**APPLICATION FORM**

**CHECKLIST**

***Please make sure your application satisfies all the criteria specified in the below checklist.***

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| --- | --- | --- |
|  | YES | NO |
| Proposal summary (Word Format) |  |  |
| Proposal budget (Excel Format) |  |  |
| Audited financial statements for the last two fiscal years (in the absence of audited statements, any other official document demonstrating the annual income of the previous year will be accepted) |  |  |
| Written statement explaining the difference between the proposed and the previous project (for organisations who have previously benefitted from a UNODC grant) |  |  |

***Please ensure that all information provided in the full proposal is accurate. Incomplete, inconsistent or missing information may result in impair the grading of your proposal or disqualification.***

**FULL PROPOSAL**

1. **APPLICANT INFORMATION (max. 1 page)**

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| --- | --- |
| **Name of APPLICANT, address and contact details** (incl. telephone number and email) |  |
| **Project Director/Manager**  (name and contact information) |  |
| **Primary Contact Person**  (name, job title and contact information) |  |

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| **1.1. Prior experience in crime prevention, criminal justice and other rule of law aspects or in developing educational tools or games.** |
| *(Please provide date, duration, location, brief description, major donor, partner(s) if any.)* |

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| **1.2. Prior experience in working with the UN or other international organizations** |
| *(Please mention any project(s)in the last 3 years which were funded, even partially, by UNODC or if any UN organisations. Provide name of the donor organisation, size of the grant received, date, duration and location of the project and a brief description.)* |

1. **PROJECT INFORMATION** (*max. 4 pages*)

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| **Project title** |  |
| **Grant amount requested from UNODC in USD** |  |
| **Total cost of the proposal** | *(Different from the Grant amount requested from UNODC if additional funding is secured. In this case, please provide evidence of the secured additional funding.)* |
| **Location of the project** | *(Please justify the regional reach)* |
| **Project dates** | *(Please note that implementation will be able to start on 1 May 2015 at the earliest)* |

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| **2.1 Project summary** |
| *(No more than 200 words)* |

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| **2.2 Activities to be implemented (gender and age)** |
| *(Please describe the project activities.)* |

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| **2.3 Project end-beneficiaries** |
| *(Please provide information on the targeted beneficiaries (educators and students). Give a rough estimate of how many people the project will be able to reach/support through the development and testing of the game.)* |

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| **2.4 Role of the community – students and education professionals** |
| *(Please describe how the core groups of students and education professionals will be involved in the project. Also provide specific information on secondary education institutions that will be involved.)* |

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| **2.5 Thematic area(s) and proposed outline of the game** |
| *(Please describe the UNODC mandate areas that the proposed game will address.)* |

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| **2.6 International/UN standards and guidelines regarding the types of interventions and policies found effective in crime prevention and criminal justice** |
| *(Explain how the proposed project relates to international/UN standards and guidelines on crime prevention and criminal justice, as well as international legal instruments on the areas of corruption, organized crime or terrorism.)* |

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| **2.7 Expected goal and learning objective(s) of the game** |
| *(Please define the overall goal and expected learning objective(s) of the game.)* |

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| **2.8 Description and outline of the proposed game** |
| *(Please provide information on the expected outline gameplay of the game.)/* |

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| **2.9 Game components** |
| *(Please explain what components/parts/pieces/materials are expected to be required to play the games, such as playing cards, dice, board or any other item.)* |

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| **2.10 Development methodology** |
| *(Please provide information on how the game will be developed, including how the different beneficiary groups will be involved in a participatory process.)* |

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| **2.11 Staff involved in the project** |
| *(Please provide information on the number and the experience of staff involved in the project activities.)* |

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| **2.12 Monitoring and evaluation provisions** |
| *(Please explain how your organization will monitor and assess the impact of the project on the beneficiary groups. Please indicate one or more indicators per activity that will be used to assess the progress and performance of the project, and the achievement of the expected results.)* |

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| **2.13 Advocacy** |
| *(Please describe how your organization will showcase its work to the public throughout the process. This may involve the use of social media, for example.)* |

1. **COSTED WORKPLAN** (*max. 2 pages*)

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| **Expected results** | **Main Planned activities** | **Implementation period (months)** | | | | | | **Amount** |
| **1** | **2** | **3** | **4** | **5** | **6** |  |
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| **TOTAL PROJECT COST** | | | | | | | |  |

1. **BUDGET (Please use budget template in Excel format)**