**CBO EXCELLENCE INITIATIVE APPLICATION FORM**

***Name of Organization:***

***Contact Person:***

***Contact Email Address:***

***Contact Phone Number:***

***Office Address:***

***Organization’s Geographic Areas of Operation****:*

*Please respond to the following 20 questions with the requested documents, charts, or narrative responses.*

### Organizational Health

### Governance

Please attach the following documents:

1. Proof of the applicant’s registration in South Sudan, such as a copy of the organization'scurrent **registration** with the SRRC and/or the Ministry of Justice
2. The organization’s **constitution**, by laws, articles of incorporation, or other kind of governing documents
3. A copy of any **policies** the organization has in place, such as those related to Finance, Cash Management and Accounting, Human Resources, Procurement, Property Management, Etc.
4. A list of the **Board of Directors** and their contact information
5. Proof of applicant’s physical existence in the proposed area of operation. This is done by getting a letter from the County Commissioner or Payam Administrator for the concerned county/payam. The Letter should contain functional telephone number(s) of the commissioner or Payam Administrator

### Staff and Structure

1. Please list the top three staff members with short biographies listing their academic qualifications and key relevant work experience.

|  |  |
| --- | --- |
| **Staff Name** | **Qualifications** |
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|  |  |
|  |  |

1. Please also draw an organizational chart showing all staff and how the reporting lines are structured. An example is shown below.

### Past Experience

1. How was your organization founded? Please describe who founded your organization, when the organization started, and what problem it was originally formed to address. *(1-2 paragraphs)*
2. Write a brief timeline of the history of your organization that shows when it was founded, when it became registered, when important projects happened, and other dates significant to the history of your organization.
3. Please fill out a chart showing the donor awards you have managed. The chart should include the name and contact information of the donor, the time frame, the award amount, and a short summary of the project. You may use the chart below as a template.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Donor Agency** | **Name of Donor Contact and Email or Phone Number** | **Time Frame of Award** | **Funding Amount** | **Brief Summary of Project** |
|  |  |  |  |  |
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* Please check here if you grant permission for Pact to contact the above donors as part of a reference check.

### Core Values

1. Please write your vision and/or mission statement below, if you have one. What does this statement mean to you? *(1-2 paragraphs)*
2. How do you maintain a strong connection with the communities you serve? What mechanisms do you use to ensure their voice influences your work? *(1-2 paragraphs)*

### Technical Concept

1. Please write a concept note explaining your organization’s idea for an activity that would fit within at least one of the following objectives and meet the needs of the communities you serve.  *(1-3 pages)*

Main objectives of Pact’s peace program:

* **Objective 1:** Individuals and communities will develop strategies for long term peace and are able to develop functional relationships.
* **Objective 2:** Individuals and communities are willing and able to resolve disputes peacefully, and can access community dispute resolution mechanisms protect human rights.
* **Objective 3:** Citizens and communities are able to engage more effectively in local and national decision-making and become advocates for their own peace, security and development.
* **Objective 4:** Grass-root organizations and Government partners have the capacity to rapidly respond to events where there is escalation of conflicts into overt violence.
* **Objective 5:** Returning population groups are able to re-establish their livelihoods, manage conflicts and disputes peacefully, and build constructive social relations.

Main objectives of Pact’s Access to Justice Program:

* **Objective 1:** Increase provision of justice services by central, state and local government (judiciary, police, and prisons) and traditional authorities
* **Objective 2:** Increase citizen and community access to justice services

Pact will work with successful applicants to develop these short concept notes into more detailed formal proposals and budgets, which will be funded through a grant agreement.

### Interest in Participation

1. How will participation in the CBO Excellence Initiative compliment your organization’s work? If you have current projects funded by Pact, please comment on how your participation will affect this work specifically. *(1-2 paragraphs)*
2. What would sustained funding allow your organization to do or to do better? *(1-2 paragraphs)*
3. In what ways does your organization most need to grow? *(1-2 paragraphs)*
4. What type of advocacy does your organization currently do? What type of advocacy would your organization like to do? *(1-2 paragraphs)*
5. Does your organization partner with other CBOs for project implementation, advocacy, networking, or for any other reasons? If yes, please name the organizations and describe your partnership with them. *(1-2 paragraphs)*

*The following two questions are only for organizations that participated in Pact’s CBO Excellence Initiative last year. If your organization has never been a Pact CBO Excellence Initiative member, you do not need to answer the remainder of the questions.*

1. Please attach copies of the action plans developed through the organizational capacity assessment (OCA) process Pact conducted with you last year. For each action plan, write a one-paragraph update on your organization’s progress in completing this plan.
2. How did your organization benefit from participation in the CBO Excellence Initiative? *(1-2 paragraphs)*