**ANNEX 1**

**Low Value Grant Proposal**

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| **to be prepared by the Recipient Institution. This Proposal will be submitted to the Steering Committee/Project Board For approval** |

Project Number:

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the RECIPIENT INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount of the Grant (in MKD): \_\_\_\_\_\_\_\_\_\_\_\_

1. **PURPOSE OF THE GRANT**

* Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
* Explain why the grantee is uniquely suited to deliver on the objectives

1. **PROPOSED ACTIVITIES AND WORK PLAN**

* Describe the activities that will be completed to achieve the objectives
* Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

**WORK PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **PLANNED ACTIVITIES1** | **Timeline2** | | **Planned Budget for the Activity**  **(MKD)3** |
| T1  (20.02.2024 – 20.04.2024) | T2  (20.04.2024 - 30.06.2024) |
| * 1. Identification of criteria for selection of staff |  |  |  |
| 1.2. Establishing collaboration with the training provider for mentoring and coaching to disseminate the methodology. |  |  |  |
| 1.3 engagement of staff |  |  |  |
| 1.4. Adoption and implementation of an action plan for accessing social services, psychosocial support, and employment mediation. |  |  |  |
| 1.8. Submission of progress report and final report |  |  |  |
| 1.9. Logistics support in organizing trainings for soft skills, digital skills and start-up businesses |  |  |  |
| **Total** | |  |  |

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

1. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
2. Indicate the budget amounts in the grant currency.
3. **PERFORMANCE TARGETS**

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INDICATOR(S)** | **DATA SOURCE** | **BASELINE** | **MILESTONES** | | |
| **Period 1** | **Period 2** | **FINAL TARGET** |
| 1.1number of returnees informed about the possibilities for their inclusion at the local level | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.2 Collecting statements for returnee status | *Progress report* |  |  |  |  |
| 1.3 Registration of an unemployed person in employment center | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.4 Provision of social services and psychosocial support | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.5 Conducting surveys among the target group | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.6 Assist to completion of soft skills training | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.7 Assist to completion of digital training | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.8 Assist for competition of vocational training | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.9 Assist for registration of legal entities/ companies from Self-employment programme (start-ups) | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.10 Mediation for direct employments in private companies | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.11 Activated on the labour market on Roma and other vulnerable people | *Progress report/ Records of the Employment Agency* |  |  |  |  |
| 1.12 Organizing trainings for soft skills, digital skills and start-up businesses | *Progress report* |  |  |  |  |

1. **RISK ANALYSIS:**

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

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| --- | --- | --- |
| **Risk** | **Risk rating\* (High/Medium/ Low)** | **Mitigation measures** |
| The possibility of frequent dropouts once Roma returnee has been identified and enrolled in active measure | **Medium** | The Recipient Institution should prepare well elaborated individual plan for Roma returnees and provide continuous mentoring and coaching support throughout the process of the active measure |
| The number of Roma returnees indicated as target is declining | **Low** | Preparing of methodology for identification by the Recipient Institution and enhancing the phase of promotion of the Operational plan |

\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

1. **GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)**

PERIOD COVERING FROM\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Category of Expenditures** | **Tranche 1**  **40%** | **Tranche 2**  **30%** | **Tranche 3**  **30%** | **Total** |
| Staff indicated for implementation of activities |  |  |  |  |
| Fee for logistics in organizing trainings/Seminar/  workshops, etc. |  |  |  |  |
| **Total** |  |  |  |  |

***\**** *Please note that all budget Lines are for costs related only to grant Activities.*

***\*\**** *These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

***\*\*\**** *Add as many tranches columns as necessary*