

**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

(Medium projects)

**FOR THE CALL
“PLATFORMS AND NETWORKS AMONG CSOs DEVELOPED”**

**Athens
December 2020**

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 font, size 11 and line spacing 1,5.
The application form shall be submitted in the form of a Word document.**

Section 1: Basic information of the application

Applicant's Name in Greek	
<i>Applicant's Name in English</i>	
Project title in Greek	
<i>Project title in English</i>	
Partner's name¹	
<i>Partner's name in English</i>	
Partner's country of legal establishment	
Total budget of project (in €)	
Funding requested (in €)	
Total project duration (in months)	
Estimated start and end dates of the project	FROM: MM/YYYY TO: MM/YYYY

¹ Please duplicate relevant fields for additional partner(s)

Geographical range of project activities <i>(Please mark with X)</i>	National Regional Nearest City
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<p>1.1 Summary of the project in Greek <i>(up to 2000 characters incl. spaces)²</i></p> <p><i>Why is the project needed? (what challenges will the project address?)</i></p> <p><i>Which are the members of the network? (please mention specifically)</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? (please 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>	
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² Characters meaning letters, numbers, symbols, punctuation marks and gaps between them.

1.2 Summary of the project in English

(up to 2000 characters incl. spaces)

Why is the project needed? (what challenges will the project address?)

Which are the members of the network? (please mention specifically)

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)

Who is the project promoter and partners (if applicable)?

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 organisation 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.

Applicant's name in English	
Legal status	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
Organisation's website	
Organisation's telephone	
Organisation's email address	
Legal representative	First Name
	Last Name
	Father's Name
	Position within the organisation
	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 organisation	
	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>		
2.1 Brief description of the aims of the applicant project promoter <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

Please describe your main projects and activities in the last 2 years in the table below.

Add rows if necessary.

Project title	Main activities	Source of funding	Budget (in euros)	Budget amount managed by the organisation (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

(up to 1500 characters incl. spaces)

Section 3: Partner(s)* (if any)

The project promoter can implement the project alone or in cooperation with partners. Please note that the legal entities - members of a network do not automatically become or are obliged to be partners of the project promoter

For additional information on the eligible project partners, please consult the Guidelines for Applicants.

3.1 Distribution of budget among applicant project promoter and its partner(s) (in € and in %, where applicable)	
3.2 Brief description of the aims of the applicant partner organisation (up to 1500 characters incl. spaces)	
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 two (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 organisation (if different than budget)	Period of implementation from (MM/YY) to (MM/YY)	Other partners (if any)

<p>3.10 Briefly explain how the partner's previous experience has built the partner's capacity to implement the proposed project <i>(up to 1500 characters incl. spaces)</i></p>			

***Please duplicate Section 3 for additional partner(s)**

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?</p>			

<p><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> <p><i>(up to 1500 characters incl. spaces)</i></p>	
<p>4.5 Project Activities</p> <p>Describe the project activities. <i>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.</i></p> <p><i>Please refer to the list of indicative activities in the Guidelines for Applicants</i></p> <p><i>Please add rows if necessary.</i></p> <p><i>(Up to 1000 characters incl. spaces for each activity)</i></p>	

Activities Order Number	Title of activity	Description of activity	Number of activities	Implementer of activity	Target group

4.6 Outputs and Output Indicators

Each project must deliver, through the project actions (as referred to in section 4.5), the following predefined output. Both of the predefined output indicators must be selected from the list (note that you can optionally also include additional indicators).

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).

You will also need to indicate which activities contribute to the achievement of each output indicator, indicating the order number of the activity as completed in section 4.5.

For more information, see Guidelines for Applicants.

Output	Output Indicators	Target Value	Activities Order Number
Platforms and networks among CSOs developed	Predefined indicator: Number of CSO platforms and networks supported		
	Predefined indicator: Number of CSOs that form each network		
	Additional indicator (optional):		
	Additional Indicator (optional)		

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 internal and external 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: Sustainability of the project/results

6.1 Describe how you plan to ensure the sustainability of the project and project results after the end of the Programme.

(Up to 1500 characters incl. spaces)

Section 7: Capacity Building

All candidates are evaluated for developing their skills through the project. Capacity building is the process of the organisation's empowerment, that aims at increasing their organisational development, effectiveness and social impact, achieving their goals and enhancing their long term sustainability. Indicative areas of support in the organisation's capacity building can be:

- Improving organisation's management, vision and strategy procedures
- Improving organisation's transparency/ accountability/ external communications
- 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

7.1 Describe how the proposed activities will build the capacity of the organisation in the long term

(Up to 1500 characters incl. spaces)

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**

ANNEX 1

DECLARATION OF THE PROJECT PROMOTER³

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 organisational, 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:⁴
 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.

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]

³ 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. .

⁴ If it does fall into one of the situations, please explain for the situation that refers to your organisation.

ANNEX 2⁵

DECLARATION OF THE PROJECT PARTNER⁶

(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 organisation 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 organisations.
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.

⁵ To be filled only in case of a partnership

⁶ 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:⁷

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]

⁷ If it does fall into one of the situations, please explain for the situation that refers to your organisation

ANNEX 3 PROJECT TIMELINE

Month/Year	1	2	3	4	5	6	7	8	9	10	11	12
Title of 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 AND TASKS IN THE PROJECT	TYPE OF EMPLOYMENT

ANNEX 5 ⁸

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 AND TASKS IN THE PROJECT	TYPE OF EMPLOYMENT

⁸ Please fill only in cases of partnerships

ANNEX 6 PROJECT COMMUNICATION PLAN

Introduction

This template is created to facilitate the project promoters to describe the communication activities to be carried out during the project in order to achieve the following objectives:

- Inform the general public as well as stakeholders of particular interest (such as journalists, opinion makers, etc.) about the project, its objectives, actions, results and impact of the grant project
- Promote partnerships or opportunities to develop bilateral relations between the donor and the donor countries
- Recognize and highlight the contribution of donor countries, through EEA Grants, to strengthening civil society in Greece.

A. Target audiences

Indicate the key audiences which your communication plan will target.
1.
2.
3.
4.
5.

B. Project communications activities

The list of activities to be included in the table below should be relevant to the whole project and serve the information and publicity objectives described in the introduction of this annex. Any communication deliverables which are part of the project, such as awareness raising campaigns, documentaries, festivals, etc. should be included in section 4 of the application and not in this annex.

Link activities to the target audiences (up to 10 actions)

Communication activities of the grant project	Target audiences (bullet points)
Activity 1 (e.g. Press conference)	
Activity 2 (e.g. Launch event)	

C. Communication channels

Describe the main tools you will use to implement the communication activities of the project. Explain why you choose this channel and why it is appropriate for the respective target audience.

1. e.g. Press releases
2. e.g. Social media
- 3.
- 4.
- 5.

D. Performance measurement indicators

Indicate up to three (3) performance metrics for each action that your plan envisages

Project communications activities	Performance measurement indicators
Activity 1 (e.g. press conference)	e.g. Number of journalists who attend the press conference e.g. Number of articles/ references
Activity 2 (e.g. Launch event)	

E. Timeline and estimated budget

For each communication activity of your communication plan, please indicate the expected implementation time and related cost. , a on the project schedule and estimated cost.

Project communications activities	Expected implementation time	Estimated budget
Activity 1 (e.g. press conference)		
Activity 2 (e.g. Launch event)		

(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	Establishment document of the Official Government Gazette, and the Registry of Public Welfare Properties (for Foundations)	<input type="checkbox"/>	
7	Valid tax statement	<input type="checkbox"/>	
8	Valid insurance statement	<input type="checkbox"/>	
9	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"/>	
10	Budgets of the years 2020 and 2021 (unless the organisation has been established recently)	<input type="checkbox"/>	
11	Accounts of the years 2019 and 2020 or the last two finalized year's accounts (unless the organisation has been established recently)	<input type="checkbox"/>	
Supporting documents of project partner ⁹			
12	A declaration of formation (for informal groups)	<input type="checkbox"/>	
13	Statute of the Organisation - and all the amendments, legally published	<input type="checkbox"/>	
14	Establishment document of the Official government registry(for Foundations)	<input type="checkbox"/>	
15	Valid tax statement	<input type="checkbox"/>	

⁹ Only in the case of a partnership. To copy for each partner

16	Valid insurance statement	<input type="checkbox"/>	
17	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"/>	
18	Budgets of the years 2020 and 2021 (unless the organisation has been established recently)	<input type="checkbox"/>	
19	Accounts of the years 2019 and 2020 or the last two finalized year's accounts (unless the organisation has been established recently)	<input type="checkbox"/>	

SAMPLE