**ANNEX 1 - OVERVIEW OF APPLICANT ORGANIZATION AND PARTNERS**

1. **Lead organisation (lead applicant)**

*Please complete the following tables*

|  |  |  |
| --- | --- | --- |
| Organisation name: | Phone and email address: | Organisation’s legal status: |
| Full address: | Date organisation founded: | Name and role of main contacts: |

|  |  |  |
| --- | --- | --- |
| **Number of permanent staff**  *Specify the number of male/female (M/F)* | **Annual income in Euros** | **Exchange rate** (for budgets that are not in euros) |
| 2021: | 2021: |  |
| 2022: | 2022: |  |
| 2023: | 2023: |  |
| 2024 (planned): | 2024 (planned): |  |

* **Organization chart / Organigram:**

*Please provide the most recent organisational chart for the applicant organisation.*

* **List of main funding sources over the last three years:**

*If the list is too long, please prioritize by including projects with an average annual budget of at least 60% of the organisation’s annual budget.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Project title** | **Project objective** | **Total project amount** | **Project duration** | **Donor** | **Role of the applicant organisation** (e.g. lead organisation, implementation partner) |
| 2021 |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |
| 2023 |  |  |  |  |  |  |

* **Description of the organisation's administration and finance team**:

*Include the number of people (M/F), job titles, and number of years of experience. Specify in this list which existing employees will work on the project.*

* **Organization history and main areas of intervention**:

*Briefly describe your organisation’s past and current activities. Please focus on activities similar to those of this project or that demonstrate your organisation’s particular experience/expertise in the areas targeted by the project.*

* **Gender mainstreaming:**

Indicate the organisation's commitment to gender equality.

- Indicate whether the organisation has a gender policy promoting gender equality and whether this results from a gender assessment/audit.

- Indicate whether there is a strategy to operationalise the gender policy at the institutional and programme levels.

- Specify whether the organisation has a gender department or resource person (name and training) and whether the team has received gender training (date, duration and type of training).

Attach the organisation's documents relating to gender equality.

1. **Implementing partners**

**2.1 Partner 1**

*Please complete the following tables*

|  |  |  |
| --- | --- | --- |
| Organisation name: | Phone and email address: | Organization’s legal status: |
| Full address: | Date organisation founded: | Name and role of main contacts: |

|  |  |  |
| --- | --- | --- |
| **Number of permanent staff**  *Specify the number of male/female (M/F)* | **Annual budget in Euros** | **Exchange rate (for budgets that are not in euros)** |
| 2021: | 2020: |  |
| 2022: | 2021: |  |
| 2023: | 2022: |  |
| 2024 (planned): | 2023: |  |

* **Organisation chart / Organigram:**

*Please provide the most recent organisation chart for the partner organisation.*

* **Description of the organisation's administration and finance team**:

*Include the number of people (M/F), job titles, and number of years of experience*

* **Organisation history and main areas of intervention**:

*Briefly describe your organisation’s past and current activities. Please focus on activities similar to those of this project or that demonstrate your organisation’s particular experience/expertise in the areas targeted by the project.*

* **Gender mainstreaming:**

Indicate the organisation's commitment to gender equality.

- Indicate whether the organisation has a gender policy promoting gender equality and whether this results from a gender assessment/audit.

- Indicate whether there is a strategy to operationalise the gender policy at the institutional and programme levels.

- Specify whether the organisation has a gender department or resource person (name and training) and whether the team has received gender training (date, duration and type of training).

Attach the organisation's documents relating to gender equality.

**2.2 Partner 2**

*Add paragraphs if necessary, following the structure of the previous paragraph.*