

**Call for application - WB6 Lab**

**2019 - 2022**

This application must be completed in English ONLY and submitted

by 21/02/2020 (23.59 CET) at the latest

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

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| **APPLICANT ID** | | | | |
| Name of the Legal Entity |  | | | |
| Address and telephone no. of the Legal Entity |  | | | |
| Email address of the Legal Entity |  | | | |
| Contact Person for this project |  | | | |
| Title/Position of the Contact Person in the Legal Entity |  | | | |
| Contact details of the Contact Person  *(email and phone no.)* |  | | | |
| Registration number of the Legal Entity (or equivalent) |  | | | |
| Place of registration of the Legal Entity | City: | | Contracting Party: | |
| Year of registration of the Legal Entity |  | | | |
| Website and social media profiles of the Legal Entity | Website: | | | |
| Facebook: | | | |
| Twitter: | | | |
| Instagram: | | | |
| LinkedIn: | | | |
| Legal status | ☐ Civil Society Organisation  ☐ Private structure  ☐ Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Is your legal entity affiliated to another organisation/ company?  Please specify |  | | | |
| Members of the board (if applicable) | **Name and Surname** | **Function** | **E-mail** | **Phone** |
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| Legal entity’s annual turnoverin EUR:  Turnover is the total amount of money the legal entity worked with during one year (this can be found in the legal entity’s annual financial statements). | **2016** | **2017** | **2018** | **2019** |
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| **GENERAL ACTIVITY OF THE APPLICANT** | | |
| Mission and vision of the legal entity  What are the goals of the legal entity, your values, inspiration, dreams?  *Max 250 words* |  | |
| Legal entity’s Team members  *Present the team working in your organisation.*  *Max 250 words* |  | |
| Origin/context of the creation of the legal entity.  *Include a brief timeline explaining the steps of development of the structure and its objectives.*  *Max 250 words* |  | |
| Geographic scope.  *Is your legal entity acting at a local, national, regional, or international level?*  *Max 100 words* |  | |
| Current Human resources  *in 2019* | **Number of full time employees in the entity.** |  |
| **Number of freelancers/ volunteers/interns/ mentors** |  |
| Projects/activities related to entrepreneurship developed or currently ongoing, by the legal entity in 2018-2019-2020  *Describe up to three projects that your legal entity has worked or is currently working on.*  *Focus on activities related to the WB6 Lab project*  *thematic areas, such as:*   * *Informal education on Entrepreneurship* * *Start-up training* * *Incubation* * *Mentorship* * *Entrepreneurs competition*   *No word limitation* | **1st project / Activity** | |
| 1. Description of the Project.   *What is the objective of the project?*  *What issue does the project tackle?*  *What are the concert activities / actions related to the project?*   1. Key partners involved in the project   *Describe the technical and financial partners working with you on the project*.   1. Targeted territory and duration of the project.   *What is the geographical scope of the activity, on which period of time?*   1. Targeted and number of beneficiaries reached   *Who are the direct and indirect beneficiaries of the project? How do you reach them?*   1. Results of the project   *What are the tangible results of the project?* | |
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| **2nd project / Activity** | |
| 1. Description of the Project.   *What is the objective of the project?*  *What issue does the project tackle?*  *What are the concert activities / actions related to the project?*   1. Key partners involved in the project   *Describe the technical and financial partners working with you on the project*.   1. Targeted territory and duration of the project.   *What is the geographical scope of the activity, on which period of time?*   1. Targeted and number of beneficiaries reached   *Who are the direct and indirect beneficiaries of the project? How do you reach them?*   1. Results of the project   *What are the tangible result of the project?* | |
| **3rd project / Activity** | |
| 1. Description of the Project.   *What is the objective of the project?*  *What issue does the project tackle?*  *What are the concert activities / actions related to the project?*   1. Key partners involved in the project   *Describe the technical and financial partners working with you on the project*.   1. Targeted territory and duration of the project.   *What is the geographical scope of the activity, on which period of time?*   1. Targeted and number of beneficiaries reached   *Who are the direct and indirect beneficiaries of the project? How do you reach them?*   1. Results of the project   *What are the tangible result of the project?* | |
| Describe the experience your legal entity has with Youth by describing the most important project you had in this field  Focus on topics such as:   * *Youth empowerment* * *Informal education for the youth.* * *Exchange program* * *Youth Mobility program...* |  | |
| Communication strategy of the legal entity.  *Describe the current communication strategy and the channels the legal entity is using and its targeted audience(s).*  *Max 100 words* |  | |
| **OFFICE FACILITIES** | | |
| Describe your office facilities and equipment.  *(Location of the office, size, capacity, open space surface, training room, printer, projector, other materials…)*  *Max 100 words* |  | |
| **PROGRAM METHODOLOGIES** | | |
| If applicable, describe  the current  methodologies applied  in your program(s) to  support  youth/entrepreneurs.  (Main timeline, human  resources involved, types  of support, internal and  external events, tools and  presentation support)  *Max 250 words* |  | |

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| **LEGAL ENTITY’S ECOSYSTEM** | |
| How is your legal entity embedded in its local and/or national ecosystem?  *What makes your legal entity integrated to your local ecosystem, how is it recognized by the local institutions?*  *How do you interact with the other legal entities of your ecosystem?*  *Max 250 words* |  |
| Description of already existing, and potential partner organisations which previously worked with your legal entity and could be involved in the WB6 support program.  *(Mentors, experts, technical partners, financial partners, public institutions…)*  *Max 250 words* |  |
| From all the thematic areas that social entrepreneurship can tackle, is there some specifics thematic areas which would be important to assess in your territory/ ecosystem/ community.  *(For example: women empowerment, circular economy, education for the youth, youth employment...)*  *Max 250 words* |  |
| Is there any similar project being implemented in your ecosystem or within your legal entity?  If so, how could the WB6 Lab project complement existing projects or initiatives?  *Max 200 words* |  |
| **SUCCESSFUL FACTORS** | |
| Why would your legal entity be the ideal partner to choose for the WB6 Lab Program?  *Max 300 words* |  |
| What are the key assets of your organization that would make your support program successful?  *Max 250 words* |  |
| What are the key weaknesses that need to be improved in your legal entity to make the WB6 Lab support program successful?  *Max 250 words* |  |
| What are the risks that might get in the way of the support program succeeding, and what will you do to mitigate them?  *Max 200 words* |  |

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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 below off | |
| Yes | No |
| **Administrative** | | |
| The correct Application Form has been used |  | ☐ |
| All the documents are typed and are in English | ☐ | ☐ |
| The Declaration by the Applicant has been filled out, stamped and signed, the scanned declaration is enclosed. | ☐ | ☐ |
| All the required supporting documents such as Confirmation of Registration are enclosed. Please check Annex 1 – Supporting Documents for the full list. | ☐ | ☐ |
| An electronic version of the proposal is prepared for sending by email | ☐ | ☐ |
| **Eligibility** | | |
| Be a legal entity registered in one of the WB6, a minimum of one year prior to the launch of this Call for Applications; | ☐ | ☐ |
| Be (or have the will to become) a social entrepreneurship institution (incubator, association house, NGO, etc.); | ☐ | ☐ |
| Have a sustainable and viable economic model; the candidate should prove its sustainable financial situation. | ☐ | ☐ |
| **Qualifications and experiences** | | |
| Familiarity/experience with/in the youth employment, social entrepreneurship and social economy; | ☐ | ☐ |
| Demonstrated experience in supporting projects with a positive social and environmental impact through capacity building, mentorship, or funding programs; | ☐ | ☐ |
| Willingness to promote regional collaboration between the contracting parties of the Western Balkans and in particular the youth of the region; | ☐ | ☐ |
| Ability to be a communication platform for the project; | ☐ | ☐ |
| Ability to communicate in English and work within an international consortium. | ☐ | ☐ |