Grassroots and Parent Education   
Activism in Hungary

Education Support Program and Early Childhood Program

Application Submission

The application deadline is June 19, 2019 at 5:00 pm CET. Incomplete or late applications will not be given consideration. Applications must be submitted in English. Complete applications must be uploaded to the [Open Society Foundations Grant Portal](https://myapplications.force.com/fcgrantee/FGM_Portal__CommunitySignin?retUrl=/apex/FGM_Portal__CommunityApplication?id=7010V000002FfK5&quizid=a0L0V00000QQc18). Please see the Call for Proposals available for download [here](https://myapplications.force.com/fcgrantee/FGM_Portal__CommunitySignin?retUrl=/apex/FGM_Portal__CommunityApplication?id=7010V000002FfK5&quizid=a0L0V00000QQc18) for detailed instructions:

Documents required for submission

To complete your submission, you must upload a fully completed proposal form (below) and a filled-in budget template (separate Excel document).

If you are applying as a registered **not-for-profit organization**, you must also upload your latest annual financial report. If you are applying as an **informal group initiative**, you need to upload scanned and signed CVs of all 3 team members that include the following statement: ‘*I have read the attached project proposal and agree to fulfil the role(s) associated with my name.*’

Selection timeline

Successful applicants will be notified by July 10, 2019. Rejection letters will be issued by July 17, 2019.

Grant period and grant amount

Eligible implementation period is September 1, 2019 – August 31, 2020. The maximum grant amount is USD 14,500 for core funding, USD 5,000 for the optional parental organizing module and USD 500 for the optional collaborative work on sustainabilitySubhead (no number)

#### Proposal Form

Core project activities – maximum USD 14,500

Applications cannot be awarded support only for their parental organizing module, this section is therefore mandatory.

Activities should effectively address well-defined educational equity challenges of vulnerable children aged 0-18 from disadvantaged socio-economic backgrounds or with unique educational needs.

## Summary

Project summary – (up to 300 words):

Specific objectives:

Location(s):

Duration:

Budget total (in USD):       Requested funding (in USD):

**Problem Statement (up to 500 words)**

[please describe the problem your projects will address, including the profile and challenges faced by the pupils, students or youth concerned; key actors involved; relevant political and societal context etc.]

**Your approach (up to 1,000 words)**

[please describe how you plan to address the problem described above, referring to any models you plan to draw upon, lessons learned from previous projects with similar focus, partnerships with other organizations, current and past relationship with the key stakeholders, etc.]

**Planned Activities (up to 1,500 words)**

[please describe the activities you plan to implement, indicating the role of key stakeholders and project partners, the nature of engagement of your target group(s), number of beneficiaries (schools, communities…), duration of activities, etc.]

## Activity Timeline

**Sustainability (up to 500 words)**

[please describe the outputs of this project and how you plan to capitalize on them in your further work. If you plan to continue addressing the problem outlined above, please share your ideas on how the efforts could be effectively sustained, expanded or deepened, and what funding options you expect to rely on]

**Risk analysis (up to 1,000 words)**

| Risk | Probability | Impact | Mitigation/Contingency |
| --- | --- | --- | --- |
| *Asteroid collision* | *Low/Medium/High* | *Small/Medium/Large* | *We will subcontract with NASA to monitor the skies* |
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**Project and Financial Management, Monitoring and Evaluation (up to 800 words)**

[please describe how implementation of the project will be managed, monitored and evaluated, indicating responsible staff/board members, number and role of volunteers, key performance indicators etc.]

**Funding model (up to 500 words)**

[please indicate how additional revenue/funding, if any, complements the funds requested from OSF, including the size of requested funds, names of funders and current stage of approval]

**Web presence and public information (up to 500 words)**

[please outline you communications plan, indicating the channels for disseminating information about the project, as well as its outputs (where applicable), as well as any public fora where you plan to present the project or make use of its results].

Parental organizing module (optional)—maximum USD 5,000

The core activities and parental organizing module will be evaluated separately, on the basis of different criteria. Quality of core activities is a precondition for consideration of the proposal’s parental organizing module. Applications awarded support for their core activities will not automatically receive support for the parental organizing module.

Activities should aim to bring together and foster self-sustaining collaboration and peer learning among parents of children aged 0-10, particularly of vulnerable children from disadvantaged socio-economic backgrounds or with unique educational needs.

1. **Summary**  
   Project summary – (up to 300 words):

Location(s):

Budget total (in USD):       Requested funding (in USD):

1. **Who do you wish to work with and why (up to 500 words)?**

[please explain the context of your intention to work with parents: who are they, what issues they wish to address, what is your current connection with them, and history of past collaboration]

1. **Plan of action (up to 500 words)**

[please indicate how you plan to engage, bring together and/or foster self-sustaining collaboration and peer learning among these parents]

1. **Other partnerships (up to 500 words)**

[if other actors (initiatives, individuals, formal education institutions) are important for the success of your project, please indicate what role do you expect them to play]

1. **Intended results (up to 500 words)**

[please explain what you wish to achieve within the 12 months of this grant’s duration, and what do you hope to achieve in the longer term]

Collaborative work (optional budget line)—maximum of USD 500  
These collaborative work activities will not count towards the applicant’s overall score.

Applicants may include activities that will be undertaken jointly with other actors (organizations, schools, pre-schools, afterschool centers etc.) and that aim to make their operations more sustainable, effective, or set for growth.

In the budget form, use the dedicated budget lines to indicate expenses related to these activities, and make sure the total does not exceed USD 500.

1. **How would you like to use the funding (up to 500 words)?**

[please describe what you plan to do, what the time table would be, and what resources will you need to complete it]

1. **Who will you work with on this (up to 500 words)?**

[which organizations, institutions or individuals have expressed an interest in working together on your plan? What will their role be?]

1. **Intended results (up to 500 words)**[what would you like to achieve by the end of the 12-month period? Please be as specific as possible]

#### Organizational Profile

Organization Description (up to 300 words):

Governance structure and leadership

(please include a short professional profile an organigram of your organization, if possible)

People in key leadership roles:

Board of Directors:

Staff member(s) responsible for the project:

Applicant’s total organizational budget

Applicant’s key sources of income for 2017 and 2018 (above 5% of overall budget), type of support and amounts (foundations, government sources, individual donations, sale of services etc.):

Total expenditures in 2018:

Please remember to include the organization’s latest annual financial report in the application package.

#### Informal initiative profile

Description of your initiative (up to 300 words):

Please share what brought you together and when, and anything else you think worth mentioning about your group.

Your team

Please include a short professional profile of each team member and their role:

Last year’s budget

If you had expenses related to implementing of your joint work, please give us a rough idea about the total you spent in 2018:

**Organization Information and Bank Details**

Only fill this section if you are applying as a legal entity (Hungary registered not-for-profit organization). See following page if you are an informal initiative.

|  |  |
| --- | --- |
| PROJECT TITLE |  |
| ORGANIZATION'S NAME |  |
| Organization's address with postal code |  |
| Organization's telephone number |  |
| Project manager’s name |  |
| Project manager’s telephone number |  |
| Project manager’s email address |  |
| Name and title of legal signatory (responsible for signing contracts) |  |
| Email address of the legal signatory |  |
| Registration number of the organization |  |
| Bank account details | |
| Bank account holder name |  |
| Bank name |  |
| Bank address |  |
| Branch name |  |
| Account Number |  |
| Swift Code |  |
| IBAN |  |
| BIC code |  |

**Informal Initiative Information and Bank Details**

Only fill this section if you are applying as an informal initiative. Use previous page if you are a legal entity (Hungary registered not-for-profit organization).

|  |  |
| --- | --- |
| PROJECT TITLE |  |
| Contract signatory | |
| Name of team member signing the contract (legal signatory) | **must be the holder of bank account below** |
| Telephone number of team member signing the contract |  |
| Email of team member signing the contract |  |
| Domicile address of team member signing the contract |  |
| Correspondence address of team member signing the contract |  |
| Lead implementer | |
| Name of team member leading implementation |  |
| Telephone number of team member leading implementation |  |
| Email of team member leading implementation |  |
| Other team members | |
| Name and email of other team member |  |
| Name and email of other team member | **if applicable** |
| Name and email of other team member | **if applicable** |
| Bank account details | |
| Bank account holder name | **must be the same as grant signatory** |
| Bank name |  |
| Bank address |  |
| Branch name |  |
| Account Number |  |
| Swift Code |  |
| IBAN |  |
| BIC code |  |