**ProElect - Promote accountability in Electoral processes in EaP**

**through increased participation and capacity of civic actors**

**Application form**

**Capacity development grants**

**for CSOs and media in the Republic of Moldova**

1. **General information about the applicant organisation**

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| Official name of the organisation in local language, in English and acronym | Romanian:  English:  Acronym: |
| Contact person (name, function) |  |
| Country and region |  |
| Email |  |
| Phone number / Signal |  |
| How many years has your organisation been active |  |
| Website / Facebook page of the organisation (if applicable) |  |
| The geographical area in which the activities of your organisation / initiative are implemented |  |
| Field of activity (civic activism, thinktank, media organisation, Women’s rights, human rights, EU integration…) |  |
| Target groups of the organization |  |
| Number of employees: | Full time:  Part time: |
| Please provide 1-2 references / contacts of organisations or persons you have worked with? (e-mail) |  |
| Are you comfortable working in English? | ▢ Yes ▢ No |

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| Project amount (EUR): | Project period: |
| Project title: | |
| Please provide a summary of the project: | |

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| Please describe your organisation generally.  (200 words maximum) |
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| Please describe the work of your organisation on monitoring\* and observing electoral processes, your target groups/beneficiaries and past experiences (provide summary of past project activities, budget, donor, beneficiaries, etc.)  Could you revise this to reference your organization’s actions in past elections, including any limitations encountered and lessons learned?  *\* Electoral monitoring is a comprehensive process that encompasses all stages of an election, from voting procedures to vote counting and post-election verification, while critically examining political behaviours, campaign dynamics, stakeholder involvement, and potential influences from both legitimate civil society groups and potential malign actors.*  (300 words max) |
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1. **Context of the application**

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| Describe briefly your organisation’s current capacity challenges  Please describe the key strengths of your organisation and your key areas for improvement.  (200 words max) |
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1. **General description of the support requested**

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| Please describe how an increase in your organisation’s capacity will ensure free and credible elections, promote political participation and fight harmful hate speech and disinformation within the upcoming Parliamentary elections.  ( 500 words max) |
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| Please describe your organisational development capacities needs according to the areas listed below. Please select only those areas in which you plan to work. Provide a description of each activity and its rationale. Be coherent and clear.   * Governance and leadership (strategic and operational planning) * Programmatic Strategy * Outreach, branding and external communication * Human resource management * Financial management * Monitoring and evaluation * Digital Security * Contingency and Adaptive Performance   (1,000 words max)  *If you have any organisational development assessment or organisational development report done, please attach it.* |
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1. **Action plan**

Indicate activities that will be carried out to achieve the outcomes and outputs:

**Overall Objective of the action:**

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|  | **Activity** | **Specific objective** | **Output** | **Outcome** | **Period of implementation** | **Location** | **Indicator/means of verification** |
| *e.g.1* | *Financial management training* | *To improve the capacity of the financial team to report on grants to donors* | *The 4 members financial team participate in training*  *The financial tracking tools are updated* | *Expert’s final assessment indicates the organisation has improve financial forecasting, budget allocation and reporting to donors* | *September- November 2024*  *(3 month)* | *Bălți* | *1. Program and supporting material prepared for the training*  *2. Photos/attendance lists for the training*  *3. Updated financial tools*  *4. Reports from the trainer and assessment expert* |
| *e.g.2* | *Human resources management training* | *To improve the knowledge of the management team in human resources management* | *4 members of the management team participate in training*  *Human resources tools are improved (job descriptions, annual evaluations, human resources policies’ document)* | *80% of team considers the organisation has improved human resources tools, policies and they feel more engaged in the decision-making process* | *October 2024 – February 2025*  *(5 months)* | *Online* | *1. Program and supporting material prepared for the training*  *3. Updated human resources documents*  *4. Reports from the trainer and assessment expert*  *5. Answers from team members of the final survey* |
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| What risks / difficulties do you expect to face and what mitigation measures will you use?  (300 words maximum) |
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1. **Impact and sustainability**

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| Explain how this project will help to implementing your strategic objectives. Please focus on sustainability, efficacity and your visibility towards partners and stakeholders.  (300 words max) |
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1. **Budget**

Please submit a filled in budget for your proposal using the template provided [**here**](https://drive.google.com/file/d/1LxL3RfhMXmeaDM6m8D0bvk1GU-MkIbIP/view?usp=sharing).

1. **Are you currently receiving or will receive financial support from other donors over the next 12 months?**

(If yes please state the donor and the amount received; add rows as needed)

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| **Name of donor** | **Amount of support received (EUR)** | **Description of the Project** | **Implementation timeframe** |
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Please submit this application form in Romanian or English to [**proelect.eap@proton.me**](mailto:proelect.eap@proton.me)with “ProElect - Capacity development for Moldova” in the title of the email.