

**MONTENEGRO
MUNICIPALITY BUDVA**

FORM

For applying for financing of projects of an NGO by Municipality of Budva in year _____.

PART I

NGO (name and office address) _____

NOTE:

- this page should be completed by authorized officer/employee of Registry office of the Secretariat for Local Self-government;
- NGO is required to set aside this page from the rest of the form after it has been completed;
- Enclose in a sealed envelope: Parts II and III of the Form; Certificate of Registration of NGO in Montenegro, with headquarters in Budva; Founding Act and Statute of NGO; short description of NGO with implemented projects; Project for Competition; relevant reports on previous activities; recommendations from an expert;
- Authorized officer/employee of Registry office in Secretariat for local self-government is required to attach this page of the form to the outside of the sealed envelope.

Budva, _____(date)

Protocol No. _____

(signature of authorized officer/
employee of Registry office or
Civil bureau of Municipality)

Part II

ANNOTATION:

- this Part should be completed by authorized person of the NGO
- complete without using abbreviations

➤ Name of NGO: _____

➤ Ministry of Internal Affairs' registration number, including date of registration:
(in addition to this Form enclose Certificate of Registration and Statute)

➤ Scope of work of NGO:

(Indicate the most important activities of the Organization, including implemented projects)

➤ Office address of NGO: _____

➤ Total Project Budget: _____

➤ Total amount of funds requested from the Municipality Budva: _____

➤ Data on persons employed by NGO:

➤ Information about project:

▪ Project name: _____

▪ **Field to which the project is relevant:** _____

▪ **Describe the problem that this project is addressing:** _____

▪ **Objective of the project:** _____

▪ **Planned project or programme activities:**

▪ **Timeline of project realization:**

▪ **Please circle supporting documentation attached:**

✓ outlines,

✓ plans,

✓ drawings,

✓ photographs,

✓ computer simulation,

✓ CD presentations

✓ other: _____

▪ **Describe in detail plan of implementation of the funds requested:**

✓ **Direct costs for the project implementation:**

✓ **Indirect costs for NGO functioning:**

✓ **Travel expenses:**

▪ **Project impact on men and women (describe how project will influence both genders):**

▪ **Person authorized for project implementation:**

Name and surname: _____

Contact address: _____

Telephone: _____

Cell phone: _____

E-mail: _____

▪ **Bank account number:** _____

OTHER: (indicate additional information about project that are important for Commission's decision and not mentioned above):

Project/part of the project submitted for allocation of budget resources by this NGO has not been nominated for financing from other donors.

- YES
- NO
- Other: _____ (complete if part of the project has been nominated for financing from other donors and specify the part of the project).

I declare under full material and criminal liability that above information is correct.

(signature and seal of authorized person of NGO)

PART III

ANNOTATION:

➤ this part is to be filled out by Commission

Name of NGO: _____

Project name: _____

I POSITIVE CRITERIA:

No.	POSTIVE CRITERIA	Grade (0-10 points)
1.	Correlation of project or programme with areas defined in Article 9 of this Decision	
2.	NGO has its own work force and provides technical assistance for the project implementation	
3.	Priority is given to organizations whose project includes engagement of volunteers	
4.	Concise-logical name of the project	
5.	Implementation of project includes socially marginalized groups	
6.	Definition of project in geographical, social (gender, etc.) and cultural context	
7.	Project goals are specific, achievable, measurable, realistic and time-limited	
8.	Rationale for the project implementation is based on detailed data collection in the preparatory phase of the project confirmed by existing evidences	
9.	In project (part on effects on target group) expected results of project are expressed through qualitative indicators	
10.	The existence of plan for continuation and financial basis of project	
11.	Part/rest of resources for project, whose only one segment is nominated for financing from the budget of Municipality, is financed from other sources of financing	
12.	Sustainability of project	
13.	Existence of external evaluation	
14.	Compatibility of the budget with listed activities	
15.	Coherence of the proposed project type with other implemented projects	
16.	Innovative aspect of project	
17.	Clear definition of target group	
18.	Efficiency	

19.	Calendar of activities with as precise as possible deadlines for achieving goals (precise timeline of activities)	
20.	Readiness for cooperation with other NGOs, public sector authorities and institutions	
21.	Partnership with other NGO or public sector authorities and institutions in the implementation of project	
22.	Clear division of administrative responsibilities (responsible persons)	
23.	Administrative costs do not exceed 30% of the total project budget	
24.	Ability to manage project budget – previous experience in managing project budgets	
25.	Clear definition of qualitative and quantitative indicators for project impact on target group	

FINAL ASSESSMENT OF PROJECT: _____

➤ Commission for allocation of resources to non-governmental organizations, approves funding to non-governmental organization:

- in total
- partially

AMOUNT OF RESOURCES APPROVED: _____ **EUR.**

➤ In case of supporting a part of the project, indicate the name of that part of the project:

II ELIMINATORY CRITERIA:

No.	ELIMINATORY CRITERIA	MARK √
1.	Formal conditions for nominating project are missing (incomplete or incorrect documentation)	
2.	Project does not reflect problem solution or project influences problem stereotypes	
3.	Project lacks clear overview of results-accomplishments in the part of internal assessment - evaluation	
4.	Realization of activities not planned for Municipality	
5.	Project proposal is submitted in adequate form but key information is missing	
6.	Activities defined by project already exist and there is no justification for their implementation	
7.	Obvious incompatibility of project budget with activities defined by project	

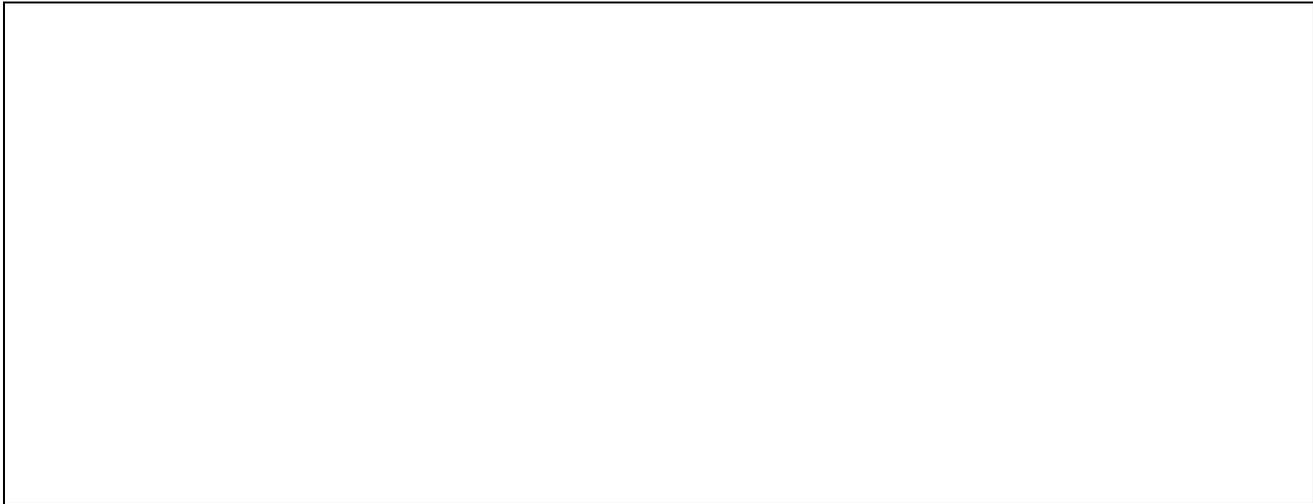
➤ PROJECT NOT APPROVED (complete in case the project is rejected):

▪ Explanation:

(complete in case that previous line is filled out)

▪ Other:

(additional views and explanations on project important for making decision by Commission, but their evaluation is not determined by prescribed criteria)



(President of the Commission)

Members:

1. _____
2. _____
3. _____
4. _____

(signature of professional or scientific worker
if such person was engaged)