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| **Ukraine Civil Society Emergency Response Fund (UCSERF)**  **GRANT CONCEPT NOTE FORM** | | | | |
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| **SECTION 1: BASIC INFORMATION** | | | | |
| **1.1** | | **Project title** | |  |
| **1.2** | | **Region** | |  |
| **1.3** | | **Locality(ies)/Region(s) within region** | |  |
| **1.4** | | **Project duration** | |  |
| **1.5** | | **What is the likely total cost of the project?** *In GBP sterling* | |  |
| **1.6** | | **Total funding requested from CAID for this project** *In GBP sterling and as a % of total project funds* | |  |
| **1.8** | | ACRONYMS *Please list all acronyms used in your application, spelling out each one in full* | | |
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| **1.9** | | **Implementation Partner(s)** *List all partners, putting the main partner first. This list must include all offices of the applicant that have a role in the project* | | |
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| **1.10** | | **If you are applying as part of a consortium/coalition, please identify the lead organisation. Please list all other organisations in the consortium/coalition (if not applicable, please write n/a)** | | |
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| **1.11** | | **If you are applying as part of a consortium/coalition, please state the main objective of the group (if not applicable, please write n/a)** | | |
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| **SECTION 2: INFORMATION ABOUT THE ORGANISATION APPLYING FOR FUNDS** | | | | |
| **2.1** | | Organisation name | |  |
| **2.2** | | Organisation country of residence | |  |
| **2.3** | | Registration or charity number  ***If applicable*** | |  |
| **2.4** | | Office address | |  |
| **2.5** | | Website address | |  |
| **2.6** | | Main contact person | | Name:  Position:  Email:  Tel: |
| **2.7** | | Which year was the organisation established? | |  |
| **2.8** | | **Which of the following best describes your organisation?**  *Select a maximum of two categories* | | Non-Governmental Organisation (NGO)  Trade Union  Faith-based Organisation (FBO)  Disabled Peoples’ Organisation (DPO)  Organisations working with Disabled People  Academic Institution / Think Tank  Ethnic Minority Group or Organisation  Diaspora Group  Other... [please specify] |
| **2.9** | | Provide specific examples to demonstrate how your organisation fits with CAID’s vision and mission statement. | | |
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| **2.10** | | **Please provide the annual income for organisation in each of the previous 3 years?**  **Please provide the average income for this period** | | |
| **From** *(dd/mm/yyyy)* | | | **To** *(dd/mm/yyyy*) | **Annual Income** |
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| **2.11** | | What are your main sources of funding? | | |
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| **SECTION 3: INFORMATION ABOUT THE PROJECT** | | | | |
| **3.1** | | **Which of the following three UCSERF objectives is your project contributing?**  *Check all that apply* | | Supporting and responding to the immediate needs of vulnerable and/or marginalised groups that are displaced or are in occupied or recently occupied areas of Ukraine.  Addressing gender-based violence (GBV) and immediate protection needs.  Supporting actors in the collection and documentation of evidence related to the atrocities and crimes committed as part of the invasion of Ukraine. |
| **3.2** | | **If you selected ‘none of the above’ for 3.1, please explain why?** | | |
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| **3.3** | | **Why** is this project needed? What problem is it expected to solve? | | |
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| **3.4** | | **What** change is this initiative intended to achieve and for whom? What results/ impact will this project have on the ground? | | |
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| **3.5** | | **How** will the changes described above be achieved? | | |
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| **3.6** | | How and where did this initiative originate? Whose idea, was it? Who was involved in the design of the project? How were the target beneficiaries involved? | | |
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| **3.7** | | Who will be carrying out the project’s activities? Which organisations/stakeholders will undertake which work? | | |
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| **3.8** | What is your organisation’s prior experience of undertaking this or similar activities before? | | | |
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| **3.8** | | What lessons have you drawn on from experience (yours, your partners, or other organisations) in putting together this initiative? | | |
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| **3.9** | How will the project achieve sustainability? | | | |
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| **SECTION 4: PARTNERSHIPS (If not applicable, please write n/a)** | | | | |
| **4.1** | | Please explain the added value that you, the applicant, will bring to this initiative beyond accessing funds for the project | | |
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| **4.2** | | Please describe the nature and length of your relationship with the main partner(s) with whom you will be working on this initiative | | |
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| **4.3** | | Please provide details on your partners’ capacity to undertake this project. What previous experience do they have of similar initiatives? | | |
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