**CARE Polska proposal template**

**Name of the applicant:**

**Project title:**

**Date of the submission:**

**Proposed project start and end dates:**

1. **Problem statement**

Please describe the overall context, target groups and their specific needs identified that the proposed project plans to address.

1. **Description of activities**

Please describe how the project proposes to address these needs and what will be the expected outcomes.

Please describe the activities and how they will lead to addressing the identified needs. If activities will be implemented in multiple locations, describe the geographic coverage of each activity. If the project will be implemented by multiple partners, describe their roles and which activities will be implemented by each of them.

1. **Schedule of implementation**

Please provide a timeline for the implementation of project activities. Add columns as needed, to cover the whole implementation period.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | Nov/23 | Dec/23 | Jan/24 | Feb/24 | Mar/24 | Apr/24 | May/24 |
| *For example:*Activity 1.1: organize language courses |  | **X** | **X** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Logframe**

Please list expected project outcomes and their corresponding indicators. The outcomes must be clearly linked to the objectives as well as to the list of activities

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome / activities | Indicator | Target | Means of verification |
| *For example:* *Outcome 1: adolescents aged 15-18 have improved their knowledge of Polish language* | # of children improving their knowledge of Polish language | 100 | Database of clients, pre- and post- evaluation, list of participants receiving certificates, narrative reports |
| *Activity 1.1: organize language courses* | # of language courses organized | 10 | List of participants, reports |

1. **Feedback and accountability mechanisms (FAM)**

Please describe what mechanisms you use for receiving feedbacks in your organization and which of these will be available for the proposed project. Describe how you record and respond to feedback. If available, please attach standard operating procedures (SOP) to the proposal.

Please also describe safeguarding measures of your organization.

1. **Coordination with other actors**

Please explain how your organization coordinates with other actors and/or projects. Describe relevant coordination mechanisms relevant to the proposed project, in which your organization is present.

1. **Capacity of the applicant**

Please describe the financial and operation capacity, including annual budget over the course of last three years, main donors, and organizational structure. If available, please attach the organigram to the proposal.

1. **Budget**

Please fill in the attached budget template.