

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

Aidsfonds and AFEW International 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 the 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)	<p><i>2021 is the last year the Emergency Support Fund is active. We will pay extra attention and give preference to applications with a strong sustainability plan. You can add activities that contribute to the financial security of your organisation in your Budget.</i></p> <p><i>Please describe the strategy of your organisation on how to cope with the emergency you now face in the long term. How do you plan to find funding for your activities after your ESF grant has ended?</i></p>
Which other donors do you plan to approach?*(<100)	<i>Please indicate the name of the possible funder(s) and for which activities and costs you plan to approach them.</i>
Advocacy and spin off effect: how can a larger group benefit from the activity? (<150 words)	<p><i>How will you use the proposed activity as an advocacy tool towards for example local and national decision makers and the general public, to prevent similar emergencies happening in the future?</i></p> <p><i>Think of how your activity can draw attention to the raised issue, direct decision-makers to a solution and enlist their support.</i></p>
Additional info about your activity (optional) (< 100 words)	<i>Anything we did not ask and need to know to get a better insight into the proposed activities.</i>
Other essential or useful information, for example, one-minute video or image(s)	<i>Anything we did not ask and need to know to get a better insight into the proposed activities. Reminder: please use the English or Russian language if uploading additional documents.</i>
Duration proposed activities*	<p><i>Duration in months: As this is the last year of the ESF, your activity should finish before October 1, 2021</i></p> <p><i>Expected Start date:</i></p> <p><i>Expected End date: NOTE: Last possible end date is October 2021</i></p>

2. Budget

Total critical budget for the proposed activities*	<i>Total budget, including other funds (if applicable), in EUR</i>
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Secured budget for this activity (optional)	€ (if applicable)
Total budget requested from the Emergency Fund *	Amount requested from the Emergency Support Fund, in EUR
The budget allocated for Sustainability activities	Amount requested from the Emergency Support Fund, in EUR, on top of your Activity and Salary costs. For good sustainability plans, the ESF can allocate a maximum of € 3.000,-
Which other donors have you approached?	Mandatory
Why was this unsuccessful?	Mandatory

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. Using your own format will make your application not eligible.

3. Applicant information

Name of your organisation	
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)	

PART II

In case your application is successful and you will be awarded a grant, you are asked to provide more details in PART II of the Application Form. In order to proceed faster with the payment, we highly encourage you to submit PART II (bank credentials) together with your application form. 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

Budget Template for the grant under the Emergency Support Fund for Key Populations in EECA									
Name of your organisation		Country of organisation		Grant period		Your Budget		Financial report	
		exchange rate		€		Spent in Local currency		Spent in Euro	
		1		1		1		1	
#	Budget line	Unit	# of units	Local Currency	Local currency	Euro	Spent in Local currency	Spent in Euro	Variance (budget vs costs)
7	1 Costs of the activities								
8	add cost type								
9	add cost type								
10	add cost type								
11	add cost type								
12	add cost type								
13	add cost type								
14	add cost type								
15	add cost type								
16	2 Project staff, total								
17	add personnel, % FTE								
18	add personnel, % FTE								
19	add personnel, % FTE								
20	3 Administrative staff, total								
21	add personnel, % FTE								
22	add personnel, % FTE								
23	add personnel, % FTE								
24	4 Costs for Sustainability efforts								
25	add other costs								
26	add other costs								
27	add other costs								
28	Subtotal								
29	Administrative costs 5% (office, communication, stationaries etc.)								
30	5 lumpsum								
31	TOTAL BUDGET of the activity								
32	6 Other sources of funding for this activity								
33	Add source/donor								
34	Add source/donor								
35	Total requested from Emergency Support Fund								
36	Income	Secured, local curr.	Expected, local currency	Total, local curr.	Total, Euro				
37	7 Annual income of organisation 2020								
38	Add source/donor								
39	Add source/donor								
40	Add source/donor								
41	8 Annual income of organisation 2021								
42	Add source/donor								
43	Add source/donor								