**Art South Asia Project Ltd**

**Application Form**

Information requested in this application form is required to be considered. Applicants should enclose additional information as necessary. Please complete all sections

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| **Art South Asia Project (ASAP) Ltd** | **Project Application** | |
| ASAP Division | ASAP Project Number | Date |

**Basic Information**

|  |  |  |
| --- | --- | --- |
| **Project title** |  | |
| **Organisation responsible for the project** |  | |
| Address |  | |
| Contact person - name  e-mail and telephone |  | |
| **Partner organisation (if relevant)** |  | |
| **County of implementation** |  | |
| **Project period** | **Start** | **End** |
| Month and year | [xxx] | [xxx] |
| **Total project budget** | **ASAP application** | **Others** |  |  |
| GBP | [xxx] | [xxx] |  |  |
| Local currency | [xxx] | [xxx] |  |  |

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| **3. Concept Note** *We would like to understand broadly speaking what you would like us to support, why we should support it and what you hope to achieve with our support.* | |
| Project Title and Summary | *15-20 lines of project summary. The summary shall give a clear indication of the purpose of the project and the overall content.* |
| Justification | *Why is the project relevant & needed? Describe the context and the key issues/problems to be addressed* |
| Objectives | *The overall and immediate objectives of the Project* |
| Target Groups | *Describe the primary target group (direct beneficiaries) as well as the secondary target group (indirect beneficiaries - if relevant). State expected numbers and gender segregation.* |
| Approach | *Describe the implementation strategy of the project. Focus on relations with the target group (e.g. identification, recruitment, training, monitoring etc.) as well as relations with other key stakeholder and partners (distribution of roles and responsibilities, coordination etc.)* |
| Expected Outputs and Outcomes | *Here you should state the expected outputs and outcomes of the implementation plan including both medium and long term expected outcomes and explain how you would propose to measure and demonstrate the success of the support.* |
| Mentorship Needs | *Please tell us what is needed for your project from the mentors and/or protagonists from Art South Asian Project Ltd.* |

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| **4. Further Detailed Concept Note** | |
| Activities & Chronological Timeline | *Please provide a timeline of activities and when they shall be executed, along with the finalisation of the project. Feel free to attach a separate document if need be.* |
| Profile of implementing Organisation | *Short description of the organisation implementing the project. Include a short analysis of thematic capacities and project management skills* |
| Profile of other Key Partners and Stake Holders | *Short descriptions of other key organisations and institutions involved in the project* |
| Sustainability | *How and to what is the project sustainable? Describe whether activities will be continued and how more long-lasting effects of the project will be ensured.* |
| Risks & Assumptions | *What are the main risks (external factors) and assumptions (internal logic) of the project?* |
| PR | *Describe the strategy for press and media in the country of implementation and (if applicable) globally.* |
| Monitoring, evaluation and reporting | *Describe the key tasks, roles and responsibility of the implementing organisations and other partners.* |

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am an authorised representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of organisation*). To the best of my knowledge the information I have provided on this application form is correct. If the Art South Asia Project Ltd. agrees to support \_\_\_\_\_\_\_\_\_\_\_\_\_(*name of organisation*), the money will be used exclusively for the purposes described in this application form.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**