**Annex I**

Contracting Authority:

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Regional Youth Cooperation Office

Call for Project Proposals 2018

“A Better Region Starts with You*th*”

**Grant Application Form**

This application must be completed in English ONLY and submitted

by 25 January 2019 (23.59 CET) at the latest

**PLEASE READ THE GUIDELINES FOR GRANT APPLICANTS CAREFULLY BEFORE FILLING OUT THIS APPLICATION**

*Please fill out the Grant Application Form electronically in the English language, using Arial font 11.*

1. **BASIC INFORMATION**

**IDENTITY OF THE APPLICANT**

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| **APPLICANT** |
| Name of the organisation/school |  |
| Address and telephone no. of organisation/school |  |
| Email address of the organisation/school  |  |
| Contact Person for this project |  |
| Title/Position of the Contact Person in the organisation/school |  |
| Contact details of the Contact Person (email and phone no.) |  |
| Registration number (or equivalent) |  |
| Year of registration/establishment (must be established at least one year prior to the launch of the Call) |  |
| Place of registration |  |
| Website and social media profiles of the applicant | Website: |
| Facebook: |
| Twitter: |
| Instagram: |
| LinkedIn: |
| Legal status*Tick the box by clicking on it.* | [ ]  Civil Society Organisation[ ]  Public Institution (School)[ ]  Private School[ ]  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you a CSO applying on behalf of a school which cannot apply directly? | [ ]  No | [ ]  Yes |
| If yes, name the school |  |

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| Location(s) and geographical coverage of the project*Please note that action must take place in WB6: Albania, Bosnia and Herzegovina, Kosovo\*, Macedonia, Montenegro and/or Serbia.* |  |
| Number of partners on the project | [ ]  1 | [ ]  2 | [ ]  3 | [ ]  4 | [ ]  5 |
| Organisation’s annual turnover[[1]](#footnote-1)in EUR:*Not applicable for schools*  | 2015 | 2016 | 2017 | Total*(2015+2016+2017)* |
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**CONTACT DETAILS OF THE PARTNER(S)**

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| **Partners’ contact details for this project** |
| **PARTNER 1** |
| Address: |  |
| Phone number:(fixed and mobile) International calling code + local code + number |  |
| Contact person for this project: |  |
| Contact person’s email: |  |
| Year of registration/establishment (must be established at least one year prior to the launch of the Call) |  |
| Place of registration |  |
| Legal status | [ ]  Civil Society Organisation[ ]  Public Institution (school)[ ]  Private school[ ]  Other, please specify: |
| Role in the preparation of the application  |  |
| Website and social media profiles of partner 1: |  |
| **PARTNER 2** |
| Address: |  |
| Phone number:(fixed and mobile) International calling code + local code + number |  |
| Contact person for this project: |  |
| Contact person’s email: |  |
| Year of registration/establishment (must be established at least one year prior to the launch of the Call) |  |
| Place of registration |  |
| Legal status | [ ]  Civil Society Organisation[ ]  Public Institution (school)[ ]  Private school[ ]  Other, please specify:  |
| Role in the preparation of the application  |  |
| Website and social media profiles of partner 2: |  |

**Copy and paste additional fields for every next partner but not more than five in total.**

**BASIC INFORMATION OF THE PROJECT**

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| **Priority area(s)***Choose ONE specific objective only (the one that your project predominantly focuses on)* | PRIORITY AREA 1:Regional Youth Cooperation, Mobility and Exchange [ ]  SO1: Intercultural Learning and Dialogue  [ ]  SO2: Dealing with the Past  |
| PRIORITY AREA 2:Enabling Environment for Regional Youth Cooperation [ ]  SO3: Policy Influencing [ ]  SO4: Youth Participation [ ]  SO5: Strengthening Capacities |
| **LOT***Indicate which lot you belong in as defined in the Guidelines for Grant Applicants (sections 1.3. and 2.10.)* | [ ]  Lot 1[ ]  Lot 2[ ]  Lot 3 |
| **Title of the project***Please write a brief title which indicates what your project is about.* |  |
| **Duration of the project***Please indicate the total duration of the project (min. duration 3 months, max. duration 9 months). Starting and ending dates should be in line with the Guidelines (2.3.)* | Total duration of the project: \_\_\_ monthsProject starting date:Click here to enter a date.Project ending date:Click here to enter a date. |
| **Total budget of the project***Please indicate the total amount in EUR and attach your project budget proposal as an Annex to your application.*  | Total amount requested from RYCO[[2]](#footnote-2)  | Total contribution from other sources | Overall budget |
| EUR | EUR | EUR |
| % | % | 100% |

**SUMMARY OF THE PROJECT (max. 150 words)**

*Please provide a narrative summary of your project which outlines what your project aims to achieve and how. Please also indicate who is expected to benefit from your project and where.*

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1. **DETAILED DESCRIPTION OF THE PROJECT**
2. **CONTEXT OVERVIEW/BACKGROUND (max. 600 words in total for questions 1.1. - 1.4.)**
	1. What are the key issues affecting youth and intercultural regional cooperation in the contexts you and your partners are working in?

[*Please provide a brief overview of your context analysis]*

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* 1. What are you trying to change in this regard through your project?

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* 1. What are the risks that may get in the way of your project succeeding, and what will you do to mitigate them?

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* 1. Why your partnership is well positioned to address the challenges identified by your project and how the partnership was created?

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**2.1.** **OBJECTIVES AND RESULTS (max. 400 words in total for questions 2.1.1. and 2.1.2.)**

2.1.1. What are the objectives of your project?

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2.1.2. What are the expected results of your project?

[*Please indicate what will change as a result of your project*]

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* 1. **TARGET GROUPS (max. 300 words in total for questions 2.2.1. and 2.2.2.)**
		1. Please outline your target groups and how you intend to reach them?

*[Please make sure to also include the number and breakdown of direct beneficiaries, i.e. gender, age etc.]*

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* + 1. What will your project offer for marginalised and unprivileged youths, especially coming from remote areas?

*[Please explain concretely how you will enable the participation of marginalised groups and ensure diversity and gender equality in your project activities]*

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**2.3. ACTIVITIES AND METHODOLOGY (max. 1000 words in total for questions 2.3.1 – 2.3.3.)**

* + 1. What are the main activities of the project?

*[Please list, in chronological order, the planned project activities, for the entire duration of the project]*

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| **NAME OF ACTIVITY** | **DESCRIPTION OF ACTIVITY** | **TIME FRAME (MONTHS)***Mark with “x”* |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **ACTIVITY 1:**  |  |  |
| Sub-activity 1.1. |  |  |  |  |  |  |  |  |  |  |
| Sub-activity 1.2.  |  |  |  |  |  |  |  |  |  |  |
| **ACTIVITY 2:** |  |
| Sub-activity 2.1. |  |  |  |  |  |  |  |  |  |  |
| Sub-activity 2.2. |  |  |  |  |  |  |  |  |  |  |
| **ACTIVITY 3:** |  |
| Sub-activity 3.1. |  |  |  |  |  |  |  |  |  |  |
| Sub-activity 3.2. |  |  |  |  |  |  |  |  |  |  |
| **ACTIVITY 4:** |  |
| Sub-activity 4.1. |  |  |  |  |  |  |  |  |  |  |
| Sub-activity 4.2. |  |  |  |  |  |  |  |  |  |  |
| **ACTIVITY 5:** |  |
| Sub-activity 5.1. |  |  |  |  |  |  |  |  |  |  |
| Sub-activity 5.2. |  |  |  |  |  |  |  |  |  |  |

**Please add or delete rows as appropriate.**

* + 1. How does each of the above-mentioned activities contribute to your anticipated project results?

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* + 1. How will you conduct these activities and why?

*[Please explain your choice of methodology and approach]*

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**3. SUSTAINABILITY (max 600 words in total for questions 3.1. – 3.4.)**

* 1. How do you plan to ensure the sustainability of the project results?

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* 1. Are you aware of similar initiatives taking place in your environment/have you been engaged in a similar project before? If so, how does your project complement existing initiatives/build on previous ones conducted by you or by others?

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* 1. How do you plan to raise the visibility of your project and of RYCO?

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* 1. What is the unique added value of your project?

[*Please flag distinctive features of your project. For example methodological innovations, multiplier effects, institutionalisation prospects or any other]*

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1. **PROJECT MANAGEMENT CAPACITY OF APPLICANT AND PARTNER(S) (max. 450 words total 4.1. and 4.2.)**
	1. Please describe your and your partner's capacity and relevant experience to implement this project.

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* 1. Please explain the distribution of implementation roles between you and your partner(s) and mention the key staff (their names and positions) that will be responsible for the implementation.

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1. **MONITORING AND EVALUATION (max. 300 words)**
	1. Please indicate how you will keep track of the progress of your project activities and how you will know that your project was successful.

[*Please outline the monitoring and evaluations measures you foresee for your project, including anticipated indicators]*

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**C. CHECKLIST FOR THE APPLICATION FORM**

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| **Before sending your proposal, please check that each of the following criteria have been met in full and tick them off** | Tick the items bellow off |
|  | Yes | No |
| **Administrative** |
| 1. The correct Grant Application Form has been used
 |[ ] [ ]
| 1. The project proposal is typed and is in English
 |[ ] [ ]
| 1. The budget is enclosed, presented in the requested format, and stated in EUR
 |[ ] [ ]
| 1. An electronic version of the proposal is prepared for sending by e-mail
 |[ ] [ ]
| 1. The Declarations by the Applicant and all the Partners have been filled out, stamped and signed
 |[ ] [ ]
| 1. Scanned Declarations are enclosed
 |[ ] [ ]
| 1. All the required supporting documents such as Confirmation of Registration are enclosed. Please check Annex III – Supporting Documents for the full list.
 |[ ] [ ]
| 1. The LOT selected in the proposal is in line with the section 2.10. of the Guidelines for Grant Applicants
 |[ ] [ ]
| 1. Only ONE specific objective is selected
 |[ ] [ ]
| 1. The full application respects the word limits set by RYCO and is ready to be sent in one e-mail before the deadline
 |[ ] [ ]
| **Eligibility** |
| 1. The applicant and its partner(s) are legal entities established at least one year prior to the launch of this call (section 2.2. of the Guidelines)
 |[ ] [ ]
| 1. The applicant is submitting only one project proposal
 |[ ] [ ]
| 1. The partners do not have partnership roles in other project proposals
 |[ ] [ ]
| 1. The project will be implemented in the Western Balkans 6
 |[ ] [ ]
| 1. The duration of the project is between 3 and 9 months
 |[ ] [ ]
| 1. The financial contribution requested from RYCO, the activities, and costs included in the budget form are in conformity with the stipulations of sections 2.3, 2.10, 2.11. and 2.12. of the Guidelines for applicants
 |[ ] [ ]
| 1. For schools and CSOs applying on behalf of schools for LOT 1:

The requested RYCO contribution is 100% of the total eligible costs  |[ ] [ ]
| 1. For CSOs applying for LOT 2 and LOT 3:

The requested RYCO contribution is between 75% and 95% of the total eligible costs (minimum and maximum percentage allowed)[[3]](#footnote-3) |[ ] [ ]

**D. ASSESSMENT GRID**

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| **CRITERIA** | **POINTS**  |
| **Relevance of the project for intercultural regional cooperation**The assessors look at whether the identified problem is relevant to the context of the applicant and in line with RYCO’s ambition to contribute to intercultural regional cooperation and reconciliation as specified in the two priority areas/five objectives of the Open Call. | 25 |
| **Likelihood of positive impact in the selected priority area**The assessors gauge whether the project is likely to make a tangible impact on the ground for the target groups and look at the project’s prospects for multiplier effect and sustainability. They assess whether the envisaged monitoring and evaluation measures will enable timely adaptation and effective implementation | 25 |
| **Quality and suitability of methodology** The assessors appraise whether the proposed methodology is adequate in view of the project’s objectives and target groups. They pay particular attention to the articulation and the sequencing of steps foreseen to achieve the desired change, as well as to the potential visibility of the project. | 20  |
| **Relevance of the positioning of the project partnership** The assessors evaluate the partners’ potential collective impact and positioning to address the issues identified by the project. They take into account that RYCO values the presence of diversity and interculturality within the partnerships. | 15 |
| **Project Management capacity of the applicant** The administrative and management capacity of applicant and partners to implement the project is assessed. The assessors look closely at the cost effectiveness of the proposed budget. | 15 |
| **TOTAL** | **100**  |
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1. \*This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence

 Turnover is the total amount of money the organisation worked with during one year (this can be found in the organisation’s annual financial statements). [↑](#footnote-ref-1)
2. For applicants that are secondary schools, RYCO will cover 100% of the total project costs (also applicable for CSOs applying on behalf of the secondary schools). [↑](#footnote-ref-2)
3. Please check the section 2.10. of the Guidelines for Grant Applicants [↑](#footnote-ref-3)