Udruženje mreža za izgradnju mira

INSTRUCTIONS ON COMPLETING THE ONLINE APPLICATION FOR SUBMISSION OF PROJECT PROPOSALS

The Association Network for Building Peace created an online application tool for submission of project proposals. The online tool is available at the following link: https://lro.snagalokalnog.ba/.

Dear applicants,

Welcome to the online platform of the Association Network for Building Peace. This platform is created for submission of project proposals within the Local Works/Local Resource Organization Assistance Activity (LRO AA) project.

Before starting the application process, please have in mind the following important information:

- Please have your project proposal clearly defined before you start with the application process.
- Please prepare basic information about your association, such as ID number, contact information of the person authorized to represent the association, etc.
- You will not be able to amend your project proposal after you submit project proposal.
- After you have completed the application process, you will receive a PDF document of your project proposal.
- When you receive the PDF document, please submit one (1) signed and stamped copy to the address of the Association Network for Building Peace (Marka Marulića No. 2, 71000 Sarajevo) with additional documentation by the deadline indicated in the Call for Project Proposals.

Do you accept terms of use? ☐ Yes, I do

Call for Project Proposals for Local Resource Organizations	Selection Criteria for Local Resource Organizations
Statement of eligibility	Statement on partnership

Step 1.

> ➢ Please accept the terms of use. When you accept the terms of use, two new options will appear (as seen below).

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Grants for local initiatives aimed at local community development	Grants for institutional development and LRO's sustainability

Call for Project Proposals for Local Resource Organizations	Selection Criteria for Local Resource Organizations
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Step 2

- When you choose the option "Grants for institutional development and LRO's sustainability", a new window opens where you need to fill out basic information about your organization as well as partner organization.
- Please fill out every field including contact information.
- Lead applicant (project holder): please enter the name of your organization.
- ID number is the identification number which is given to your organization at the time of registration.
- Please fill out information about the establishment date, your annual budget in 2021 and authorized representative.
- Please be aware that, if applicable, number of members is not the same as the number of employees.
- Briefly describe your organization, your vision and mission, projects your organization already implemented, management structures inside your organization.
- Please fill out this information for your partner organization as well.
- Filling out correct and full contact information is obligatory, since this information will be used for automatic confirmation of submission of your application.

ONLINE APPLICATIONS FOR PROJECT SUPPORT

PLEASE PROVIDE BASIC INORFMATION

Lead applicant (project holder)

ID number

Date of establishment

Annual budget in 2021

Authorized representative

Number of employees

Number of members (if applicable)

About the organization

Please briefly describe your organization, mission and vision, implemented projects, management structures

Co-applicant (Partner)

ID number

Date of establishment

Annual budget in 2021

Authorized representative

Number of employees

Number of members (if applicable)

About the organization

Please briefly describe your organization, mission and vision, implemented projects, management structures

PLEASE PROVIDE YOUR CONTACT DETAILS

Municipality/City

Address

ZIP code

Phone number

Mobile number

FAX

E-mail

Website

NEXT

Step 3.

➢ Please fill out basic information about the project including project title, project field or sector, amount of funds requested through project proposal in United States Dollars (USD), location where the project will be implemented and project summary in 500 words.

➢ Please make sure to write full title of the project, which should reflect the nature of the project proposal.

➢ Project titles cannot be offensive, must be original and creative.

ONLINE APPLICATIONS FOR PROJECT SUPPORT

BASIC INFORMATION ABOUT THE PROJECT

Project title

Project field/sector | Amount requested (USD) | Location/s of project implementation

Start date | End date

PROJECT SUMMARY (DESCRIBE THE PROJECT IN 500 WORDS)

PREVIOUS   NEXT

Step 4

- Please describe the problem you address with our project proposal, e.g. what problem is present in your community which can be solved if the project is implemented? What needs does you community have so the project should be implemented?
- Please explain reasons for justification of needs, how can a grant for institutional development and LRO's sustainability help your organization and contribute to your work.
- Please write down expected change if the project is implemented.

ONLINE APPLICATIONS FOR PROJECT SUPPORT

PROBLEM STATEMENT

JUSTIFICATION OF NEEDS

EXPECTED CHANGE

PREVIOUS   NEXT

Step 5

- ➢ Congratulations! You completed your project proposal application. When you click the option "Submit", your project proposal will be submitted. The electronic version of the project proposal (in PDF) will be sent to your contact email address you provided at the beginning of the application procedure (Step 2).
- ➢ If you want to register your organization in the Local Works database, please choose the option "Yes". If you do not want to register your organization in the database, please choose the option "No".

Do you want to register your organization in the Local Works' Users Database, a publicly available database for local stakeholders in Bosnia and Herzegovina?

YES ▼

PREVIOUS ☑ SUBMIT

- ➢ Please print out the PDF file (your project proposal) and Excel table (budget), as well as other required documents (more information is available in the Guidelines), sign and stamp the project proposal at the end of the document and send to the Network for Building Peace (Marka Marulića no. 2, 71 000 Sarajevo).