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**CAPITAL INVESTMENT FACILITY (CIF) FOR SUSTAINABLE URBAN DEVELOPMENT**

created by the Ministry of Local Government Administration

in partnership with UN-Habitat Kosovo and

Ministry of Environment, Spatial Planning and Infrastructure

**ANNEX 2 : PROJECT PROPOSAL TEMPLATE**

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| **1. PROJECT INFORMATION:** | |
| **Project title** |  |
| **Proposed project budget** | Total: |
| Amount requested from CIF: |
| Contribution from the applicant:  Contribution from another other party if any: |
| **Inter Municipal Cooperation (IMC) applied** |  |
| **Project start–end date** |  |

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| **2. MUNICIPALITY INFORMATION** | | |
| **Name of Municipality** |  | |
| **Contact information of responsible person for this project** | Name: | |
| Title: | |
| Address: | |
| Office phone number: | |
| Mobile phone number: | |
| Email address: | |
| **Relevant areas that Municipality has been working in the last 2 years/ CIP (and IMC if any) related (provide 3 cases)** | | |
|  | | |
| **3. CO- APPLICANT INFORMATION \*copy the table and complete for each co-applicant** | | | |
| **Name of Partner Municipality** | |  | |
| **Contact information of responsible person for this project** | | Name: | |
| Title: | |
| Address: | |
| Office phone number: | |
| Mobile phone number: | |
| Email address: | |
| **Relevant areas that the Partner Municipality has been working in the last 2 years/ CIP (and IMC if any) related (provide 3 cases)** | | | |
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| **4. DESCRIPTION OF THE PROJECT** | |
| **4.1 Objectives and Results** | |
| **Project Goal and Objective(s) (max 50 words)** |  |
| **Project target group(s) (max 100 words)** |  |
| **Intended project results (max 200 words)** |  |
| **Link with approved plans/ policies. Strategic impact of the project**  **(max 250 words)** |  |
| **4.2. Project Description** | |
| **Describe the main activities and methodology for project implementation (max 800 words)** | |
|  | |
| **4.3. Project parameters** | |
| **Organization and resource**  **(max 150 words)** |  |
| **Consultation, participation, and promotion of social cohesion and women’s equality (max 300 words)** |  |
| **Addressing climate change mitigation and/or adaptation**  **(max 300 words)** |  |
| **Impact analysis and Sustainability of the Project**  **(max 300 words)** |  |
| **Time schedule**  **(max 50 words)** |  |

**Attachments to the application form must include at least the following:**

* Graphical part with initial designs, maps and/ or sketches;
* Total project cost divided per activities proposed (estimated);
* Letter from Mayors and draft Agreement in case of IMC;
* Evidence of the consultation/ participation process, ex. report, minutes, pictures, etc. At least one the UN-Habitat methodologies to be used is necessary for meeting the threshold criteria. Please consult publications:

* <http://unhabitat-kosovo.org/old/repository/docs/1._A_Guide_to_managing_Capital_Investment_Projects_845200.pdf>
* <http://unhabitat-kosovo.org/old/repository/docs/Turning_Spaces_ENG_web1_164105.pdf>
* Evidence regarding the ownership or right to use/ construct on the project location