B: APPLICATION FORM

**NB\* Each organization's application will be reviewed differently, so you can submit an application even if you have different details than what is requested.**

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| **EMPOWERING VOICES: FOSTERING EQUALITY AND COMBATING DISCRIMINATION IN RWANDA PROJECT CALL FOR EXPRESSIONS OF INTEREST (EOI) FOR POTENTIAL PARTNERSHIP** | | | |
| Organization legal Name: | | | Short Name: |
| Type of Organization (choose one: NGO, FBO, CSO network, other (specify)): | | | |
| Telephone: | Fax: | Mailing address: | |
| Street address (if applicable): | | | |
| General E-mail Address: |  |  | Website: |
| Location of main offices Village:  Cell:  District:  Province  Country: | | | |
| Name of the main contact person: Function of the main contact person: Phone:  Email: | | | |

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| RGB registration number (provide copy of registration) or authorization to operate:  Date of registration: | Date of creation of organization: |
| Name and positions of senior staff and their CVs: | |
| Personnel (specify number of men, women and other groups in each category) Board of Trustees/Directors and their composition: (Male, female, and other groups) 1.  2.  3.  4.  5.  Number of senior staff members: (Male, female, and other groups)  Number of permanent salaried employees: (Male, female, and other groups) Number of volunteers: (Male, female, and other groups) | |
| Annual organizational budget: 2021:  2022:  2023:  2024: | List your top three (4) donors in 2020-2024: 1.  2.  3.  4. |
| **ORGANIZATIONAL CAPACITY STATEMENT (MAXIMUM 5 PAGES)** | |
| Describe your organization’s vision and mission. What are the main Human rights-related issues being addressed by your organization in relation to anti-discrimination in Rwanda? | |
| Select the technical areas in which your organization has at least 2 years of proven experience and comparative advantage from the list below: | |

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| o Empowering Gender Equality Initiatives. | o Advancing Justice and Anti-Discrimination |
| o Promoting Inclusive Governance and Diversity. |  |
|  | o Other anti-discrimination related activities |
| o Enhancing Peace and Security through Anti-Discrimination Efforts |  |
| Provide examples of projects (2-34 most relevant recent) in key sectors selected above: | |
| Project title:  Donor:  Total budget:  Start date:  End date:  Project Location:  Project Objectives:  Target population(s):  Key Interventions:  Major achievements/impact to date: | |

Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:

Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:

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| Project title:  Donor:  Total budget:  Start date:  End date:  Project Location:  Project Objectives:  Target population(s):  Key Interventions:  Major achievements/impact to date: |
| Describe the activities to be supported, including background, objectives, related indicators, inputs, and outputs, in relation to the thematic priorities. Include a Logframe. (The total submission should not exceed 5 pages). |
| Budget breakdown related to the activities (maximum 1 page). |
| Provide any additional relevant information to support your application: |
| **ATTESTATION**  I, the undersigned, , declare that the information provided in the enclosed application is – to the best of my knowledge – true and accurate.  I also certify that there are no known familial and/or professional links between m embers /  employees of my organization and personnel of RBJ International in Rwanda (tick the appropriate box below).  O Yes  o No **(if no, please describe on a separate page the nature of the relationship between your organization and RBJ Rwanda)**  Done this day, 2025, in Name Job title Signature |

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| **OTHER INFORMATION (Attach scan copies)**   * Valid RGB Registration Certificate or authorization to operate * Organization Chart * Recent Organization Annual Report * Finance & HR/Administration Manual * Anti-fraud Policy * Organization Financial Statement Audit (Last 2 years) * Experience of working with International NGO, donors - 3 Letters of reference * RSSB Clearance certificate (less than 3 months) * RRA Clearance certificate (Less than 3 months) * Experience of working with International NGO - 3 Letters of reference |