

**THIS FILE IS TO BE USED FOR INFORMATION PURPOSES.
ONLY GREEK APPLICATION FORMS WILL BE CONSIDERED
ELIGIBLE**

**Active Citizens Fund - Greece
EEA Financial Mechanism 2014- 2021**

APPLICATION FORM

(Large and medium projects)

FOR THE CALL

“Vulnerable groups empowered”

**Athens
February 2019**

Before filling in the application, please read the guidelines for applicants carefully.

The word limits must be strictly followed.

The text should be typed in Calibri, size 11 and line spacing 1,5.

The application form shall be submitted in the form of a Word document.

Applicant's Name in Greek	
Applicant's Name in English	
Project title in Greek	
Project title in English	
Total budget of project (in €)	
Funding requested (in € up to 90% of total)	
Total project duration (in months) <i>Please refer to the Guidelines for Applicants for more information on the duration of projects per grant.</i>	
Estimated start and end dates of the project	FROM: MM/YYYY TO: MM/YYYY
Geographical range of project activities <i>(Please mark with X)</i>	National
	Regional
	Nearest city
Legal status <i>See Guidelines for Applicants for eligible CSOs</i> <i>(Please mark with X)</i>	Association
	Civil non-profit company
	Foundation
	Other (please specify)
Year of establishment	
Tax registration No. (AFM)	
Tax office (DOY)	
Registered address	Street, number
	City
	Prefecture
	Municipality
	Postcode
Organization's website	
Organization's telephone	

Organization's email address	
Legal representative	First Name
	Last Name
	Father's Name
	Position within the organization
	Profession
	Telephone number
	E-mail address
Contact person <i>(only if different from legal representative)</i>	First Name
	Last Name
	Father's Name
	Position within the organization
	Profession
	Telephone number
	E-mail address
Financial turnover of previous year	
Total number of current paid staff under any employment relationship <i>(incl. permanent, temporary, part time, etc.)</i>	

Section 1: BASIC INFORMATION OF THE PROJECT ENTITLED:

<p>1.1 Summary of the project in Greek <i>(up to 2000 characters incl. spaces)¹</i></p> <p><i>Why is the project needed? (what challenges will the project address)</i></p> <p><i>What is the objective of the project?</i></p> <p><i>What are the activities to address the challenges identified?</i></p> <p><i>Who is expected to benefit? (specify the target groups)</i></p> <p><i>Which is the role of the applicant project promoter and of the partners (if applicable)?</i></p>	
<p>1.2 Summary of the project in English <i>(up to 2000 characters incl. spaces)</i></p>	

¹ Characters meaning letters, numbers, symbols, punctuation marks and gaps between them.

<p><i>Why is the project needed? (what challenges will the project address)</i></p> <p><i>What is the objective of the project?</i></p> <p><i>What are the activities to address the challenges identified?</i></p> <p><i>Who is expected to benefit? (specify the target groups)</i></p> <p><i>Who is the project promoter and partners (if applicable)?</i></p>	
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Section 2: INFORMATION ABOUT THE APPLICANT

Eligible applicants are NGOs that are established in Greece and fall within the following definition:

“A non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Political parties and religious institutions are not considered NGOs”.

For more details see kindly refer to the Guidelines for Applicants.

<p>2.1 Brief description of the aims of the applicant project promoter</p>	
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<i>(up to 1500 characters incl. spaces)</i>						
2.2 Geographical scope of activities						
2.3 Thematic field of activities						
2.4 List the major sources of funding for the last two years (e.g. EU/ foundations/ individual donations/ state funding/ corporations/ membership fees/other) <i>Please add rows if necessary</i>						
Year	Source of funding					Amount
2.5 Experience in implementing projects <i>Please describe your main projects and activities in the last 2 years in the table below. Add rows if necessary.</i>						
Project title	Main activities	Source of funding	Budget (in euros)	Budget amount managed by the organization (if different than budget)	Period of implementation from (Month/Year) to (Month/Year)	Other partners (if any)

2.6 Briefly explain how the applicant's previous experience has built the applicant's capacity to implement the proposed project <i>(up to 1500 characters incl. spaces)</i>	
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Section 3: PARTNER (S)*	(IF ANY)
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The project promoter can implement the project alone or in cooperation with partners.
 For additional information on the eligible project partners, please consult the Guidelines for Applicants.

3.1 Distribution of budget among partners (in € and in %, where applicable)	
3.2 Brief description of the aims of the applicant organization <i>(up to 1500 characters incl. spaces)</i>	

3.3 Geographical scope of activities							
3.4 Thematic field of activities							
3.5 Financial turnover of previous year in €							
3.6 List the major sources of funding for the last two years (e.g. EU/ foundations/ individual donations/ state funding/ corporations/ membership fees/other) <i>Please add rows if necessary</i>							
Year	Source of funding						Amount
3.7 Total number of paid staff under any employment relationship <i>(incl. permanent, temporary, part time, etc)</i>							
3.8 Number of active volunteers							
3.9 Experience in implementing projects <i>Please describe your main projects and activities in the last 2 years in the table below. Add rows if necessary.</i>							
Project title	Main activities	Source of funding	Budget (in euros)	Budget amount managed by the organization (if	Period of implementation	Other partners (if any)	

				different than budget)	from (MM/YY) to (MM/YY)	

3.10 Briefly explain how the partner’s previous experience has built the partner’s capacity to implement the proposed project
(up to 1500 characters incl. spaces)

***Please duplicate Section 3 for additional partners**

Section 4: PROJECT DESCRIPTION

<p>4.1 What needs does the project aim to resolve or address? <i>(up to 3000 characters incl. spaces)</i></p> <p><i>Please include specific references, supported statistics, consultation procedures etc., if possible.</i></p>	
<p>4.2 Which other entities are active in the thematic area of the project? In what ways? <i>(up to 2000 characters incl. spaces)</i></p>	
<p>4.3 Which are the target groups of the proposed project? <i>(up to 2000 characters incl. spaces)</i></p>	
<p>4.4 What is the objective and expected impact of the project?</p> <p>How is the project relevant to the objectives of the Programme and is expected to contribute to the respective outcome?</p>	

(up to 1500 characters incl. spaces)

4.5 2 Project Activities

Describe the project activities. Give each activity a title and for each activity separately describe briefly what the activity includes, how it will be implemented and where and how many times and the people that will implement it.

Please refer to the list of indicative activities in the Guidelines for Applicants

Please add rows if necessary

(Up to 1000 characters incl. spaces for each activity)

Number of activities	Title of activity	Description of activity	Target group

4.6 Outputs and Output Indicators

Each project must deliver one or more of the following predefined outputs, and for every chosen project output **at least one** of the predefined output indicators must be selected from the list (note that you can optionally also include additional indicators for each output).

For all of the selected indicators, you must indicate a target value to be achieved through the project in the relevant column (note that the baseline value for each indicator is automatically set at 0 - see Guidelines for Applicants for more information)

In case the outputs and indicators that are not relevant to your project, leave the target value blank.

Outputs	Output Indicators	Target Value
	<i>Predefined indicator:</i>	

Economic participation of vulnerable groups supported	Number of vulnerable individuals trained in economic empowerment	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
Education and support provided to vulnerable groups	Predefined indicator: Number of vulnerable individuals participating in information and educational activities	
	Predefined indicator: Number of vulnerable individuals receiving scholarships	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
New or improved methods developed to address the needs of vulnerable groups	Predefined indicator: Number of new or improved methods developed to address the needs of vulnerable groups	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
Members of vulnerable groups involved in advocating for their needs/the needs of their communities	Predefined indicator: Number of vulnerable individuals involved in advocating for their needs/the needs of their communities	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
4.7 Partnership(s) (if applicable)		
4.7.1 What is the contribution of the partner/s to the project (technical and professional)?		

How will the partnership facilitate the achievement of the objectives of the project?

In case the project will be implemented without partner(s), please justify.

(up to 1500 characters incl. spaces)

Section 5.: Risk assessment

5.1 Describe the potential risks in the implementation of the project and the actions that you plan to undertake to mitigate them.

(Up to 1000 characters incl. spaces)

Section 6: Capacity Building Component

All large and medium projects must allocate **up to 15%** of the requested grant amount to implement capacity building activities aimed at increasing the organizational sustainability of the project promoter organization (Capacity Building Component - CBC). For applications that include a Capacity Building Component of less than 15%, the maximum available requested grant will be reduced accordingly. For more information and indicative activities see the Guidelines for Applicants.

6.1 Please choose one or more sectors, which your organization need to develop	Developing/improving the organisation's vision/ mission/ strategy		
	Improving organisation's transparency/ accountability/ external communications		
	Improving organisation's management procedures		
	Improving organisation's human resource management (including staff training)		
	Improving organisations volunteer management (including volunteer training)		
	Improving organisation's networking and consultation with target groups and other stakeholders		
	Improving organisation's financial sustainability		
6.2 Please describe the capacity building needs for your organisations. <i>(Up to 1500 characters incl. spaces)</i>			
6.3 Describe the activities that would be conducted to build the organizational capacity of the applicant organization. Describe the capacity building activities. Give each activity a title and for each activity separately describe briefly what the activity includes, how it will be implemented and where and how many times <i>Please refer to the list of indicative activities in the Guidelines for Applicants</i> <i>Please add rows if necessary</i> <i>(Up to 1000 characters incl. spaces for each activity)</i>			
Number of activities	Title of activity	Description of activity	Target group

<p>6.4 Describe how the proposed activities will build the capacity of the organisation(s) in the long term</p> <p><i>(Up to 1500 characters incl. spaces)</i></p>			

Section 7: Sustainability of the project/results

<p>7.1 Describe how you plan to ensure the sustainability of the project and project results after the end of the programme.</p> <p><i>(Up to 1500 characters incl. spaces)</i></p>			
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ANNEXES

- 1. SIGNED DECLARATION OF THE PROJECT PROMOTER**
- 2. SIGNED DECLARATION OF THE PROJECT PARTNER**
- 3. PROJECT TIMELINE**
- 4. PROJECT PROMOTER'S STAFF LIST**
- 5. PROJECT PARTNER'S STAFF LIST**
- 6. COMMUNICATION PLAN**
- 7. CHECKLIST OF SUPPORTING DOCUMENTS**

SAMPLE

ANNEX 1

DECLARATION OF THE PROJECT PROMOTER²

To the Bodossaki Foundation

[Place, Date]

I, the undersigned [*first, last, father's name of representative and Tax registration No.*] in the capacity of **authorized representative acting for and on behalf** [name of organisation] declare that:

1. All information contained in this application, is correct to the best of my knowledge and the copies of the supporting documents I submit are genuine copies.
2. The organisation I represent has the adequate legal capacity to submit a proposal in the hereby call for proposals, as a project promoter.
3. The organisation I represent has organizational, financial and operational capacity to complete the proposed project.
4. I am authorised by my organisation to sign grant agreements on its behalf.
5. The proposed project as well as the activities I am applying for under the "Active Citizen's Fund in Greece" are not funded by national, EU and/or other external donors' sources.
6. The co-financing- own contribution of the organisation that I represent and its partner (s) in the proposed project is covered and will be covered by its own resources and specifically by resources that have been raised through the following ways/from the following sources **[refer to ways/sources]**.
7. The organisation does not fall into any of the situations provided below:³
 1. Has pending legal issues or is subject to any judicial limitation or obliged to comply with court rulings or orders (e.g. forced administration).
 2. Any of its partners, legal representatives, managers, members of the Board or of the Supervisory Board (in case of Association or Foundation) has been convicted for any offence related to professional misconduct
 3. Has not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes
 4. Final court decision for the recovery or recognition of debt of grants received by NGO Programme 2009-2014 in Greece or any other national, european progrmme or other funding sources.

In the event of this application being approved, the Fund Operator has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

[Name, Surname and signature of representative]

[Organisation's stamp]

² The hereby statement applies as a Solemn Statement under Law 1599/1986 and must be filled, signed, stamped, scanned and attached electronically in the present document. .

³ If it does fall into one of the situations, please explain for the situation that refers to your organisation.

ANNEX 2⁴

DECLARATION OF THE PROJECT PARTNER⁵

(copy for each partner)

To the Bodossaki Foundation

[Place, Date]

Partnership statement for the project _____
(Title of the project)

I, the undersigned [**first, last, father's name of representative and Tax registration No.**] in the capacity of authorised representative acting for and on behalf of [**legal form**] with the name [**name of the organisation**] or (in the case of an informal group) with the title declare that the above mentioned organization that I represent will participate in the proposed project as partner of the project promoter with the name [**Name of project promoter**] and also responsibly declare that the organisation I represent:

1. Fulfils the eligibility criteria of the partner organizations.
2. Knows the proposed project and is aware exactly of his distinctive role in the implementation of the project.
3. Is familiar with the conditions for receiving grant, which are defined in the respective grant regulations, and undertakes to respect them during the implementation of the project;
4. Confirms that all the information about the Partner organisation provided in the project application and attached documents is correct;
5. Has appropriate experience and knowledge to fulfil the tasks foreseen in the project application
6. Undertakes to follow the publicity requirements while implementing the project activities and publishing information materials;
7. Undertakes to keep all documentation connected to the project implementation five years after approval of the final project report, as well as consents to controls and audits of institutions of the donor countries during the project implementation or during five years after approval of the final project report;
8. Authorizes the Project Promoter to represent the Partner organisation in communication with the Fund Operator regarding issues of the project implementation;
9. Undertakes to fulfil all the tasks foreseen in the project application and to provide all necessary information upon the request of the Project Promoter.

⁴ To be filled only in case of a partnership

⁵ The hereby statement applies as a Solemn Statement under Law 1599/1986 and must be filled, signed, stamped, scanned and attached electronically in the present document.

10. The organisation does not fall into any of the situations provided below:⁶

1. Has pending legal issues or is subject to any judicial limitation or obliged to comply with court rulings or orders (e.g. forced administration).
2. Any of its partners, legal representatives, managers, members of the Board or of the Supervisory Board (in case of Association or Foundation) has been convicted for any offence related to professional misconduct
3. Has not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes
4. Final court decision for the recovery or recognition of debt of grants received by NGO Programme 2009-2014 in Greece or any other national, European programme or other funding sources.

[Name, Surname and signature of representative]

[Organisation's stamp]

⁶ If it does fall into one of the situations, please explain for the situation that refers to your organisation

ANNEX 3 PROJECT TIMELINE

Month	1	2	3	4	5	6	7	8	9	10	11	12
Activity												

For projects with duration of longer than 1 year please copy the above table.

ANNEX 4

LIST OF PROJECT PROMOTER'S STAFF

List the staff involved in the project:

Must be completed for each key person of the staff of the project promoter and must be accompanied by the corresponding CVs, which need to be **attached electronically**.

NAME	PROFESSION	POSITION IN THE PROJECT	TYPE OF EMPLOYMENT

ANNEX 5 ⁷

LIST OF PROJECT PARTNER'S STAFF

(To be duplicated for each partner)

List the staff involved in the project:

Must be completed for each key person of the staff of the project partner and must be accompanied by the corresponding CVs, which need to be **attached electronically**.

NAME	PROFESSION	POSITION IN THE PROJECT	TYPE OF EMPLOYMENT

(please copy the above table for each partner)

⁷ Please fill only in cases of partnerships

ANNEX 6 COMMUNICATION PLAN

In narrative text:

- Indicate the goals that you are planning to achieve through the suggested communication plan
- Indicate the key audience that your communication plan is targeting
- Describe the communication strategy that you are planning to follow in order to promote the project, showcase its activities and results, its impact as well as the activities to acknowledge the donors.
- Describe the main means of developing your communication strategy that you are planning to use
- Describe the expected outcomes and indicators, which you are suggesting to implement in order to measure the efficiency of your communication plan.

For each one of the main activities, please fill the following table:

Main activities	Audience/target (direct and indirect)	Channels/Mean of Communication	Expected implementation time	Expected implementat ion cost

(the above annex should **not exceed 3 pages** with the table)

ANNEX 7

CHECKLIST OF SUPPORTING DOCUMENTS

	APPLICATION CONTENTS	CHECK	Comments
1	Filled and complete application form, including its annexes	<input type="checkbox"/>	
2	Budget form	<input type="checkbox"/>	
3	Partnership agreement (in case of partnerships)	<input type="checkbox"/>	
4	CVs of personnel that will be involved in the project (both by the project promoter and the project partner)	<input type="checkbox"/>	
Supporting documents of project promoter			
5	Statute of the Organisation- and all the amendments, legally published	<input type="checkbox"/>	
6	Certificate of Court / Magistrate for recording - setting – modifications	<input type="checkbox"/>	
7	Establishment document of the Official Government Gazette, and the Registry of Public Welfare Properties (for Foundations)	<input type="checkbox"/>	
8	Tax registry (TaxisNet) entity and representation information	<input type="checkbox"/>	
9	Minutes of Elections of Board, legal representatives and other statutory bodies (e.g. General Assembly , Supervisory Board)	<input type="checkbox"/>	
10	Valid tax statement	<input type="checkbox"/>	
11	Valid insurance statement	<input type="checkbox"/>	
12	Pending legal issues - if any, written confirmation by the legal representative, stating that the Agency has no legal backlog	<input type="checkbox"/>	
13	Tax declarations of the last two years (unless the organisation has been funded for less than two years)	<input type="checkbox"/>	
14	E3 Forms of the last two years (if they are not included in the tax declarations) (unless the organisation has been established for less than two years)	<input type="checkbox"/>	
15	Balance sheets of the last two years (unless the organisation has been established recently) If the organisation is audited by Chartered Accountants, the last reference	<input type="checkbox"/>	
16	Budgets of the years 2018 and 2019 (unless the organisation has been established recently)	<input type="checkbox"/>	
17	Accounts of the years 2017 and 2018 (unless the organisation has been established recently)	<input type="checkbox"/>	

Supporting documents of project partner ⁸

18	A declaration of formation (for informal groups)	<input type="checkbox"/>	
19	Statute of the Organisation- and all the amendments, legally published	<input type="checkbox"/>	
20	Certificate of Court / Magistrate for recording - setting – modifications	<input type="checkbox"/>	
21	Establishment document of the Official government registry(for Foundations)	<input type="checkbox"/>	
22	Tax registry (TaxisNet) entity and representation information	<input type="checkbox"/>	
23	Minutes of Elections of Board, legal representatives and other statutory bodies (e.g. General Assembly , Supervisory Board)	<input type="checkbox"/>	
24	Valid tax statement	<input type="checkbox"/>	
25	Valid insurance statement	<input type="checkbox"/>	
26	Pending legal issues - if any, written confirmation by the legal representative, stating that the Agency has no legal backlog	<input type="checkbox"/>	
27	Tax declarations of the last two years (unless the organisation has been established for less than two years)	<input type="checkbox"/>	
28	E3 Forms of the last two years (if they are not included in the tax declarations) (unless the organisation has been established recently)	<input type="checkbox"/>	
29	Balance sheets of the last two years (unless the organisation has been established recently) If the organisation is audited by Chartered Accountants, the last reference	<input type="checkbox"/>	
30	Budgets of the years 2018 and 2019 (unless the organisation has been established recently)	<input type="checkbox"/>	
31	Accounts of the years 2017 and 2018 (unless the organisation has been established recently)	<input type="checkbox"/>	

⁸ Only in the case of a partnership. To copy for each partner