

*“Budgets for Citizens” Project funded by the European Union*



**“Budgets for Citizens” Project**

**Sub-Grant Application form for CSOs (Mass Media) to involve Young Specialists from Budget Sector in CSOs/Mass Media on Employment Basis**

**A. EXECUTIVE SUMMARY**

<b>1. Applicant Information</b>	
<i>Name of the CSO/Mass Media (Name of the Lead Applicant) that will sign the employment contract with the young professional:</i>	
<i>Composition of CSO/Mass Media Consortium and contacts (address, phone, e-mail address, web site of each member):*</i>	
<i>Contact person (name, second name) and contacts (phone, e-mail address):</i>	
<i>Project Title:</i>	
<i>The target sector(s) and direction(s) in which the young professional will be involved:</i>	
<i>Project location: (marz, city or community):</i>	
<i>Project Duration:</i>	
<i>The main direction of the project where the young professional will be involved</i>	Implementation of budget analysis

\* Please skip the question if the CSO is applying alone without a consortium.

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<p><i>for implementation.</i></p> <p><i>(Multiple choice is allowed).</i></p>	<p>Implementation of budget monitoring</p> <p>Development of simplified budgets</p>
<p><b>1. Project Budget (Indicate in AMD)</b></p>	
<p><i>Total Budget:</i></p>	
<p><i>The amount of funding requested from the "Budgets for Citizens" Project:</i></p>	
<p><i>Amount of financial contribution from other sources (if any):</i></p>	
<p><b>2. Overall and Specific Objectives of the Project</b>  <i>Please indicate how the overall and specific objectives of the sub-grant project meet the overall and specific objectives of the Budgets for Citizens" Project (maximum 300 words).</i></p>	
<p><b>3. Project Summary (Description)</b>  <i>Please describe how and what program activities the young professional will be involved in, provide a complete program activities framework (maximum 700 words). Please justify the need to involve the specialist.</i></p>	
<p><b>4. Working conditions of the young specialist</b>  <i>Please describe in detail the working conditions, including the place of work, weekly working hours, functions, salary, payment method and other relevant conditions (maximum 500 words).</i></p>	
<p><b>5. Project Impact and Results</b>  <i>Please indicate the relationship between the work performed by the young professional and the expected results and how the obtained results will be used (maximum 300 words).</i></p>	

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<p><b>6. Risks</b> Please describe the main risks, which may endanger project implementation, as well as the achievement of impact and outcomes. Please describe how you will reduce or neutralize the risks effect (maximum 300 words).</p>
<p><b>7. Experience in implementing similar projects and thematic interest</b> Please indicate previous experience of implementing similar programs (if any) and interest in the areas of state budgets, their analysis, monitoring, ensuring participation and advocacy (maximum 300 words).</p>

**B. ACTION PLAN**

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*Please draw up the action plan using the following format. Add extra rows if needed). Please indicate the program actions related to the involvement of the young specialist in the sub-grant program submitted for the aim of monitoring and analyzing the budget in targeted directions, developing simplified budgets, and the actions planned by that program, which will be performed by the young specialist.*

Activity	Months						Implementing entity
	1	2	3	4	5	6	
A 1.1 (indicate the name of the action)							
A 1.2							
A 1.3							
A 1.4							
A 1.5							

**C. LOGICAL FRAMEWORK**

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Logical framework of the project. Please see Appendix 1 to this Application Form.

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**D. PROJECT BUDGET**

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Please provide the project budget in the table below.

N	Item	Unit (year, month)	Number of Units	Unit Cost	Total	Justification of the budget item	Justification of the estimated costs
1.	Human Resources (salaries of the project staff and expert honorariums, including taxes and mandatory payments under the RA legislation)						
	Staff						
1.1.1							
	<b>Total</b>						

**E. OTHER REQUIREMENTS AND LIST OF REQUIRED DOCUMENTS**

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The Project Proposal and accompanying documents must be signed by the Head of the Lead Applicant organization and be sealed with the seal of the Lead CSO.

List of required documents to be attached to the Application:

- Provide a certificate on applying for a sub-grant competition announced for conducting budget analysis and monitoring within the framework of the project and developing simplified budgets for the target sector.
- In the case of a consortium, a written agreement by all members that the employment contract with the young specialist will be signed by the lead applicant, however the work functions of the specialist will be aimed at the performance of program activities, regardless of which organization is responsible for the specific component.
- A written agreement (if available) that the applicant, and/or in the case of applying through a consortium, the Consortium, will apply for participation in the announced sub-grant program for conducting advocacy campaigns in target areas in the scope of the Program, and will involve the young professional in this program as well.

*All documents must be submitted in Armenian language. In case of necessity, the Grant Committee may request additional documents, as well as the originals of the submitted documents from the applicants.*