# Annex 1. Application Template

A complete application includes responses to the following questions in English and required attachments. An asterick (\*) indicates that a response is mandatory; others are optional.

Required attachments include:

1. Planning and costing tool using the template provided. (Attachment 1, Excel)
2. Signed Letter of support for your organization from a local partner or stakeholder.
3. Your organization’s local registration certificate.

You may draft responses in a Word document or directly in the online form, which enables you to save and resume your work as you go. You must submit your responses and attachments online here:

<https://irexorg.formstack.com/forms/fy22_youth_excel_grant_competition_03_application>

* 1. **Your Organization:**

Please provide the following information about your organization:

1. What is your organization’s name?\* (Short answer)
2. Required: is your organization locally based in an eligible country?\* Please select from the dropdown list.
3. Required: is your organization legally registered in your country?\* This will be verified by your local registration certificate provided in Attachment 3.

* Yes
* No

1. Required: is your organization predominantly led by youth under the age of 35 years?\*

* Yes
* No

1. Not required: has your organization ever received donor funding?\* Please note that organizations who have or have not received donor funding are eligible.

* Yes
* No

If yes:

* 1. What is the approximate total amount of funding in USD that your organization has received in the past year? (Number)
  2. Not required: has your organization ever received USAID funding? Please note that organizations who have or have not received USAID funding are eligible.
     + - Yes
       - No

1. Please provide links to your organization’s website and social media pages if available. (Short answer)
2. Please provide a brief description of your organization in the style of a Tweet.\* (280 characters)

Optional: you may attach an image to accompany the brief description of your organization in the style of a Tweet. (JPG, GIF, or PNG up to 25 MB)

1. What is/are the main youth demographic(s) that your organization focuses on?\* Please choose all that apply.
   * Young Women
   * Young Men
   * Adolescent Girls
   * Adolescent Boys
   * Youth with Disabilities
   * Youth from Indigenous Populations
   * Youth from Marginalized Ethnic Group
   * Youth from Marginalized Religious Group
   * Youth Identifying as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+)
   * Youth Affected by Crisis or Conflict
   * Youth Living with HIV/AIDS
   * Other: Please specify.

Please specify the age range(s) and group(s).\* (Short answer)

1. What is the approximate total number of youth participants that your organization has supported in the past year, across all of your work?\* (Number)

Please provide breakdown by gender identity if available.

* Female: (number)
* Male: (number)
* Non-binary: (number)
* Choose not to disclose: (number)

1. What are the primary sectors that your organization currently focuses on?\* Please choose all that apply. Please note that organizations working in any sector are eligible.

* Youth economic opportunity/youth livelihoods/employment
* Gender, inclusion, equity & girls/women's equality
* Youth mental health & psychosocial support
* Youth digital leadership, technology & innovation
* Youth civic or political engagement & advocacy
* Youth peacebuilding
* Education
* Reproductive Health
* Agriculture
* Environment and Climate Change
* Other: Please specify.

1. How do youth, including members of marginalized groups, participate in the leadership of your organization and programming?\* (500 characters)
2. Please describe the capacities and past experiences of your organization and its leaders and members in any of the following areas: supporting local-level social cohesion, including diverse youth in your activities in a safe way, and learning and advocating for change. Please mention specific projects, trainings, networks, and other initiatives that your organization and its leaders and members have been involved in.\* (1500 characters)
3. Which 1-2 capacity development area(s) would your organization and its leaders and members like to prioritize for strengthening with Youth Excel technical assistance?\* Please choose 1-2 areas.
   1. Gender Equality and Social Inclusion and Protection
   2. Research-to-Change
   3. Knowledge Mobilization
   4. Grant Management
   5. Other: Please specify.

Please describe why the area(s) is/are important for your organization and project.\* (500 characters)

**Rubric of questions that reviewers will use to assess your leadership, capacities and experiences:**

* Does the applicant promote meaningful participation of diverse youth in the management and work of the organization?
* Does the applicant demonstrate capacities and specific experiences related to the theme and technical approaches?
* Does the applicant show how their relevant capacities and experiences will enable them to successfully implement the proposed project within the timeframe and funding amount?
* Do the identified capacity development area(s) link to the applicant’s priorities and build off the applicant’s current capacities in order to enhance their performance?
  1. **Your Project**

Please design your project using the RFA guidance and the planning and costing tool in the template provided (Attachment 1, Excel) and provide the following information:

1. What is the title of your project?\*
2. Please provide a brief description of your project in the style of a Tweet.\* (280 characters; optional image)

Optional: you may attach an image to accompany the brief description of your project in the style of a Tweet. (JPG, GIF, or PNG up to 25 MB)

1. What is the goal of your project? How will it advance peace and security through local-level social cohesion?\* (500 characters)

Optional: does your project address any of the following subthemes?

* Shifting to the Digital World
* Countering Mis/Disinformation and Manipulative Information
* Combatting Gender-Based Violence
* Improving Psychosocial Support and Wellbeing
* Other:

1. What is the total timeframe of your project between 3-6 months?\* *Please remember to include 1 month at the beginning and 1 month at the end for research and learning tools and approaches, as described in Section 3. Your social cohesion activities and implementation research may last from 1-4 months. The total project may last 3-6 months (first month + 1-4 months of activitivies and implementation research+ final month).* (Number)
2. Solution: Please describe 1-3 main activities that you will do to advance peace and security through local-level social cohesion from your planning and costing tool.\*
   1. Are you requesting Youth Excel funding for these activities, or do you have other existing funding for these activities?\* *If you have existing funding, your Youth Excel budget will cover your research and learning activities.*
   2. For each activity: What is the activity and how will it help accomplish your goal?\* (500 characters)

**Rubric of questions that reviewers will use to assess your solution:**

* Is the project goal linked to the theme?
* Is the project goal specific, measurable, attainable, relevant, and time-based?
* Do the project activities support the project goal?
* Is the approach responsive to youth priorities and valuable for positive youth development?
* Are the project activities feasible and aligned with the RFA guidance and the applicant’s capacities and experiences?

1. Inclusion and Protection: Please describe the people who will participate in your project and the local context.
   1. Who are the youth, including members from marginalized groups, who will lead and participate in your project?\* (500 characters)
   2. Where will your project work within your country? What are key power dynamics, norms, policies and laws in your project’s context?\* (500 characters)
   3. What are key risks to the physical, psychosocial, and digital wellbeing and safety of youth participants, based on their intersectional identities in your project’s local context?\* (500 characters)
   4. How will you ensure inclusion and protection of youth in your project’s context?\* (500 characters)
   5. Through Youth Excel’s intersectional gender and protection analysis tools, what would you like to learn in order to strengthen inclusion and protection of youth in your project’s context?\* (100 characters)

**Rubric of questions that reviewers will use to assess your inclusion and protection approach:**

* Does the applicant promote meaningful participation of diverse youth in the project?
* Is the project inclusive and contextualized based on the assets, needs, interests and opportunities of diverse youth?
* Does applicant demonstrate understanding of the risks and mitigation measures to ensure the project does no more harm?
* Does applicant identify a learning interest about inclusion and protection that is relevant to the project?

1. Research-to-Change and Learning: Please describe the data and learning that you will do on your activities to improve your programming and advocacy.
   1. What is the learning goal that you propose for your project?\* *Please refer to the examples in the Section 3 of the RFA guidance.* *Note that you will update and adapt this learning goal before starting your Research-to-Change.* (100 characters; fill in the blank)

“We need to know \_\_\_\_\_\_\_\_\_\_ [information you want to learn]

So that we can \_\_\_\_\_\_\_\_\_\_\_\_\_[decision you would like to make using this information]”

* 1. How can you use your learning to strengthen the effectiveness and inclusiveness of your project activities?\* (500 characters)
  2. What type of knowledge product would you like to create?\* (250 characters)
  3. How can you use your knowledge product influence local decision-makers?\* (250 characters)

1. Please provide the total funding amount in USD between $7,000 to $10,000 for the resources that you will need to do the project from your planning and costing tool.\* (Number)

**Rubric of questions that reviewers will use to assess your research-to-change and learning approach:**

* Is the proposed learning goal clearly stated, linked to decision-making priorities for the program, and able to inform program approaches for better outcomes?
* Is the proposed knowledge product clearly identified, linked to decision-making priorities for the target audience, and have potential to lead to stakeholder commitment and action?
  1. **Attachments**

1. Please upload your planning and costing tool using the template provided.\* (Excel)
2. Please upload a signed letter of support for your organization from a local partner or stakeholder. \*
3. Please upload your organization’s local registration certificate.\*
   1. **Certifications**

Optional: I authorize IREX to share application responses publicly for the purposes of the participatory selection process. Note: if your application contains any confidential or proprietary information or you do not wish to join the optional participatory selection process for any reason, you are not required to give consent. Consent is required for the participatory selection process. You may opt out of the participatory selection process at any time.

* Yes
* No

Required: As an authorized signatory of the applicant organization, I certify that the information provided is complete and accurate, to the best of my knowledge. By signing this application, I authorize IREX to verify information. Any willful false statements in this application will be grounds for disqualification of application or termination of grant if issued.

Signature:

Your name (person submitting the application):

Your role with the applicant organization:

Your email: