**THIS FILE IS TO BE USED ONLY FOR INFORMATION PURPOSES.**

**ONLY APPLICATION FORMS IN GREEK WILL BE CONSIDERED ELIGIBLE**

**Active Citizens Fund - Greece**

**EEA Financial Mechanism 2014- 2021**

**APPLICATION FORM**

**FOR THE OPEN CALL**

**“ORGANISATIONAL GRANTS TO SUPPORT THE INSTITUTIONAL DEVELOPMENT OF CIVIL SOCIETY ORGANISATIONS”**

**Athens,**

**December 2021**

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

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| **SECTION 1: BASIC INFORMATION ABOUT THE PROJECT***For all administrative purposes, an organisational grant is considered a “project” and a recipient of an organisational grant is considered a project promoter.* |
| **Applicant’s Name in Greek** |  |
| **Applicant’s Name in English** |  |
| **Project title in Greek** |  |
| **Project title in English** |  |
| **Organisation’s total foreseen revenue for the duration of the grant period** |  |
| **Amount of funding requested** (€) |  |
| **Total grant duration (in months)** |  |
| **Estimation of what will be the grant’s share of the organisation’s total foreseen revenue for the duration of the grant period** |  |
| **Summary of the project in Greek** *Mention how the grant will contribute to the implementation of the multi-annual strategic plan/work-plan, the organisational development of the organisation, and to the achievement of one or more Active citizens fund outcomes (up to 2000 characters)[[1]](#footnote-1)* |  |
| **Summary of the project in English** |  |

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| **Section 2: INFORMATION ABOUT THE APPLICANT** |
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| **2.1 Brief description of the aims of the applicant project promoter***(up to**2000 characters)* |  |
| **2.2 Brief description of the main activities of the applicant project promotor** |  |
| **2.3 Geographical scope of activities** |  |
| **2.4 List the major sources of funding in the last two years** (e.g. EU/ foundations/ individual donations/ state funding/ corporations/ membership fees/other)*Please add rows if necessary* |
| Year | Source of funding | Amount |
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| **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 organization (if different than budget) | Period of implementation from (Month/Year) to (Month/Year) | Other partners (if any) |
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| **2.6 Briefly describe the actions that the organization has implemented in the last three years or is currently implementing that are related to the expected outcomes of the Active citizens fund program.***(up to 1500 characters)* |  |
| **2.7 Briefly describe how the organisation has the appropriate administrative capacity and know-how to implement the multiannual strategic plan / work plan.***(up to 1500 characters)* |  |
| **2.8 Describe the procedures followed by the organisation to ensure its sound financial management***(up to 1500 characters)* |  |
| **2.9 Describe how the organisation ensures transparency in its operations, stating what information is publicly available about the financial reports, reports of the organization's activities and members of the governing and executive bodies, and where the information is published (please provide web links where relevant).***(up to 1500 characters)* |  |

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| **Section 3. Information about the strategic plan/work-plan** |

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| **3.1Briefly describe the aims and activities of the multiannual strategic plan/ work-plan and how the grant will contribute to their achievement and implementation***(up to 2000 characters)* |  |
| **3.2 Describe how the implementation of the strategic plan/ work-plan will contribute to the institutional development of the organisation***(up to 2000 characters)* |  |
| **3.3** **Describe how the implementation of the multiannual strategic plan/ work-plan will contribute to the long-term sustainability of the organisation***(up to 2000 characters)* |  |
| **3.4** **Describe how the implementation of the strategic plan / work-plan will contribute to the achievement of one or more of the expected outcomes of the Active citizens fund** *(up to 1500 characters)* |  |

**ANNEXES**

1. **SIGNED DECLARATION OF THE PROJECT PROMOTER**
2. **PROJECT PROMOTER’S STAFF LIST**
3. **CHECKLIST OF SUPPORTING DOCUMENTS**

**ANNEX 1**

**DECLARATION OF THE PROJECT PROMOTER[[2]](#footnote-2)**

**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 organisation does not fall into any of the situations provided below:[[3]](#footnote-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.
7. The organisation I represent adheres to the principles of democratic values and human rights.

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]

**ANNEX 2**

**LIST OF PROJECT PROMOTER’S STAFF**

The list must be completed for the key staff who will be involved in the implementation of the multiannual strategic plan / work plan, accompanied by their CVs, which must be attached electronically. (The list should include the maximum number of ten staff to be considered in the evaluation of the proposal. However, there is no limit to the number of staff who can participate in the implementation of the strategic plan / work plan.)

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| **NAME** | **PROFESSION** | **POSITION IN THE PROJECT** | **TYPE OF EMPLOYMENT** |
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**ANNEX 3**

**CHECKLIST OF SUPPORTING DOCUMENTS**

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| --- | --- | --- | --- |
|  | **APPLICATION CONTENTS** | **CHECK** | **Comments** |
|  | Filled and complete application form, including its annexes | 🞎 |  |
|  | CVs of key staff  | 🞎 |  |
| **Supporting documents of project promoter**  |
|  | Multi-annual strategic plan/ work-plan |  |  |
|  | Statutes of the organisation- and all the amendments, legally published | 🞎 |  |
|  | Valid tax statement | 🞎 |  |
|  | Valid insurance statement | 🞎 |  |
|  | Balance sheets for the years 2018, 2019, 2020). If the organisation is audited by Chartered Accountants, the reports for the years 2018, 2019, 2020 | 🞎 |  |
|  | Accounts for the years 2018, 2019, and 2020. If the organisation is audited by Certified Public Accountants, the reports for the years 2018, 2019, 2020 | 🞎 |  |
|  | Budgets for the years 2018, 2019, 2020, 2021 and 2022 | 🞎 |  |

1. Characters include letters, numbers, symbols, punctuation and the spaces between them. [↑](#footnote-ref-1)
2. The hereby statement applies as a Solemn Statement under Law 1599/1986 and must be filled in, signed, stamped, scanned and attached electronically to the application. [↑](#footnote-ref-2)
3. If it does fall into one of the situations, please explain the situation that refers to your organisation. [↑](#footnote-ref-3)