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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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