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 your 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

Statement of eligibility	Statement on partnership

Step 2.

- ➢ When you choose the option "Grants for local initiatives aimed at local community development", 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

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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
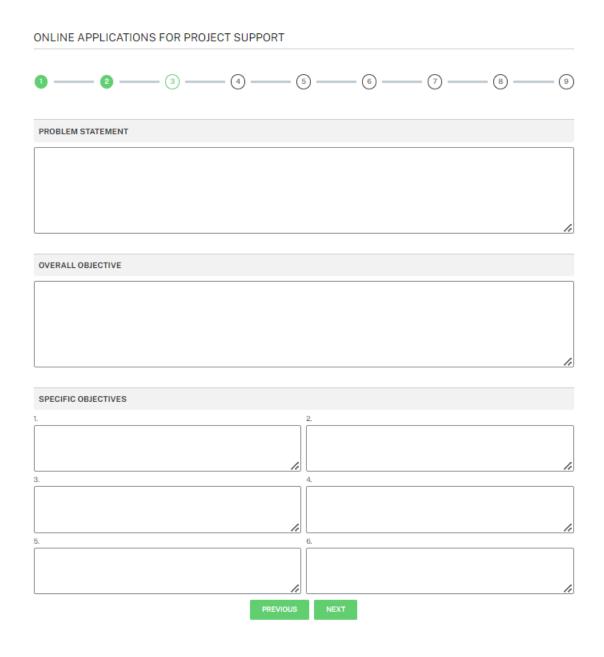
E-mail | Website

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

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦ —— ⑧ —— ⑨

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? Are there any similar activities already in your community?

➢ Please write the overall objective of the project and what impact will it have if implemented.

➢ Please write up to six specific objectives intended to be completed by the project.

Step 5.

➢ Please write which target group(s) are you including in the project and how the project will benefit them.
➢ Please write how you plan to engage target group(s) in the project.
➢ Please write which results do you expect (up to ten different results).

ONLINE APPLICATIONS FOR PROJECT SUPPORT

① ——— ② ——— ③ ——— ④ ——— ⑤ ——— ⑥ ——— ⑦ ——— ⑧ ——— ⑨

LIST THE TARGET GROUP(S) YOU INTEND TO INCLUDE IN THE PROJECT, EXPLAIN HOW YOU WILL DO SO, AND HOW THE PROJECT WILL BENEFIT THEM.

EXPECTED RESULTS

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

PREVIOUS   NEXT

Step 6.

➢ Please describe what activities will be implemented during activities and link them to results (how does an activity directly produce results).

➢ Please describe which promotional activities do you plan to have during project (newspaper articles, TV or radio interviews, online campaign, etc.).

ONLINE APPLICATIONS FOR PROJECT SUPPORT

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦ —— ⑧ —— ⑨

PLEASE LIST THE PROJECT ACTIVITIES AND LINK THEM TO THE RESULTS

BRIEFLY DESCRIBE PROMOTIONAL ACTIVITIES WITHIN THE PROJECT

PREVIOUS   NEXT

Step 7.

- ➢ Please write assumptions and risks you expect during project implementation (support or lack of support from community, government etc.).
- ➢ Please describe how do you plan to monitor and evaluate the project and the achieved results.
- ➢ Please write project work plan.
- ➢ Briefly describe up to five most successful projects in the field you are applying for funding.

ONLINE APPLICATIONS FOR PROJECT SUPPORT

BRIEFLY DESCRIBE ASSUMPTIONS AND RISKS

BRIEFLY DESCRIBE PROJECT MONITORING AND EVALUATION OF THE ACHIEVED RESULTS

THE PROJECT WORK PLAN

BRIEFLY DESCRIBE UP TO FIVE MOST SUCCESSFUL PROJECTS IN THE LAST THREE YEARS IN THE FIELD FOR WHICH YOU ARE APPLYING FOR FUNDING (MAIN OBJECTIVES, RESULTS AND TARGET GROUPS) IN 500 WORDS

PREVIOUS   NEXT

Step 8.

➢ Please write information on key personnel in project implementation.
➢ Please include position of each person who will be engaged during the project and describe which tasks are anticipated to be completed by that person and include relevant experience project personnel has.
➢ Please write this information for up to five persons on the project in up to 300 words.

ONLINE APPLICATIONS FOR PROJECT SUPPORT

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦ —— ⑧ —— ⑨

INFORMATION ON KEY PERSONNEL

First name

Last name

Project position

E-mail

Describe the anticipated tasks within the project and relevant experience (up to 300 words)

First name

Last name

Project position

E-mail

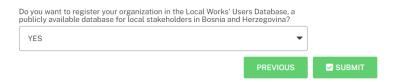Describe the anticipated tasks within the project and relevant experience (up to 300 words)

Step 9.

➢ Detailed budget Excel table is available when you click on the link to download the Excel document. The Excel document is also available within the call for proposals which was published on the www.snagalokalnog.ba and www.mreza-mira.net.
➢ Excel table contains description and guidelines and budget narrative sheet for year 1 and year 2.
➢ Please fill out the information and upload the document as well as print it out and send it to the Association Network for Building Peace by post.

ONLINE APPLICATIONS FOR PROJECT SUPPORT

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DETAILED BUDGET

PLEASE DOWNLOAD THE EXCEL TABLE BELOW, FILL IN THE NECESSARY INFORMATION AND UPLOAD THE EXCEL DOCUMENT BELOW. GUIDELINES AND INSTRUCTIONS FOR THE PROJECT PROPOSAL BUDGET CAN BE FOUND IN THE EXCEL DOCUMENT AND IN THE CRITERIA/GUIDELINES FOR GRANT ALLOCATION. PLEASE SUBMIT THE PRINTED VERSION OF THE EXCEL TABLE WITH THE PROJECT PROPOSAL AND ADDITIONAL DOCUMENTATION TO THE ADDRESS OF THE ASSOCIATION NETWORK FOR BUILDING PEACE.

CLICK HERE TO DOWNLOAD THE EXCEL TABLE.

Upload
[Choose File] No file chosen

[PREVIOUS] [NEXT]

Step 10.

➢ 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).