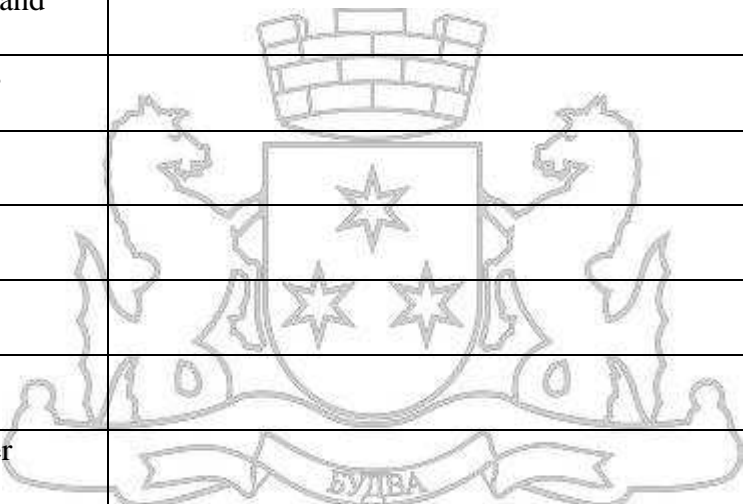


## PROJECT PROPOSAL FOR OPEN COMPETITION OF MUNICIPALITY BUDVA

(Annotation: electronic version of the form should be adjusted to number and type of activities planned in the proposed project/program (hereinafter: project) with respect to proposed project structure)

### A. GENERAL INFORMATION ON PROJECT APPLICANT

Name of organization	
Headquarters	
Legal status of the organization	
Ministry of internal affairs' registry number	
Authorized person	
Contact person and their position	
Official address	
Telephone	
Fax	
E-mail	
Web site	
Account number	
Bank name	
TIN (UIN)	
Activity code	



### B. INFORMATION ON PROJECT APPLICANT

Total number of employees	
Number of employees permanently employed	
Number of employees temporary employed	
Number of volunteers	

Give names and qualification of key personnel that are employees / volunteers responsible for realization of the project:

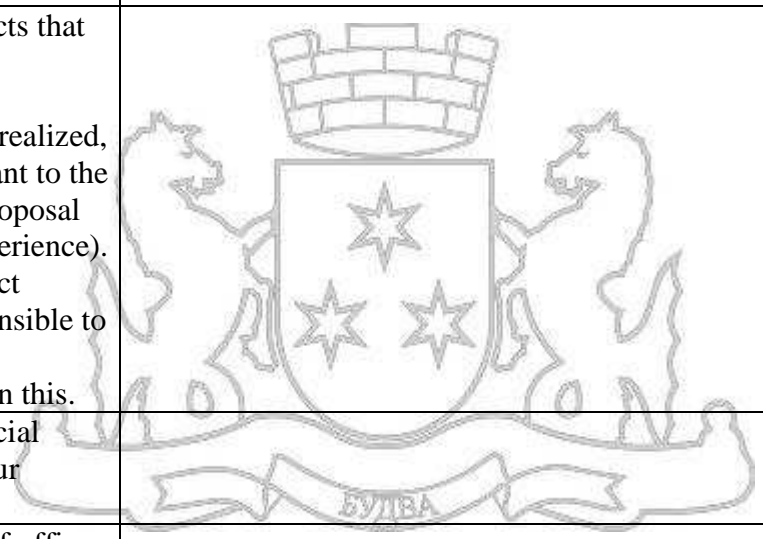
Specify goals of your non-governmental organization

Specify field of activity of your organization

Specify projects that your non-governmental organization realized, that are relevant to the field of the proposal (previous experience). Specify contact persons responsible to give detailed information on this.

Specify financial sources of your organization

Information of office space (ownership data etc.)



Working equipment	Quantity	Number of permanent employees skilled to use this equipment	Number of temporary employees skilled to use this equipment	Number of volunteers skilled to use this equipment
Computer				
Printer				
Scanner				
Fax				
Copy machine				
Car				

### C. INFORMATION ABOUT PROJECT

1. Project name: \_\_\_\_\_

2. Person/s responsible for project implementation and their position inside organization \_\_\_\_\_

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3. Short description of the project: \_\_\_\_\_

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4. Field to which the project is relevant: \_\_\_\_\_

5. Explain how the proposed project subject correlates with the priorities of Municipality Budva (in accordance with Article 9 of Decision on criteria, means and procedure for funding of NGO):

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6. Describe the problem that this project is addressing: \_\_\_\_\_

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7. Project duration: \_\_\_\_\_

8. Explanation of the project with program activities:

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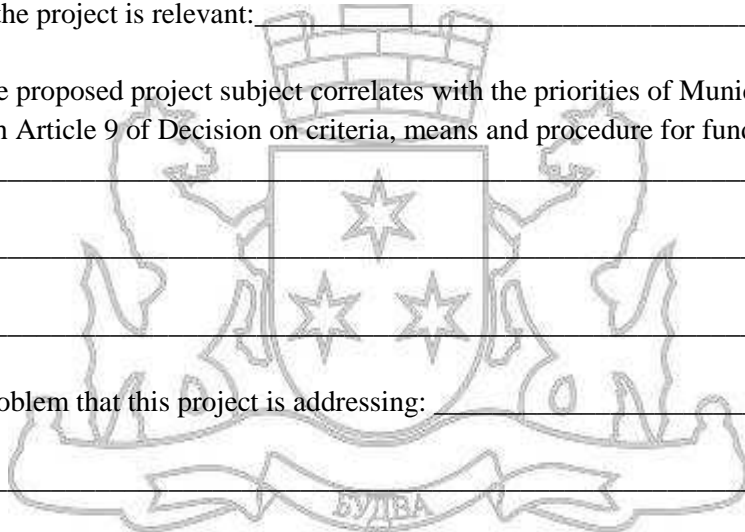
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9. Timeline of project realization (monthly, quarterly, etc.):

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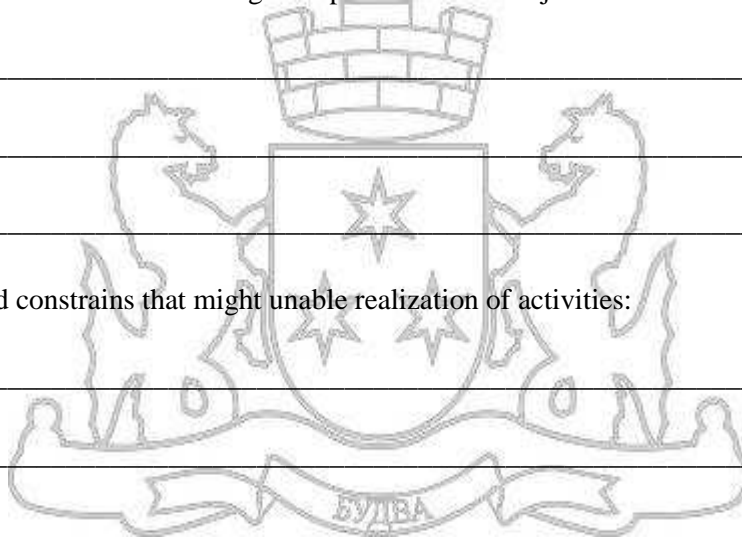
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10. Specify if project foresees contracting of experts from the subject field?

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11. Define risks and constrains that might unable realization of activities:

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12. Specify if collaboration with another NGO is foreseen during realization of this project:

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13. Specify if collaboration with government or/and local government and/or public institutions founded by the State or/and Municipality and/or other legal person is foreseen during realization of this project or has been initiated during preparation of this project:

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14. Specify how will the proposed project harmonize with existing activities of Municipality and its public bodies in this field:

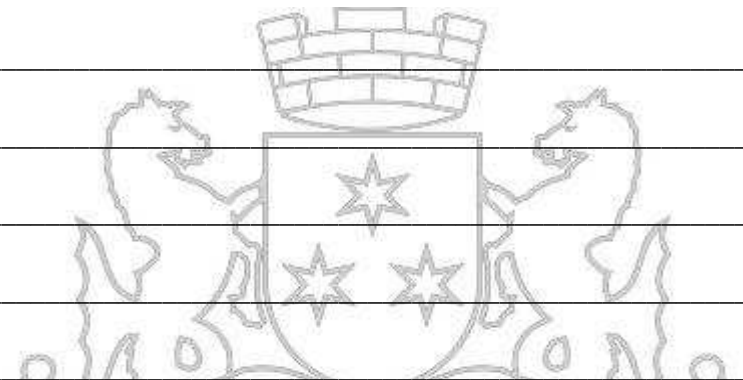
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15. If your organization was previously awarded funding from Municipality Budva, please specify year, amount and give a short description of the project for which the funding was awarded.



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16. Circle documentation you are submitting as annex to the proposal:

- |                |                         |
|----------------|-------------------------|
| - outlines,    | - computer simulations, |
| - plans,       | - cd presentations      |
| - drawings,    | - other: _____          |
| - photographs, | - _____                 |

17. Specify requested finances: \_\_\_\_\_

18. Requested finances represent:

- **part** of the \_\_\_\_\_ ➤ **total**  
finances needed for project realization.

#### D. METHODOLOGY

19. Specify project values (ex. innovative approach or creativity):

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**E. EXPECTED RESULTS**

1. Specify expected results of activities (quantitative and qualitative indicators) and their effect on target group/s:

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2. Define how the results of activities will be used and communicated to the public:

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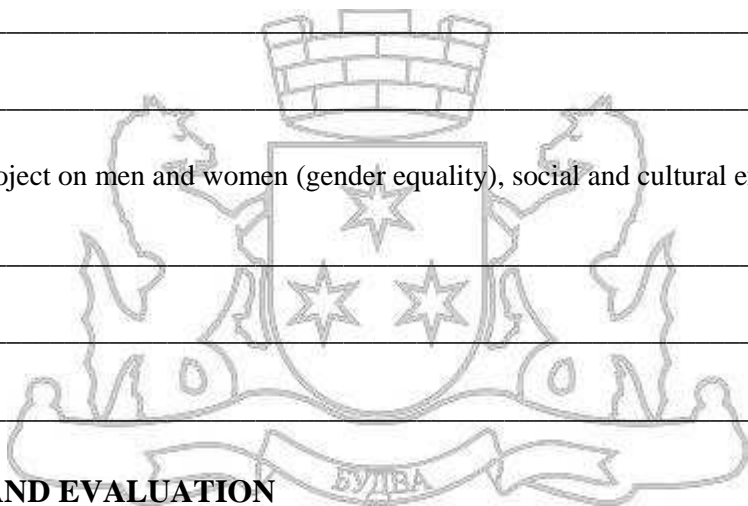
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3. Effect of the project on men and women (gender equality), social and cultural effect.

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**F. MONITORING AND EVALUATION**

1. When is project evaluation planned (specify if internal or external evaluations are planned):

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2. Project evaluation (valuation) – what evaluation method/strategy will be used to monitor and measure results (ex. questionnaires, interviews, focus groups, community reaction, etc.):

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3. Explain how you plan to include target groups in monitoring and evaluation of success rate of project

realization:

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## G. MULTIPLYING EFFECTS AND FINANCIAL SUSTAINABILITY

1. Explain how you plan to include target groups in monitoring and evaluation of success rate of project realization:

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2. Project sustainability:

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## H. BUDGET

Annotation: Every budget item should be explained in detail. For example, if item is project coordinator's salary, then it should be specified which part of the working hours will be paid (full time, 1/2, 1/3). Direct project expenses or expenses for activities should be precise according to items and harmonized with activities explanation.

Item	Unit measure	Number of units	Cost	Total cost	Amount request from the municipality	Amount received from other sources
Wages and allowances						
Office space and communication						
Office supplies						
Equipment						

Costs						
Communication costs (phone, internet, post)						
Copying and printing costs						
Travel expenses						
Direct project costs (activity costs)						
Other costs (explain)						
Evaluation Costs						
TOTAL						

Annotation: Every budget item should be explained in detail in unit measures and number of units columns according to the project budget.

Applicant's contribution to the project budget	
Material contribution (explain)	
Monetary contribution	

Contribution of other donors (specify all donors and amounts of expected donations)		
	Donor	amount
1.		
2.		
Total		

<b>Total amount of funds requested from Municipality Budva</b>	<b>€</b>
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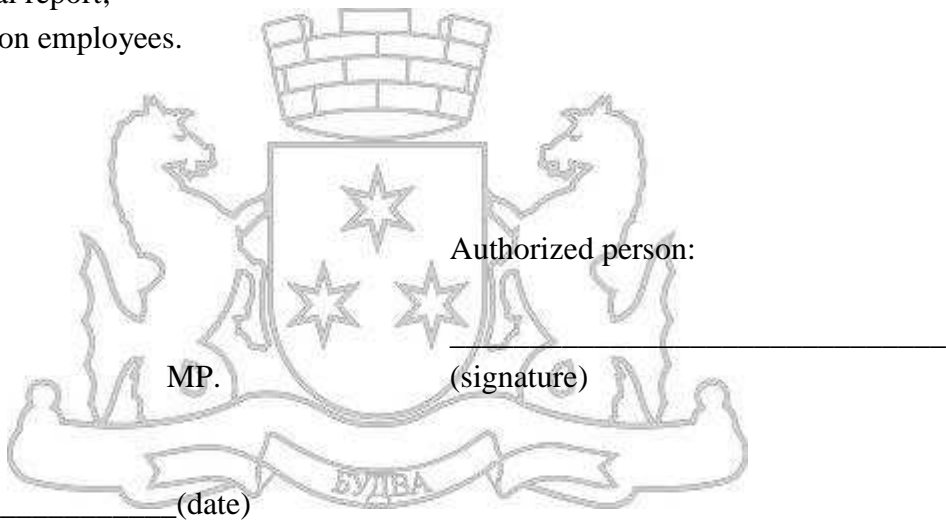


**Total amount of funds needed for project realization** €

**I:ANNEXES:**

Annotation: Please submit the following documents with your application, if you have them:

- Complete list of people that occupy leading positions or Board of Directors in the organization applying for funding;
- Latest annual accounting report that specifies sources of funding (along with auditor's report if it exists);
- Planned future funding of the organization and cost budget for the current fiscal year, with references;
- Copy of certificate of registration of NGO;
- Latest Annual report;
- Information on employees.



Budva, \_\_\_\_\_ (date)