**Support to Youth NGO’s for Initiatives Focusing on Youth Employment**

**Application Form**

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| **Applicant’s name (NGO)** |  |
| Title of the project proposal |  |
| Geographical coverage of the project |  |
| Proposed period for your project (planned project start and end date)? | xx xx 2024 to xx xx 2024 |

1. **Applicant information**

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| **Applicant** |  |
| Official address and city: | xx |
| Official registration number & date: |  |
| Phone: |  |
| Website: |  |
| Social Media: |  |
| **Legal representative of the NGO** |  |
| Name: | xx |
| Title: |  |
| Phone: |  |
| Email: |  |
| Year the organisation was registered |  |
| **NGO Bank and other details** |  |
| Account holder: | xx |
| Account number: |  |
| Bank name: |  |
| Postal code |  |
| City |  |

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| --- | --- |
| Number of employed staff |  |

1. **Project proposal abstract**

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| **2.1 Briefly describe your NGO mission and vision?**  (***maximum 200 words)*** |
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| * 1. **Describe your project proposal by answering all the below questions.**   *Problem Analysis: What is the problem your project aims to address?*  *Please define clearly your target group and beneficiaries.*  *Please define the overall goal of your project? Please define the specific objectives of your project proposal?* (*maximum one page)* |
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| **2.3 What is your previous experience with the activities presented? (*maximum 200 words)*** |
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| **2.4 State the overall amount requested from CARE implementing the project activities.** |
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1. **Areas**

*Please indicate which of the below areas, your project will impact:*

Internship opportunities for youth

Capacity building training for youth (soft skills, digital skills, etc.)

Youth Employment

Other (please specify)

1. **For the NGO**

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| **4.1 How does your project proposal include young people, aged 18-29, and in particular young women and youth from rural areas, and increases their employability? *(maximum 500 words)*** |
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| **4.2 Please define clearly all of the activities that you will undertake within the duration of the project. How does your project proposal achieve the employment of youth? What sector is your main target? (*maximum 500 words)*** |
| 1. Activity name: description of activity 2. Activity name: description of activity 3. Activity name: description of activity |
| **4.3 What measures will you take to ensure that half of the youngsters engaged as interns will be employed after 3 months of paid internship? (*maximum 500 words)*** |
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| **4.4 Results:**Please list all the results your project aims to realize, focusing on changes in knowledge, skills, capacity, behaviour, or performance of beneficiaries. (*maximum 200 words)* |
| Result 1:  Result 2:  Result 3: |
| **4.5 Risk analysis:** Please list all of the risks that might occur during the implementation of the project activities which might hinder the realization of activities. How will you mitigate the risk/s? (*maximum 200 words***)** |
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| **4.6 Monitoring and evaluation:** Briefly describe how you will monitor and evaluate the implementation the project has achieved the intended outcomes and the objective. (*maximum 200 words*) |
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| 1. **What is the composition of your core project staff included in the project? What are the individual competencies of the staff members? (*maximum 500 words)*** |
| 1. Name and Surname, Position, % of engagement, and role and responsibilities: 2. Name and Surname, Position, % of engagement, and role and responsibilities: 3. Name and Surname, Position, % of engagement, and role and responsibilities: |

1. **Work plan & timetable**

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| **Work plan (In the table below are added the columns for a maximum of 5 months of implementation of the project activities, where each month is divided into four (4) weeks. Please complete the table for as many months as the duration of your project is planned. After adding the title of each activity, please tick the appropriate box (X) in the week in which the activity will be held.** | | | | | | | | | | | | | | | | | | | | | | |
| WORK PLAN | | | | | | | | | | | | | | | | | | | | | | |
| Activity | **Month 1** | | | | | **Month 2** | | | | | **Month 3** | | | | **Month 4** | | | | **Month 5** | | | |
| 1 | 2 | | 3 | 4 | 1 | 2 | 3 | | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Activity 1 | x | x | x | | x |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |

This application is prepared for the open call “Support to Youth NGO’s for Initiatives Focusing on Youth Employment”announced by CARE Deutschland e.V. Office in Kosovo. By signing this document, the applicant undertakes full responsibility that the information and data they provided are accurate and relevant.

The applicant has read the open call criteria and agrees that in the case of their selection, their representative will be available to participate in the training on project proposal organized by CARE. Participation in the training for the project proposal is not a guarantee for final funding selection!

The applicant, hereby, understands that CARE Deutschland e.V. Office in Kosovo reserves the right to select for funding only applications, which have fulfilled the published criteria.

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| **Name and surname of the legal representative:** |  |
| **Title/Position of representative:** |  |
| **Signature of the representative:** |  |
| **Date:** |  |