SUBGRANT APPLICATION TEMPLATE

**Support Fund for Independent Media in Moldova**

**Grants Program**

 **Please first save the document to your computer, then complete it, following the instructions below, and send it to the email address listed in the ad.**

Applicants are invited to submit a proposal following the guidelines below.

1. **SUMMARY DATA**

|  |  |
| --- | --- |
| **1.1 Applicant Contact Information** | Name/Title: Address/Phone Number:Email Address: |
| **1.2 Applicant description** | Please include here a short description of your organisation/activity *(for how long you are on the market, what are you doing, what are your main activities)* |
| **1.3 Project Name****(Title/Subtitle):** |  |
| **1.4 Proposed Project Start/End Dates** | ddMMyyyy – ddMMyyyy (6-12 months) |

1. **OVERVIEW**

**2.1 Problem Identification**

*Please describe the problem your project will address, the needs, faced challenges, etc.*

**2.2 Background and Context**

*Please describe the socio-economic and political context for the proposed project, such as internal & external challenges facing the country, area, and locality or legal environment, if relevant, etc.*

1. **PROJECT DESCRIPTION**

**3.1 Project Goal**

*As mentioned in the RFA, the overall Goal of this Grants Program is* ***to ensure the sustainability of independent media and help media outlets continue content production, so that audiences can access good quality, fact-based information.*** *What is the goal/longer-term impact, which your project aims to contribute to the overall Goal of this Grant Program?*

  **3.2 Specific Objective(s)**

*What do you intend to achieve, improve, and change through your project (regarding your media outlet activity, organizational capacities, expertise, internal procedures or policies, business model, or revenue sources)? You must list at least one specific objective.*

**3.3 Proposed Activities**

*Please describe in detail the proposed project activities that will contribute to achieving the objective(s) listed above. If more than one objective please list and describe the activities grouped by objectives and enumerate them. Please use the same numbering and activity titles in the below LogFrame.*

**3.4 Project LogFrame**

*Please fill in this table. You can add and remove rows as necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activities*** *Please list the main activities/tasks that have to be carried out to deliver the expected deliverable(s)/ result(s)* | ***Outputs/Deliverables*** *Please list the tangible products and services. Indicate what kind and what quantity of outputs will be produced and by when***.** | ***Outcomes/Results****Please show what are the expected results of the implemented activities.* | ***Indicators[[1]](#footnote-1)****What are the quantitative measures or qualitative indicators, by which achievement of the specific objective and results can be evaluated?* |
| ***Indicator description*** | ***Baseline*** | ***Target*** |
| **Specific Objective 1:** |
| *Activity 1:**Activity 2:**…* | *Output 1.1**Output 1.2**…**Output 2.1**Output 2.2**…* | *Outcome 1.1**Outcome 1.2**…**Outcome 2.1**Outcome 2.2**…* | *I 1.1**I 1.2**…**I 2.1**I 2.2**…* |  |  |
| **Specific Objective 2:** |
| *Activity 1:**Activity 2:* | *Output 1.1**Output 1.2**…**Output 1.1**Output 1.2**…* | *Outcome 1.1**Outcome 1.2**…**Outcome 2.1**Outcome 2.2**…* | *I 1.1**I 1.2**…**I 2.1**I 2.2**…* |  |  |
| ***In order to help fill in this table, please find below illustrative examples, but not limited:*** |
| ***Activity 1:*** *Continuing to produce content for the website, according to the media outlet strategy/production plan* ***Activity 2:*** *Disseminating media content on the website to keep the audience* | ***Output 1.1:****Media content produced and published on the website****Output 2.1:*** *Website is updated with daily information*  | ***Outcome 1.1:*** *At least the same level/amount of content production compared to the individual pre-support baseline period is sustained****Outcome 2.1:*** *Media outlet has uninterrupted content production according to their production plan****Outcome 2.2:*** *The website’s online audience size is maintained/increased* | ***Indicator 1.1:*** *Number of media items published on the website****Indicator 2.1****: Quarterly/monthly website unique users* ***Indicator 2.2:*** *% of users who interact with the published content* |  |  |

**3.5 Work Plan**

*Please list the main activities/tasks that have to be carried out to deliver the expected deliverable(s)/ result(s). Fill in with X the planned implementation month for each activity/task. Please add and remove rows as necessary.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Activity*** | ***Month 1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | ***11*** | ***12*** | ***Responsible person*** |
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**3.6 Organisational support**

*Have you received grants from other donor organisations for this and next year? Yes / No*

*If yes, please provide details.*

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| --- | --- | --- | --- |
| ***Donor*** | ***Amount of grant*** | ***Start-End Dates*** | ***Covered costs*** |
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1. **SUPPORTING INFORMATION**

**4.1 Challenges**

*What challenges do you think you may face and how will you mitigate them?*

**4.2 Sustainability**

*Do you plan to continue this project after Internews support ends? If yes, please provide details.*

1. Please make sure you allocate sufficient human resources and budget that allows to collect and report all listed indicators. After selection, Internews in Moldova offers support in reviewing and improving the indicators to the grantees. [↑](#footnote-ref-1)