**APPLICATION FORM**

**FOR THE OPEN CALLS**

**“Enhancing awareness & understanding of EU rights and values”**

  and

**“Protecting and promoting EU rights and values”**

**April 2023**

***Version 1***

**Before filling in the application form, please read the Guidelines for Applicants carefully.**

**The maximum number of characters allowed for each section must be strictly adhered to. Fields must be completed in Calibri font, size 11, with 1,5 line spacing.**

**The application must be submitted electronically in word format.**

**Deadline for submission: Wednesday, 26 July 2023, 17.00 EET.**

|  |
| --- |
| **Section 1: INFORMATION ABOUT THE APPLICATION** |

|  |  |
| --- | --- |
| **Name of Organisation (Original Language)** |  |
| **Name of Organisation (English)** |  |
| **Headquarters of the Organisation** |  |
| **Project Title and Acronym in English** |  |
| **Project Title and Acronym in Greek** |  |
| **Name of Partner (Original Language)[[1]](#footnote-2)** |  |
| **Name of Partner (English)** |  |
| **Headquarters of Partner** |  |
| **Title of Open Call***“Enhancing awareness & understanding of EU rights and values”**or**“Protecting and promoting EU rights and values”*  |  |
| **Total Project Budget (€)** |  |
| **Total grant requested (€)** |  |
| **Project Duration (months)** |  |
| **1.1 Summary of the project in English** *Why is the project needed? (**what challenges will the project address)**What is the objective of the project?**What are the activities to address the challenges identified?**Who is expected to benefit (please specify the target groups) from the project?* *What is the role of the applicant project promoter and the partner? (if applicable)**(max. 300 words)* |  |
| **1.2 Summary of the project in Greek***Ποια είναι η αναγκαιότητα του έργου; (ποιες προκλήσεις θα κληθεί να αντιμετωπίσει;)**Ποιος είναι ο σκοπός - αντικείμενο του έργου;**Ποιες δράσεις θα υλοποιηθούν με σκοπό την αντιμετώπιση των προκλήσεων που έχετε εντοπίσει;* *Ποιοι είναι επωφελούμενοι του έργου; (προσδιορίστε τις ομάδες στόχους)**Ποιος είναι ο ρόλος του υποψήφιου φορέα υλοποίησης του έργου και ποιος του εταίρου (εφόσον υπάρχουν);**(max. 300 words)* |  |

|  |
| --- |
| **Section 2: INFORMATION ABOUT THE APPLICANT**For more information about the eligibility of applicants, please consult the Guidelines for Applicants. |
|  |
| **2.1 Brief description of the applicant organisation (indicate the objectives, aims and the structure of the organisation)***(max. 300 words)* |  |
| **2.2 Briefly explain how the organisation's previous experience has contributed to its capacity to implement the proposed project***(max. 300 words)* |  |
| **2.3 Thematic scope of activities** |  |
| **2.4 Geographical scope of activities**  |  |
| **2.5 Turnover of the previous year in €** |  |
| **2.6 Total number of paid staff at the date of application***(including permanent, temporary, part-time, etc.)* |  |
| **2.7 Total number of volunteers at the date of application** |  |
| **2.8 Experience in project implementation** Please describe your main and recent projects **in the last two (2) years.***Add rows where necessary.* |
| Project Title | Main activities | Source of Funding | Budget (€) | Percentage of the budget managed by the organisation (if less than the total budget) | Implementation Period (MONTH/YEAR) to (MONTH/YEAR) | Other partners (if any) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Section 3: INFORMATION ABOUT THE PARTNER (where applicable)**The applicant may implement the project alone or with a partner. For further information on the eligibility of project partners, please consult the Guidelines for Applicants. |

|  |  |
| --- | --- |
| **3.1 Breakdown of the budget between the applicant and the partner (in € and as a percentage %)** |  |

|  |  |
| --- | --- |
| **3.2 Brief description of the partner organisation (indicate the objectives, aims and the structure of the organisation)***(max. 300 words)* |  |
| **3.3 Briefly explain how the organisation's previous experience has contributed to its capacity to implement the proposed project***(max. 300 words)* |  |
| **3.4 Thematic scope of activities** |  |
| **3.5 Geographical scope of activities** |  |
| **3.6 Turnover of the previous year in €** |  |
| **3.7 Total number of paid staff at the date of application***(including permanent, temporary, part-time, etc.)* |  |
| **3.8 Total number of volunteers at the date of application** |  |
| **3. Experience in project implementation** Please describe your main and recent projects **in the last two (2) years.***Add rows where necessary.* |
| Project Title | Main activities | Source of Funding | Budget (€) | Percentage of the budget managed by the organisation (if less than the total budget) | Implementation Period (MONTH/YEAR) to (MONTH/YEAR) | Other partners (if any) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Section 4: PROJECT DESCRIPTION** |

|  |  |
| --- | --- |
| **4.1 What is the overall objective of the project and how does it respond to the priorities of the call?***Describe how it will contribute to the achievement of the expected results of the call**(max. 400 words)* |  |
| **4.2 What needs does the proposed project intend to solve or address?***Please include specific references, scientific studies, quantitative and qualitative data, other entities active in the thematic field which the proposed project addresses, etc., where possible.**(max. 500 words)* |  |
| **4.3 What are the target groups of the proposed project?***Describe how they will be supported and why you have chosen to focus on them. When referring to them identify their gender, age groups, vulnerability and other characteristics.**(max. 300 words)* |  |
| **4.4 Project activities**Select one or more activities from the list of fixed types of activities included in the Guidelines for Applicants and the Call for Applications (relevant to the Outcome for which you are applying). Give a title to each activity and briefly describe what it involves, how, where and how many times it will be implemented, and the entity responsible for its implementation. Add rows where necessary.(*max. 250 words per activity)* |
| **Reference Number of activity** | **Title of activity** | **Description of activity**  | **Number of activities** | **Entity responsible for the activity** | **Target Group** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **4.5 Project outcomes and indicators**Each project must achieve, through its activities (as listed in section 4.4), one of the following predefined outcomes. Each outcome is identified with the corresponding call. Depending on the choice of Outcome for which the application is submitted (Outcome 1 or Outcome 2) you must select at least two of the predefined outcome indicators from the following table (note that you may also optionally include additional outcome indicators).For all selected outcome indicators, you must indicate a target value to be achieved through the project in the corresponding column (note that the baseline value for each indicator is automatically set to 0). You should also indicate which activities contribute to the achievement of each outcome indicator by indicating the activity’s reference number as in section 4.4.For more information, please consult the Guidelines for Applicants. |
| **Outcomes**  | **Outcome Indicators** | **Target Value** | **Reference Number of Activity** |
| **Outcome 1:** Awareness and understanding of EU rights and values   | ***Predefined indicator:***Number of people who participate in awareness-raising and training activities |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of people engaged in Civil Society Organisation’s (CSO’s) activities |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Νumber of awareness raising activities /campaigns |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of publications |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of new tools to raise awareness and understanding of EU rights and values |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| **Outcome 2:** EU rights and values protected and promoted  | ***Predefined indicator:***No of beneficiaries of CSO support services relating to protection and promotion of EU rights and values funded through the project |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of advocacy activities relating to the protection and promotion of EU rights and values funded through the project |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of monitoring and watchdog activities implemented |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of laws, policies and strategies influenced  |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |
| ***Predefined indicator:***Number of publications  |  |  |
| *Additional indicator (optional):* |  |  |
| *Additional indicator (optional):* |  |  |

|  |
| --- |
| **Section 5: PARTNERSHIPS** |

|  |  |
| --- | --- |
| **5.1 What is the partner's contribution to the project?****How will this partnership facilitate the achievement of the project objectives?**If the project will be implemented without a partner, **please justify** this.*(max. 300 words)* |  |
| **5.2 If applicable, describe how the achievement of the objectives of the proposed project is facilitated by the exchange of expertise between other entities at local, national, regional and/or European level, enhancing cooperation between them, or by the existence of other informal partnerships or outsourcing.**If the project will be implemented without the existence of the above mentioned partnerships, **please justify** this.*(max. 300 words)* |  |

|  |
| --- |
| **Section 6: IMPACT AND SUSTAINABILITY OF THE PROJECT / RESULTS** |

|  |  |
| --- | --- |
| **6.1 Describe the impact of the project and its expected results (short, medium and long term).***Indicate how the proposed project will contribute to improving the current situation and empowering the target groups.**(Please indicate any contribution of the activities to the promotion and advancement of gender equality and non-discrimination. Describe how the results of the proposed project will affect men-women-children and other social groups)**(max. 350 words)* |  |

|  |  |
| --- | --- |
| **6.2 Describe how you intend to ensure the sustainability of the project and/or its results after the end of the funding.***Indicate the possibility of synergies with other actions to maximise results, any actions planned for the continuation of the project.**(max. 300 words)* |  |

|  |
| --- |
| **Section 7: COMMUNICATION, DISSEMINATION AND PROMOTION** |

|  |  |
| --- | --- |
| **7.1 Describe the communication and dissemination activities to promote the results and maximise the impact of the proposed project.***Specify how the target groups will be reached and explain the choice of communication channels.**(max. 300 words)* |  |

**ANNEXES**

**1. PROJECT TIMELINE**

**2. LIST OF PROJECT TEAM MEMBERS**

**3Α. SUPPORTING DOCUMENTS CHECKLIST**

**(FOR APPLICATIONS FROM GREECE)**

**3Β. SUPPORTING DOCUMENTS CHECKLIST**

**(FOR APPLICATIONS FROM THE REPUBLIC OF CYPRUSCYPRUS)**

**ANNEX 1**

**PROJECT TIMELINE**

*Mark [X] in the boxes in the table below to indicate the duration of each activity (as suggested in section 4.4.).*

*Add rows where necessary.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   **Month** **Title of Activity** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**ANNEX 2**

**LIST OF PROJECT TEAM MEMBERS**

The list must be completed for each of the key personnel of the applicant, and the project partner (where applicable) in accordance with the persons included in the budget file.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME AND SURNAME** | **PROFESSIONAL CAPACITY**  | **ENTITY** **(APPLICANT OR PARTNER)** | **POSITION AND RESPONSIBILITIES WITHIN THE PROJECT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ANNEX 3Α**

**SUPPORTING DOCUMENTS CHECKLIST**

(FOR APPLICATIONS FROM GREECE)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Application documents** | **Check** | **Comment** |
|  | Completed application form, including annexes |  |  |
|  | Budget form |  |  |
| **Supporting documents of applicant and partner**[[2]](#footnote-3) |
|  | The Declaration of Honor for the "BUILD" Project, signed by the legal representative of the entity through the portal gov.gr |  |  |
|  | Statute of the Organisation – Founding Act, as amended and in force  |  |  |
|  | Financial statements for the last two years\*  **If the entity is audited by chartered accountants:** the latest relevant audit report, the financial statements, and the notes. **If the entity is not audited by chartered accountants:** The financial statements for the last two years, signed by the legal representative of the entity and a certified accountant, the income tax returns and the E3 declarations. **Optionally,** the budgets of the last two years or project execution and financing contracts.\*Unless the entity has been established one year from the date of application: financial data for at least one year. |  |  |
|  | Tax information in force |  |  |
|  |  Insurance certificate in force |  |  |

**ANNEX 3Β**

**SUPPORTING DOCUMENTS CHECKLIST**

(FOR APPLICATIONS FROM THE REPUBLIC OF CYPRUS)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Application documents** | **Check** | **Comment** |
|  | Completed application form, including annexes |  |  |
|  | Budget form |  |  |
| **Supporting documents of applicant and partner**[[3]](#footnote-4) |
|  | The Declaration of Honor for the "BUILD" Project signed by the legal representative of the entity |  |  |
|  | Statute of the Organisation – Founding Act, as amended and in force  |  |  |
|  | Certificate of registration in the relevant Register |  |  |
|  | Financial data for the last two years\*  **If the entity is audited by chartered accountants:** the latest relevant audit report, the financial data, and the notes. **If the entity is not audited by chartered accountants:** The financial data for the last two years, signed by the legal representative.\*Unless the entity has been established one year from the date of application: financial data for at least one year. |  |  |
|  | Certified letter signed by the legal representative of the entity that the organisation is registered to the Commissioner of Taxation and Department of Social Insurance. |  |  |



1. Only in the cases where a partner entity is involved in the application. [↑](#footnote-ref-2)
2. Only in the cases where a partner entity is involved in the application. [↑](#footnote-ref-3)
3. Only in the cases where a partner entity is involved in the application. [↑](#footnote-ref-4)