**MEDIA PROGRAM IN ARMENIA**

**Emergency grant and third party service support  
Application form**

1. **INFORMATION ABOUT THE APPLICANT**

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| Name of the organization |  |
| **Address of the organization** |  |
| **Name and position of the Point of Contact responsible for the application** |  |
| **Email of the Point of Contact** |  |
| **Phone number of the Point of Contact** |  |
| **Link(s) to organization’s website(s) or social media channel(s), (if any)** |  |
| **Name of the proposed project** |  |
| **Duration of the proposed project** |  |
| **Type of media** | National  Regional /local |

*\*Please ensure that you adhere to the word limits and address all sub-questions in each section to provide a comprehensive and concise response.*

1. **ABOUT ORGANIZATION**

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| ORGANIZATIONAL CAPACITY  *Please describe the capacity of the organization and past relevant experience in media production. Please list successful projects as well as key staff members that will be involved in the implementation of the proposed project.* |
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| MEDIA ETHICS AND SELF-REGULATION  *Is the organization a member of any media self-regulation mechanism and/or does it have a Code of Ethics? Provide links to and/or attach relevant documents. Please describe how your organization ensures professional ethical standards are upheld in the daily work of the newsroom and in the implementation of the proposed project, any potential ethical issues that could arise as a result of the project, and how you will approach those situations.* |
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| TRANSPARENCY  *Please provide information about the beneficiaries and owners of the organization and its financial sources. Please describe how your organization shares this information with its audience.* |
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1. **PROJECT DETAILS**

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| Executive summary: (up to 0.5 page)  *Clearly summarize your proposed project (media environment, goal and objectives of the proposed project and the main planned activities) why and how the created emergency situation affects the organization, how important its resolution is for the public, and what the expected outcomes are.* |
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| Problem description: (up to 1 page)  *Describe the emergency situation that your organization is facing, detailing the urgent needs.*  *Please also describe how the crisis your media outlet is facing is a result of digital, political, or other threats (including natural disasters and conflicts) and/or repression by governmental or other malign actors as described in the grant call.* |
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| Proposed activities and expected results: (up to 2 page)  *In response to the problem described above, please describe in detail the concrete activities you plan to carry out to address the crisis and identify a long-term solution to the emergency situation your organization is facing. Please list the expected results.* |
| Description of activities: |
| Project timeline  *In the table below, please provide a brief timeline of project implementation. (please use color to indicate when activities take place)* |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Activities** | **Months** *(can be adjusted according to the duration of your project)* | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | *Activity 1. Activity name* |  |  |  |  |  |  | | *Sub activity 1.1 Sub activity name* |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *(Rows can be added as needed)* |  |  |  |  |  |  | |
| Content production: if your activities include content production, please answer the following questions (if not, write “N/A”):  *What are your target audience groups and how do you plan to reach them? What is the estimated reach of the content to be produced? How do you plan to ensure equitable representation and engagement of men and women in the content?*  *Are there any potential ethical issues (i.e. conflicts of interest, etc.) and, if so, how will you address them?* |
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| Monitoring and Evaluation (up to 0.5 page).  *Please specify if there is a designated person responsible for overseeing the project, preparing progress reports, and sharing results with partners. Please elaborate on how you plan to monitor the progress and results of the proposed interventions.* |
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| Risk Analysis (up to 0.5 page)  *Provide information on potential hazards or volatility in the areas of work to be taken into consideration in project planning as well as any mitigation measures.* |
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| Sustainability (up to 0.5 page)  *Please indicate how you expect your project’s outputs or outcomes to continue beyond the duration of this funding (if applicable) as well as which outcome(s) it may derive from.* |
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| Please list the organization’s three to five largest ongoing and/or past projects over the last three years |

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| **Name of the Project *(Insert a link if available)*** | **Name of the Donor** | **Implementation period** | **Project Budget** | **Short Description** |
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| Content production experience: please provide up to three examples. |

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| **Name of the product/article** | **Date of publication** | **Link to the product/article (if available)** |
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**Checklist of documents to be submitted**

***Please submit in the requested formats***

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| **Name of the document/annex** | **Available** | **Not available** |
| Completed application (PDF) |  |  |
| Annex 1 Budget (Excel) |  |  |
| Annex 2 CVs of the implementing team (PDF) *(One combined document containing all CVs)* |  |  |
| Annex 3 Code of Ethics |  |  |
| Annex 4 Editorial standards |  |  |
| Annex 5 Registration certificate of the organization |  |  |
| Additional documents  (Attach other documents that will help the selection committee in its review) |  |  |