**Afghan Civic Engagement Program**

**Attachment 2\_** **ACEP Application Form for Award**

*Please read the “Instructions” document before you start filling out applications forms.*

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| **Please tell us the details of your project.**  |
| **Name of your project:**  |
| **1.Initial situation / problem statement**What problem/difficulty/issue the project will address and how severe is it? Give real-life examples. Explain why is it so important to you and what keeps you motivated about completing this project? |
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| **2.Target group**Give a short overview of the target group of the project. Whose situation will be improved? How many people are there? If there are several target groups, how many people are there in *each* group? What is their initial condition? How do they live now? What are the problems they experience, why, what will your project improve in their lives? Why do you think they will work with you?  |
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| **3. Goal Statement** It is important you write your goals in a S(pecific), M(easurable), A(cheivable), R(ealistic) and T(ime-bound) format. For example: *Increase knowledge of Human Rights (Specific) for 200 people (Measurable) through a photography exhibition at National University (Achievable and Realistic) on October 20-30, 2019 (Timebound).* |
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| **4.Activities**Explain how you are going to achieve your goal. What are the proposed activities in your project? How do these activities contribute to your goal and help you achieve it? What are some risks that you may face? How will you address them?  |
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| **5.Timeframe and milestones**Provide an overview of the project’s timeframe (e.g. the different phases of the project by dates).  |
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| **6. Resources and responsibilities**Outline the resources needed to complete the project. Include all the necessary equipment, supplies and other items you will need. Also, indicate human resources for your project. How many people will you need in your team, why do you need them, what will their responsibilities be, etc.? (If you are the only person implementing the project, no need to worry about team and people’s responsibilities).  |
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| **7.Partnerships and cooperation**List the individuals or organizations that you will cooperate with during the project. If you want to get more funding/equipment or support from local business/NGO communities, please, indicate this and also tell more about the purpose, why you need to do this. The section is not required, so if you have no one to cooperate with, leave this empty.  |
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| **8. Funding**Give a short overview of the funding aspect. How much money do you need? What is the contribution of local community (if there is one) How might the project be financially sustainable after a long time? Will there be any risks regarding the project funding and how are you going to handle them?  |
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| **Budget Summary** |
| **Category** | **Description/details** | **Requested** |
| Travel |  |  |
| Accommodation |  |  |
| Meals |  |  |
| Speaker Fees |  |  |
| Stationary |  |  |
| **Total Requested:** |  |  |
| Cost Share |  |  |
| **Project Total** |  |  |

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| **9. Monitoring and Evaluation** Please answer the questions below (to learn how please go through the “*Instructions”* document: https://auca.kg/en/sts\_acep\_application\_process/). |
| 1. What monitoring tools are you going to use?
2. What evaluation tools are you going to use?
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