**JUSTICE & ANTI-CORRUPTION REFORM ACTIVITY (JARA)**

**Grant Application Form**

**Annex 1**

**Deadline for Submission of Applications: March 29, 2024**

Read the RFA carefully before completing this application. *(Please use Time New Roman 12 font consistently throughout the application)*

**ORGANIZATIONAL INFORMATION**

* Legal Name of Applicant Organization:
* Project Title:
* Project Dates (month/year – month/year):
* Office Address:
* Office Telephone Number(s) and Cell phone if applicable, including area code and country code:
* E-mail Address(es):
* Director of Organization:
* Project Director:

**EXECUTIVE SUMMARY**

Please describe your project in no more than one (1) page, including objectives, how the project helps achieve the overall goals of the program, target audience, target results, and geographic coverage.

**TECHNICAL APPLICATION (NO MORE THAN 5 PAGES)**

1. **Project Goals and Description of the Proposed Activities Including SMART**[[1]](#footnote-1) **Objectives**

Describe the project’s goals and objectives.

1. **Target Audience and Geographic Focus**

What is your main target audience? What groups of citizens will the project primarily serve? Where are they located?

1. **Innovation and Creativity**

Please explain how your project is a new and creative approach to the objectives of the subaward program.

1. **Key Milestones**

|  |  |
| --- | --- |
| **PROJECT MILESTONE** | **DATE TO BE ACHIEVED** |
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1. **Program Activities and Implementation Timeline**

Please outline the proposed program activities, which should be clearly defined and provide a detailed implementation timeline using the table below.

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| --- | --- | --- | --- | --- | --- |
| **WEEK** | **ACTIVITY** | **LOCATION** | **EXPECTED RESULT****(PERFORMANCE INDICATOR)** | **RESPONSIBLE****PERSON** | **VERIFIABLE CRITERIA OF COMPLETION** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Organizational Capacity**

Please briefly present your organization’s mission, its core activity, main current sources of funding, and how previous experience prepares it to successfully implement the proposed project.

1. **Project Monitoring, Evaluation, and Learning (MEL) Plan**

A MEL plan is a critical tool for planning, managing, and documenting data collection. It contributes to the effectiveness of the project by assuring data will be collected on a regular and timely basis. All proposals are required to submit a project MEL plan which should include:

* A list of performance indicators;
* A definition of each performance indicator;
* The source of data for that indicator;
* The method of collecting the data;
* The frequency of collecting the data;
* The person responsible for collecting data, and;
* The proposed target (can come from the SMART objectives).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INDICATOR** | **DEFINITION OF INDICATOR** | **DATA SOURCE** | **DATA COLLECTION METHOD** | **FREQUENCY OF DATA COLLECTION** | **PERSON RESPONSIBLE** | **TARGET** |
|  |  |  |  |  |  |  |
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1. Specific, Measurable, Attainable, Realistic, Time-bound [↑](#footnote-ref-1)