**Programme**

**«ACTIVE CITIZENS FUND» - Greece**

**EEA Financial Mechanism 2014-2021**

**APPLICATION FORM**

**FOR THE OPEN CALL FOR PROPOSALS**

**“BILATERAL COOPERATION INITIATIVES”**

Athens

February 2019

***Before filling in the application form, please read carefully the corresponding Guidelines for Bilateral Cooperation Initiatives.***

***The maximum number of characters permitted in each section of the application must be strictly upheld.***

# BASIC INFORMATION OF THE APPLICANT

Full legal name of the applicant (in English, and in the official language of the applicant):

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|  |

Legal Status (Please mark with an **X**):

|  |  |
| --- | --- |
| Association |  |
| Civil non-profit company |  |
| Foundation |  |
| Other (please specify): |  |

Country of establishment:

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Year of establishment:

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| --- |
|  |

VAT registration number:

|  |
| --- |
|  |

Address:

|  |  |
| --- | --- |
| Number, street |  |
| Town / City |  |
| Province |  |
| Postal Code |  |
| Country |  |

Contact details:

|  |  |
| --- | --- |
| Phone |  |
| E-mail address |  |
| Website |  |

Legal representative of the Applicant:

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Role within the organization |  |
| Phone |  |
| E-mail address |  |

Appointed contact person of the Applicant (if different from the legal representative):

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Role within the organization |  |
| Phone |  |
| E-mail address |  |

# BASIC INFORMATION OF THE PARTNER(S) INVOLVED IN THE INITIATIVE

Full legal name of the partner (in English, and in the official language of the partner):

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Legal Status (Please mark with an **X**):

|  |  |
| --- | --- |
| Association |  |
| Civil non-profit company |  |
| Foundation |  |
| Other (please specify): |  |

Country of establishment:

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Year of establishment:

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VAT registration number:

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Address:

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| --- | --- |
| Number, street |  |
| Town / City |  |
| Province |  |
| Postal Code |  |
| Country |  |

Contact details:

|  |  |
| --- | --- |
| Phone |  |
| E-mail address |  |
| Website |  |

Legal representative of the Partner:

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Role within the organization |  |
| Phone |  |
| E-mail address |  |

Appointed contact person of the Partner (if different from the legal representative):

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Role within the organization |  |
| Phone |  |
| E-mail address |  |

*Please duplicate (copy/paste) the above section as many times needed, in case your application involves more than one partners.*

\*Only in case you are applying for a youth study trip (see relevant Guidelines for Bilateral Initiatives, Section 2.2.3), please fill in the contact details of the individuals you will participate in the trip:

Participant’s details:

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Date of birth |  |
| Phone |  |
| E-mail address |  |

# DESCRIPTION OF THE PROPOSED INITIATIVE

1. **Summary of the initiative in Greek**

*Briefly describe the proposed initiative, with specific reference to its eligible activities (according to Section 3.2 of the Guidelines for Bilateral Initiatives), as well as their location and corresponding timeline of implementation. Please justify the selection of the partner(s) of the Initiative and explicitly describe the activities that will be undertaken by each partner.*

*(up to 2,000 characters[[1]](#footnote-1)):*

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1. **Summary of the initiative in English**

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1. **Expected Outcome of the Initiative**

**Please select the Programme outcome, that is most relevant to the proposed activities of the Bilateral Initiative,** *by marking with an X:*

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| --- | --- |
| Empowerment of vulnerable groups |  |
| Strengthened Civil Society watchdog and advocacy role |  |
| Increased support for human rights |  |
| Gender equality promoted and gender-based violence combatted |  |
| Increased citizen participation in civic activities |  |

*Describe the objective of the initiative and how it relates/contributes to the chosen Programme Outcome*

*(up to 2,000 characters):*

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1. **Strengthen of bilateral relations**

Explain how the initiative and specific activities proposed will contribute to the strengthening of bilateral relations among the entities involved in the initiative, and particularly between CSOs from Greece and entities from the donor states.

Please consider the contribution of the proposed initiative to the following:

* Promotion of a long-lasting cooperation between Greece and the donor states,
* Support in achieving of common goals,
* Promotion of mutual (and improved) understanding between the entities

(*up to 2,000 characters)*

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1. **Sustainability**

Explain how the proposed initiative and the specific activities that are proposed to be implemented, will contribute to the sustainability of the bilateral partnership and/or the sustainability of the entities involved in the initiative.

(*up to 2,000 characters)*

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1. **Communication**

Describe how the initiative will be communicated, both during and after it takes place, to reach both a wide audience as well as any specific target groups identified (describe the means and methods of communication you intend to use, as well as the target audience that you intend to reach).

(*up to 1,500 characters)*

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# BUDGET

Please fill in the budget form for bilateral initiatives, using the corresponding template provided in the Programme website.

# SUPPORTING DOCUMENTS

**For each NGO based in Greece that is involved in the initiative,** please send the following supporting documents that are required to review your application:

1. Statutes of the Organisation- and all its validly published amendments
2. Certificate of Court / Magistrate for recording / G.E.MI. (General Commercial Registry) / setting modifications
3. Establishment document of the Official Government Gazette and the Registry of Public Welfare Properties (for Foundations)
4. Tax registry (TaxisNet) information about NGOs entity and representation
5. Minutes of the election of the board of directors, legal representatives and other statutory bodies (e.g. General Assembly, Supervisory Board).
6. A draft partnership agreement or alternatively a letter of intent for the partnership.

**For entities based outside Greece**, their corresponding Governance Documents (Statutes and Representatives) must be submitted as a minimum.

**\* For applications related to youth study trips, please also submit the following documents alongside your application:**

1. CV of the individual who will participate in the trip (candidate);
2. Motivation letter of the candidate;
3. Letter of intent or relevant correspondence transcript between the applicant and the receiving entity, either in Greece or in the donor states, clearly stating the purpose of the trip

# SUBMISSION OF THE APPLICATION

Applications can be submitted electronically, by filling in the present application form as well as the corresponding budget template, and e-mailing them along with the requested supporting documents described in Article 5 above, to the following e-mail address:

e-mail: [bilateral@activecitizensfund.gr](mailto:bilateral@activecitizensfund.gr)

Subject line: **Submission of Bilateral Initiative application**

**ATTENTION:** Only complete applications will be accepted and evaluated by the Fund Operator.

1. Characters include letters, numbers, symbols, punctuation, including spaces. [↑](#footnote-ref-1)