

Application creation prerequisites	
Do you submit this project proposal as the lead applicant? ▶	Where is your organisation based? ▶
Is your organisation a Civil Society Organisation, as defined in the relevant Law? ▶	When was your organization legally established? ▶
Have you submitted any other application under the call as Lead Applicant? ▶	Do you participate as a partner in any other application submitted under the call? ▶
Do you submit your proposal with a partner? ▶	
Is the partner organisation based in Cyprus? ▶	
Is the partner organisation a Civil Society Organisations, as defined in the relevant Law? ▶	When was the partner organization legally established? ▶
Has the partner submitted other application under the call as Lead Applicant? ▶	Has the partner participated as Partner in any other application submitted under the call? ▶
Is the duration of the project proposal between 6 to 12 months? ▶	Is the budget for the project proposal within the range of 20,000 to 60,000 EUR? ▶
Lead Applicant	
Information about the organization	
Legal Name in English ▶	Legal Name in Greek ▶
Legal Status ▶	
T.I.N. Number ▶	
Legal establishment date (lead applic.) ▶	Billing Address ▶
District ▶	
Municipality / Community (CY)	Website

▶	▶
Account Phone ▶	Email ▶
Legal representative	
First Name	Last Name
Phone Number	Email
Is the legal representative also the contact person for the project proposal? ▶	
Contact Person for the project proposal	
First Name	Last Name
Position in organization	Email
Phone Number 1	Phone Number 2 ▶
Organization Description	
Brief description of the organization (Indicate the vision, mission, objectives, and the structure of the organisation) (max. 200 words)	Briefly explain how the organization's previous experience has contributed to its capacity to implement the proposed project (max. 300 words)
Thematic area of activities (you can choose more than one area)	Other thematic area of activities if applicable ▶
Organisation's Target Groups (you can choose more than one target group)	Target Groups - Other ▶
Main geographical scope of activities. Please choose	District
Municipality / Community ▶	
Do you implement activities in other areas as well? ▶	
Activities District ▶	

Activities Municipality /Community ▶	Total number of paid staff at the date of completing the application (including permanent, temporary, part-time, etc.)
Total number of volunteers at the date of completing the application	
Experience in project implementation: Describe up to 5 most relevant to the call activities and projects realized by the organisation over the last three (3) years	
Activity/project title	
Start ▶	End ▶
Role (Coordinator or Partner)	Activity/Project Budget (€)
% of budget managed by the organisation	Brief description of the activity/project (max 70 words)
Does the organization fall into at least one of the following categories?	
Small ▶	Grassroots ▶
Rural based ▶	Special category not applicable ▶
If the organisation falls into at least one of the above categories, please justify your answer based on the relevant definition of each category as outlined in the open call for proposals. (max 200 words)	
<b>Financial Data</b>	
Lead Applicant	
Does the organization have financial data for at least the last 2 tax years (2022 & 2023)? ▶	
Please complete the following fields for Tax Year 2023	
Please enter the annual revenue (taxable & nontaxable) ▶	
Is the organisation audited by a certified auditor and has the relevant financial statements, including notes, and the audit report (by a certified auditor) for the above mentioned	Does the organisation have a trial balance signed by the legal representative for the required tax year? ▶

required tax year? ▶	
If you answered 'No', the following message will appear: When you have completed filling out your application you will be asked to provide (in the Required Document section) a declaration signed by the legal representative stating the reasons why none of the above financial data are available.	
Please complete the following fields for Year 2024	
Please enter the annual revenue (taxable & nontaxable) from 1 January 2024 until 31 July 2024 ▶	
Does the organisation have a trial balance signed by the legal representative for the required tax year? ▶	
If you answered 'No', the following message will appear: When you have completed filling out your application you will be asked to provide (in the Required Document section) a declaration signed by the legal representative stating the reasons why none of the above financial data are available.	
<b>Partner</b>	
Information about the organization	
Legal Name in English ▶	Legal Name in Greek ▶
Legal Status ▶	
Tax Office ▶	VAT Number ▶
Legal establishment date (lead applic.) ▶	Billing Address ▶
Prefecture ▶	Prefecture Unit ▶
Municipality ▶	Website ▶
Account Phone ▶	Email ▶
Legal representative	
First Name	Last Name

Phone Number	Email
VAT Number ▶	
Is the legal representative also the contact person for the project proposal? ▶	
Contact Person for the project proposal	
First Name	Last Name
Position in organization	Email
Phone Number 1	Phone Number 2 ▶
Organization Description	
Brief description of the organization (Indicate the vision, mission, objectives, and the structure of the organisation) (max. 200 words)	Briefly explain how the organization's previous experience has contributed to its capacity to implement the proposed project (max. 300 words)
Thematic area of activities (you can choose more than one area)	Other thematic area of activities if applicable ▶
Organisation's Target Groups (you can choose more than one target group)	Target Groups - Other ▶
Main geographical scope of activities. Please choose	Prefecture (P) ▶
Prefecture Unit (P) ▶	Municipality (P) ▶
Do you implement activities in other areas as well? ▶	
Activities Prefecture ▶	Activities Prefecture ▶
Activities Municipality ▶	Total number of paid staff at the date of completing the application (including permanent, temporary, part-time, etc.)
Total number of volunteers at the date of completing the	

application	
Experience in project implementation: Describe up to 5 most relevant to the call activities and projects realized by the organisation over the last three (3) years	
Activity/project title	
Start ▶	End ▶
Role (Coordinator or Partner)	Activity/Project Budget (€)
% of budget managed by the organisation	Brief description of the activity/project (max 70 words)
Does the organization fall into at least one of the following categories?	
Small ▶	Grassroots ▶
Rural based ▶	Special category not applicable ▶
If the organisation falls into at least one of the above categories, please justify your answer based on the relevant definition of each category as outlined in the open call for proposals. (max 200 words)	
<b>Financial Data</b>	
Partner	
Does the organization have financial data for at least the last 2 tax years (2022 & 2023)? ▶	
Please complete the following fields for Tax Year 2023	
Please enter the annual revenue (taxable & nontaxable) ▶	
Is the organisation audited by a certified auditor and has the relevant financial statements, including notes, and the audit report (by a certified auditor) for the above mentioned required tax year? ▶	
Does the organisation have profit/loss accounts for the required tax year? ▶	

Does the organisation have single-entry accounting books? ▶	Does the organisation have double-entry accounting books? ▶
If you answered 'No', the following will appear: When you have completed filling out your application you will be asked to provide (in the Required Document section) a declaration signed by the legal representative stating the reasons why none of the above financial data are available.	
Please complete the following fields for Year 2024	
Please enter the annual revenue (taxable & nontaxable) from 1 January 2024 until 31 July 2024 ▶	
Does the organisation have single-entry accounting books? ▶	Does the organisation have double-entry accounting books? ▶
If you answered 'No', the following will appear: When you have completed filling out your application you will be asked to provide (in the Required Document section) a declaration signed by the legal representative stating the reasons why none of the above financial data are available.	
<b>Project Proposal Information</b>	
General Project Proposal Information	
Choose the thematic area of your project proposal ▶	
Project Proposal Title in Greek (max 40 words) ▶	Project Proposal Title in English (max 40 words) ▶
Project Proposal Acronym in Greek ▶	Project Proposal Acronym in English ▶
Main geographical scope of activities. Please choose	Activities District
Activities Municipality /Community	
Project Proposal Summary in Greek: Σύντομη περιλήψη (μέγιστο 300 λέξεις) για να εξηγήσετε με σαφήνεια: ο Ποια είναι η αναγκαιότητα του έργου; (ποιες προκλήσεις θα κληθεί να αντιμετωπίσει); ο Ποιος είναι ο σκοπός - αντικείμενο του έργου; ο Ποιες δράσεις θα υλοποιηθούν με σκοπό την αντιμετώπιση των προκλήσεων που έχετε εντοπίσει; ο Ποιοι είναι επωφελούμενοι του έργου; (προσδιορίστε τις ομάδες στόχους) ο Ποιος είναι ο ρόλος του υποψήφιου φορέα υλοποίησης του έργου και ποιος του εταίρου (εφόσον υπάρχει);	
Project Proposal Summary in English: Short summary (max. 300 words) to clearly explain: ο Why is the project needed? (what challenges will the project address) ο What is the objective of the project? ο What are the activities to address the challenges identified?	

- o Who is expected to benefit (please specify the target groups) from the project?
- o What is the role of the lead applicant and the partner? (if applicable)

### Project Proposal Description

Project proposal background: Describe the background and rationale of the project. What is the overall objective of the project and how will it contribute to achieving the expected outcome (thematic area) of the call that you have selected? (max 400 words).

Needs analysis: What issue/challenge/gap does the project aim to 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 400 words)

Target groups of the proposed project: Please clearly describe the target groups of the proposed project, identifying their characteristics, why you have chosen to focus on them and how they will be supported. (max. 300 words)

Impact: 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. Describe how the results of the proposed project will affect the target groups mentioned in section 5.3. (max. 400 words)

Gender mainstreaming in the project: Describe briefly how the project supports the development of gender mainstreaming culture, processes and standards. Describe how the activities create the appropriate conditions that ensure that the advantages derived from them are equally accessible to all individuals, regardless of gender. (max. 300 words)

Sustainability and continuation: 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 maximize results, any actions planned for the continuation of the project. (max. 300 words)

Partnership cooperation and division of roles: What is the partner's contribution to the project? How will this partnership facilitate the achievement of the project objectives and what is its added value? (max. 300 words)

Informal Partnerships: Will the project include the existence of informal partnerships (e.g. with CSOs, public, private, research organisations, etc.)?

Describe clearly the informal partnerships that will be developed in the project and how they will contribute to the achievement of its objectives

Cost-effectiveness: How will you make sure that the project is cost-effective? How will an appropriate balance between the estimated costs, the resources employed, and the expected results be achieved? (max. 300 words)

Risk assessment and risk mitigation: Please describe the relevant risks (internal and external) that may arise during the implementation of the project and may negatively affect the achievement of its objectives. What measures will be taken to mitigate/eliminate these risks? \*e.g., change of relevant staff/ training new staff; etc. (max. 300 words)



Work Packages	
Work Packages 1: Project Management - Διαχείριση έργου	
Work Package Objectives (max. 100 words)	Work Package Duration
List of Activities	
Activity No ▶ 1.1	Activity Brief Description
Activity Title	
Activity Implementation	
Activity Duration (Project Months)	
List of Deliverables	
Deliverable No ▶ 1.1	Deliverable Brief Description
Deliverable Title	
Deliverable Format	
Deliverable Month of completion	
Related Activity or Activities Title	
Work Packages 2: Thematic area/outcome 1 or Thematic area/outcome 2	
Work Package Objectives (max. 100 words)	Work Package Duration
List of Activities	
Activity No ▶ 2.1	Activity Brief Description
Activity Title	

Activity Type	
Activity Indicator Type	
Activity Indicator Value	
Activity Target Group	
Activity Implementation	
Will the activity involve direct contact with children? ▶	
Activity Duration (Project Months)	
Work Packages 3: Communication / Dissemination Plan - Πλάνο Επικοινωνίας/Διάχυσης	
Work Package Objectives (max. 100 words)	Work Package Duration
List of Activities	
Activity No ▶ 3.1	Activity Brief Description
Activity Title	
Activity Type	
Activity Indicator Type	
Activity Indicator Value	
Activity Target Group	
Activity Implementation	
Will the activity involve direct contact with children? ▶	

Activity Duration (Project Months)	
Integration of Child Protection Policy to the project proposal	
Integration of Child Protection Policy: Describe briefly and clearly how the project design integrates the Child Protection Policy of the organisation (and/or the partner, if applicable) into the proposed activities and protects and promotes the rights of children as stated in the Charter of Fundamental Rights of the European Union and the United Nations Convention on the Rights of the Child (UNCRC) (and/or other international conventions that you would like to mention). (max. 300 words)	
Project Team	
First Name	Last Name
Organisation (Lead applicant or Partner):	Assigned Role
Role Description	Previous experience / qualifications
First Name ▶	Last Name ▶
Organisation (Lead applicant or Partner): ▶	Assigned Role ▶
Role Description ▶	Previous experience / qualifications ▶
Requirement Documents	Requirement For