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# Project application form – Rapid Response Fund

## Application Summary

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| --- | --- | --- | --- | --- | --- | --- |
| **Project title** | **Implementing Organisation**  | **Geographical coverage (Countries)** | **Duration (Number of months)** | **Amount requested from SEM (CHF)** | **Co-funding rate from SEM (%)**  | **Short summary of the project (maximum 5-8 sentences)** |
|  |  |  |  |  |  |  |

## Appeal Criteria

#### Is the project implemented in one of the following countries: ES, SI, HR, LT?

Click here to enter your text.

#### Is the thematic focus on voluntary return or/and reintegration?

Click here to enter your text.

#### Are the beneficiaries of the project Ukrainian refugees?

Click here to enter your text.

#### Is the project subject to budget cuts from other funding sources? If yes, please describe in 2-3 sentences.

Click here to enter your text.

## General Information

#### Type of Project

Click here to chose a type of project.

#### Project start date & project end date

Click here to enter your text.

#### Project implementation location (region, city,…)

Click here to enter your text.

#### Applicant

Click here to enter your text.

#### Type of applicant, including legal status and date of creation

Click here to enter your text.

#### Contact information, including contact person

Click here to enter your text.

### Amount requested from Rapid Response Fund (in CHF or EUR)

|  |  |  |
| --- | --- | --- |
| Project’s total eligible costs | Grant amount requested from the RRF | Grant amount in % of total eligible costs of the project |
|  |  |  |

### Project Summary (max ½ page)

Click here to enter your text.

## Project Description (max. 3 pages)

### Current situation

Describe the current situation and the identified needs

### Project rationale

Describe how the project will address the identified needs and improve the situation, including the baseline and the expected outcome. Why your organization is best placed to address those needs?

### Objectives and project activities

Show how and which of the 4 specific objectives mentioned in the guidelines for applicants under 2. Objectives are addressed. What are the objectives of the proposed project? Through which activities does the project partner intend to achieve these objectives? How are those objectives and activities related to the specific objectives of the RRF? How does the project contribute to the beneficiaries ability and opportunity to take part in society and the dignity of people who are disadvantaged based on their identity (including gender, age, ethnicity, religion, language, disability, place of residence etc.) How will climate change mitigation be taken into account in the implementation of the project activities (especially relevant for infrastructure projects and activities including transportation).

### Logical Framework/Results Matrix (should be sent separately (see chapter 5))

Insert a table which enables to monitor the progress made towards achieving the project’s objective. This table should follow a vertical logic, going from the overall objective to the specific objectives (outcomes), the tangible output linked to the activities and the activities (the activities can also be presented separately). For each level, the indicators (including baseline and targets), the data source and means of verification and the assumption and risks should be included (horizontally). See annex 1 for an example.

### Beneficiaries

Who will benefit from the project, directly and indirectly? Please make reference to the target beneficiary group mentioned in the guidelines for applicants.

### Partners

Are there any project partners? How are they involved and what are their roles?

### Management, Monitoring and Steering of the Project

Describe how the project management is set up. What monitoring mechanisms are in place and how is the steering assured?

### Risk assessment

Describe possible risks, their impact, their likelihood and the mitigation measures if there is no separate risk catalogue.

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| --- | --- | --- | --- |
| Risk | Impact | Likelihood of occurrence | Measures taken |
|  |  |  |  |
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|  |  |  |  |

### Please extend the list if required.

### Budget (please provide a detailed budget separately (see chapter 3))

The budget should be sent as a separate document. Please indicate the currency in which it is calculated. It should be linked to the specific project objectives and planned outputs. The distribution over time should also be mentioned as well as possible co-financing and third party financing

### Sustainability

What are the long-term plans, after the end of the funding from the RRF? For emergency projects, it is possible to justify, if relevant, a low level of sustainability

## Additional documents to be sent

### Logframe/Results Matrix (see annex)

### Detailed budget (template on website)

## Annex: Log frame/Results Matrix

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Results** | **Indicators** | **Means of verification** | **Baseline** (situation at the beginning of the project) | **Interim Target 1[[1]](#footnote-1):** expected value after half of the project duration period (only for projects that last more than one year) | **Interim Target 2[[2]](#footnote-2):** expected value after 2/3[[3]](#footnote-3) of the project duration period | **Target:****expected value at the end of the project** | **Assumptions (analysis and management of external factors that may jeopardize the project’s success**) |
| Overall Objective |  |  |  |  |  |  |  |
| Specific objective/Outcome 1 |  |  |  |  |  |  |  |
| Output 1.1 |  |  |  |  |  |  |  |
| Output 1.2 |  |  |  |  |  |  |  |
| Specific objective/Outcome 2 |  |  |  |  |  |  |  |
| Output 2.1 |  |  |  |  |  |  |  |
| Output 2.2 |  |  |  |  |  |  |  |

1. In general the second installment for projects with a duration of more than one year is disbursed after 70% of the first installment has been utilized and the interim targets after half of the project duration have been reached. [↑](#footnote-ref-1)
2. In general the second installment for projects with a duration of one year or less is disbursed after 70% of the first installment has been utilized and the interim targets have been reached. [↑](#footnote-ref-2)
3. Exact timing to be defined individually. [↑](#footnote-ref-3)