framework and assigned to a specific output via numbering (For example: Activity 1.1.1 →Output 1.1)</i>
Detailed description:	<i>Indicate number of participants, the method of implementation, necessary inputs (personnel, technical and material support for the implementation of individual activities), etc., how and in what proportion women and girls or men and boys will be involved in the activities of the project. (if relevant)</i>
Implementation period:	<i>The implementation period must be in line with Annex 6. If necessary, create additional rows for each additional activity.</i>
Activity number and name:	<i>The activity number must be the same as in the logical framework and assigned to a specific output via numbering (For example: Activity 1.1.2 →Output 1.1)</i>
Detailed description:	
Implementation period:	<i>The implementation period must be in line with Annex 6</i>
Activity number and name:	<i>The activity number must be the same as in the logical framework and assigned to a specific output via numbering (For example: Activity 1.2.1 →Output 1.2)</i>
Detailed description:	
Implementation period:	<i>The implementation period must be in line with Annex 6 If necessary, create additional rows for each additional activity.</i>

8.3 Project Monitoring

- **Description of planned monitoring trips.** *The output of the monitoring trip will be a report on individual activities, outputs and indicators that will be monitored. The report will also assess potential risks and measures to prevent or eliminate risks. This report will be included in the next interim report as annex. A monitoring visit is not mandatory if you plan to send a field worker to the project site.*
- *Describe how the monitoring visits will map the project contribution to strengthening gender equality, and the extend of environmental impacts, including impacts on climate change. (negative, neutral, positive)*

9. Situation After the Project Implementation and Project Sustainability

- Describe the sustainability of each of the expected outputs and specific goals beyond the project itself. Where appropriate, analyse the availability of financial and other resources needed to sustain the expected outputs and specific goals (locally available materials, technologies, human resources, etc.). Also describe the expected long-term project specific goals (e.g. how legislation, regulations, impacts on target groups, environment, etc. will be improved).
- Describe activities aimed at capacity building of the partner, target groups to ensure the sustainability of the project outputs and, where appropriate, the possibilities for further dissemination of the project outputs, their replication and scaling up.
- Describe the cooperation with the local project partner, whether you plan to continue the project activities. If yes, please indicate how.

(Recommended number of characters, including spaces: 1,200)

10. Expertise and Administrative Capacity

10.1 Expertise

(A) Under this section, please describe:

- Your experience in carrying out activities in the project area
- How will you secure all the expert capacities necessary for the implementation of the project activities
- Your experience in project administration and management
- Examples of projects implemented over the previous three years. This information serves to assess your experience in managing interventions with regard to the area of expertise and requested grant amount. Maximum number of projects: five.
- How and to what extent you will use your own in-house professional staff (with work contract) in project implementation, (indicate the exact number of staff),

B) in relation to the **cross-cutting themes**, describe whether it you have your own professional capacity/expertise or will use external specialists to implement the activities related to the cross-cutting themes.

(Recommended number of characters, including spaces: 1,500)

10.2 Effectiveness of Proposed Project Management System

- Describe the implementation team, the administrative capacity to manage the project by specifying individual positions in the management team (e.g. project manager of the beneficiary/project partner, financial manager of the beneficiary/project partner, 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.

<ul style="list-style-type: none"> Describe the method how do you calculate the number of project staff and justify that number. <p>(Recommended number of characters, including spaces: 1,500)</p>	
11. Risk/s Identification and Means for Their Elimination	
Risk:	Identify main risks.
Risk description:	<p>Identify main risks that could affect the project's implementation, indicate their severity and describe the measures planned to eliminate them.</p> <p>Indicate the project's risks and how you are prepared to address them should they arise, in particular in the following areas:</p> <ul style="list-style-type: none"> a) legal and personnel risks, b) economic risks, c) risks of non-achievement of targets/indicators, d) risks of delays in the implementation of project activities, e) environmental and CA risks, f) risks to gender equality.
Severity (low, medium, high):	Select the level of severity . ²
Risk elimination measures:	<p>Indicate, for example:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

² For the cross-cutting theme of environment and Climate change, 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.

	<p><i>Environmental risks and CA risks³</i></p> <p><i>Risks to equal opportunities</i> - 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).</p> <p><i>(Recommended number of characters, including spaces: 3,000)</i></p>
<p>12. Communication Plan</p>	
<p><i>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</i></p> <p><i>(Recommended number of characters, including spaces: 2,000)</i></p>	
<p>13. Mandatory Annexes to Grant Application⁵</p> <p>The call defines the scope of the mandatory annexes, in accordance with the terms and conditions of the grant.</p>	
<ol style="list-style-type: none"> 1. Annex no. 2 - Project logical framework matrix 2. Annex no. 3 - Project budget 3. Annex no. 4 - Technical specification 4. Annex no. 5 - Personnel table (if the expert project positions are not filled at the time of submitting the application, you are required to attach detailed terms of reference for the positions. When signing the contract, at least 50 % of the positions must be staffed (i.e. you must indicate names of persons). 5. CVs of management, professional and expert staff of the applicant and of the partner in the country of project implementation. (The project managers of the applicant and of the partner in the country of project implementation must already be known at the time of submission of the grant application. The applicant shall submit CVs indicating the duration of the relevant professional experience, together with the highest level of education attained.) 6. Annex to CV - Template of GDPR form (pursuant to Act No. 122/2013, a signed GDPR consent must be attached to each CV) 	

³ If the risks are already described above - section 5.3 of the application, list and refer to the details given in this section.

⁴E.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.

⁵ EIA/SEA document if it is mandatory to implement this study (for category A projects).

7. **Terms of Reference** (if at the time of submission of the application the positions of expert staff are not filled, the applicant is obliged to attach detailed terms of reference for the positions.)
8. **Annex 6 - Project Activity Schedule**
9. **Letter of support from the partner in the country of implementation**
10. **Security rules of the implementing organization**
11. **Annex no. 8 - Power of attorney of the applicant's statutory representative** (if the application is to be signed by a person authorised by the statutory representative)
12. **Legal and formal requirements**

14. Legal and Formal Requirements

Condition stipulated by the call:	Mandatory annex:
14.1. Legal form/specific beneficiary	Appointment Letter of the Statutory Representative (if applicable)
14.2. No tax debt certificate	Affidavit
14.3. No outstanding liabilities towards the state budget	Affidavit
14.4. No debt on health premiums	Affidavit
14.5. No debt on social insurance	Affidavit
14.6. No enforced decision against the applicant	Affidavit
14.7. Applicant is not subject of insolvency proceedings, restructuring proceedings, bankruptcy, restructuring or liquidation.	Affidavit
14.8. 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

14.9. Financial statements	Affidavit
14.10. Non-violation of the prohibition of illegal work and illegal employment	Affidavit
14.11. Applicant is registered in the Register of Public Sector Partners	Copy of the certificate of registration in the Register of Public Sector Partners
14.12. Existing partnership in the country of project implementation	Support letter from the partner in the country of project implementation
14.13. Project expenditures are eligible and the amount of expenditure claimed is eligible for funding	Project budget
14.14. Compliance with international sanctions	Affidavit
14.15. Registration as a VAT payer, if applicable	Affidavit
14.16. Ban on discrimination	Affidavit
15. Affidavit:	
<p>I, the undersigned applicant (statutory representative of the applicant), hereby certify that:</p> <ul style="list-style-type: none"> ▪ The statements and information contained in this application and its annexes are true, complete and accurate; ▪ 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). <p>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</p>	

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 approved financial statements for the year 2023, which are available online in the Financial Statements Register (hereinafter referred to as the "Register"). If my financial statements for the year 2023 are not available in the Register, I solemnly declare that the approved financial statements for the year 2022 are available in the Register, and I will supplement the approved financial statements for the year 2023 no later than before signing the grant agreement;
- as an applicant, I have not infringed on the prohibition of illegal work and illegal employment in the three 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 Distrainers and Distrainment - the Distrainment 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: