

Application form for the Emergency Support Fund for Key Populations in Eastern Europe and Central Asia

Aidsfonds and AFEW call for proposals to relieve Emergencies Threatening HIV Service Provision for Key Populations in Eastern Europe and Central Asia

Before starting a proposal, please read the eligibility criteria for applicants and proposals in the Call for Proposals carefully, as they will be applied strictly. Proposals that do not meet the conditions set by the eligibility criteria for applicants and proposals will not be considered eligible for further assessment.

Only proposals submitted through the official online form will be taken into consideration. Applicants are allowed to submit more than one application. Applicants can receive more than one grant.

When you have submitted your proposal, you will receive an automated e-mail confirming receipt of your application. If you do not receive this e-mail, please check if you submitted the form and resubmit if necessary. If you are facing technical problems filling out this form, please contact us via secretariat@emergencyfund.nl

The more complete your proposal, the better we can assess it, so answer all required questions and don't forget to upload the required attachments

(Questions marked with a * are obligatory)

PART I

1. Activity description

Activity title* (<10 words)	<i>Make sure title captures the essence of the activity you are undertaking to relieve the emergency.</i>
Emergency Situation (<350 words)	<i>Describe the problem or emergency situation and the need(s) that will be addressed. Please include a short and concise description of the context.</i>
Describe the goal of your activity (< 50 words)	<i>Please describe the goal of your activity.</i>
"What" and "How" (< 100 words)	<i>Describe "what" you are going to do and "how" you are going to do it.</i>
"Why" (< 100 words)	<i>Provide some justification for "why" you believe this activity is necessary.</i>
"Who" (< 100 words)	<i>Describe "who" will carry out the activity. If applicable, provide information about partners with whom you are planning to collaborate in the current emergency situation and give a clear breakdown of roles and responsibilities for this project.</i>
Country (-ies) where your activity takes place	<i>Tick one (or more) of the following countries:</i> <input type="checkbox"/> Armenia <input type="checkbox"/> Belarus <input type="checkbox"/> Kazakhstan

	<input type="checkbox"/> Kyrgyzstan <input type="checkbox"/> Moldova <input type="checkbox"/> Russian Federation <input type="checkbox"/> Tajikistan <input type="checkbox"/> Turkmenistan <input type="checkbox"/> Ukraine <input type="checkbox"/> Uzbekistan
Region and/or city (< 50 words)	<i>Describe where the project will be implemented: in which city and or region, or whatever is applicable</i>
Target population: who is the main target group?	<input type="checkbox"/> Sex Workers <input type="checkbox"/> LGBTQI <input type="checkbox"/> MSM <input type="checkbox"/> (Ex) Prisoners <input type="checkbox"/> Women vulnerable to HIV <input type="checkbox"/> Migrants <input type="checkbox"/> Adolescents and/or Youth <input type="checkbox"/> People Using Drugs <input type="checkbox"/> People Living With HIV
Number of People expected to reach	<i>Please estimate how many people you will reach with your activity directly and indirectly.</i>
Describe how you plan to fund this activity in the future. (<200 words)	<i>In order to support your activity, the panel needs information on how you plan to respond to the emergency in the future. Please describe the strategy of your organisation how to cope with the emergency you now face in the long term?</i>
Advocacy and spin off effect: how can larger group benefit from the activity? (<150 words)	<i>In what way will inform general public or / and decision makers about the emergency situation, and / or will you use the proposed activity as an advocacy tool, to prevent similar emergencies happening in the future.</i>
Additional info about your activity (optional) (< 100 words)	<i>Anything we did not ask and need to know to get a better insight in the proposed activities.</i>
Duration proposed activities*	<i>Duration in months: (max 12 months)</i> <i>Expected Start date:</i> <i>Expected End date:</i>

2. Budget

Total critical budget for the proposed activities*	<i>Total budget, including other funds (if applicable), in EUR</i>
Total budget requested from the Emergency Fund *	<i>Amount requested from the Emergency Fund, in EUR</i>
Is the amount that you request from the Emergency Support Fund higher than € 5000, -?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budget justification (if applicable) (< 150 words)	<i>Describe why you need more than € 5000, - to relieve the emergency.</i>
Secured budget for this activity (optional)	<i>€ (if applicable)</i>
Have you received an ESF grant before?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Download and fill in the Budget framework, specifying the costs of your activity; and upload the filled in format. Only applications using this format will be eligible for further assessment. Please do not use your own format.

3. Applicant information

Is your organisation a registered CBO or NGO? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reference (in case of non-registered CBO) (optional)	<p>Please fill in the name and last name of the person outside your organisation who can tell us more about your activities.</p> <input type="checkbox"/> Organisation (optional) – the name of the organisation for which the reference person works. <input type="checkbox"/> Function (optional) – the function (job) of the reference person. <input type="checkbox"/> Telephone number (optional) – the telephone number of the reference person. <input type="checkbox"/> E-mail address (optional) – the e-mail address of the reference person.
Project leader	Please write the first and last name of the person who will be the main contact for this application.
Telephone number Project leader (optional)	
Email address Project leader	
Track record service provision for key populations* (< 200 words)	Describe your track record regarding service provision for key populations.
Meaningful community involvement (< 200 words)	Please, describe in what way the community is involved in your organisation and/or activities.
Track record visuals (optional)	You may provide a maximum of two links (e.g. organization website, youtube, etc.) to written or visual material that provides more information on the successful activities you mentioned above.
Link to the website of your organisation (optional)	
Link to the social media of your organisation (optional)	

In case your application is successful and you will be awarded with a grant, you will be asked to provide more details in PART II of the Application Form. There is no need to fill this part in when submitting your Application at first.

PART II

In case your application is successful and you will be awarded with a grant, we will also need the following information from you. You can prepare this info, but we do not need it for your application. Please be aware that the information has to be provided in both English and Russian.

Applicant information for contract

Banking information	<i>In case you have no bank account, please provide information on how to transfer money to you in the safest possible manner.</i>
Name of the bank:	
Address of the bank:	
Town of the bank:	
Country of the bank:	
SWIFT-code (8 letters min., 11 digits max)	
Account number of the Organisation ¹	
Account holder:	
Address:	
Town/Country:	
Details Corresponding Bank for EURO transfer	
Address	
Swift code	
Corresponding account International Bank	

¹ In the event of a change in the bank account details AFEW International should be informed of this by the two legal representatives of the partner in writing. The account has to be in the Partner's name.

Budget Template for the grant under the Emergency Support Fund for Key Populations in EECA

AutoSave Off DEF Emergency Support Fund budget and report template RUS&ENG - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Normal Page Break Preview Page Custom Layout Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Arrange Freeze Panes Split View Side by Side Synchronous Scrolling Reset Window Position Switch Windows

H13 =SUM(H14:H16)

Budget Template for the grant under the Emergency Support Fund for Key Populations in EECA							Financial report		
				Budget exchange rate					
				1	100				
				100	1				
#	Budget line	Unit	# of units	Local Currency	Total, local cure	Total, Euro	Local currency	Total spent, EURO	Variance
1	Costs of the activities				0	-	-	-	-
8	add cost type				0	-	-	-	-
9	add cost type				0	-	-	-	-
10	add cost type				0	-	-	-	-
11	add cost type				0	-	-	-	-
12	add cost type				0	-	-	-	-
13	2 Project staff, total				0	-	-	-	-
14	add personnel, 1 FTE				0	-	-	-	-
15	add personnel, 1 FTE				0	-	-	-	-
16	add personnel, 1 FTE				0	-	-	-	-
17	3 Administrative staff, total				0	-	-	-	-
18	add personnel, 1 FTE				0	-	-	-	-
19	add personnel, 1 FTE				0	-	-	-	-
20	add personnel, 1 FTE				0	-	-	-	-
21	4 Other costs				0	-	-	-	-
22	add other costs				0	-	-	-	-
23	add other costs				0	-	-	-	-
24	add other costs				0	-	-	-	-
25	Subtotal				0	-	-	-	-
26	5 lumpsum				0	0	-	-	0
27	TOTAL BUDGET of the activity				0	-	-	-	-
28	6 Other sources of funding for the activity				0	-	-	-	-
29	add source/donor				0	-	-	-	-
30	add source/donor				0	-	-	-	-
31	Total requested from Emergency Support Fund				0	-	-	-	-
32	Income	Secured, local cure	Expected, local currency	Total, local currency	Total, Euro				
34	7 Annual income of organisation 2018			0	0				
35	add source/donor			0	-				
36	add source/donor			0	-				
37	add source/donor			0	-				
38	8 Annual income of organisation 2019			0	0				
39	add source/donor			0	-				
40	add source/donor			0	-				
41	add source/donor			0	-				
42	9 Annual income of organisation 2020			0	0				
43	add source/donor			0	-				
44	add source/donor			0	-				
45	add source/donor			0	-				

English Русский