

Sub-Granting Authority: **Toplum Gönüllüleri Vakfı (TOG)**

**Stronger Voices for Better Choices -** **Youth Hub for WB&Т**



Contract Number: IPAIII/2024/459-226

Application form

Deadline for submission of full applications: **September 30th, 2025, hrs 16.00**

**General Information on the Applicant**

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| **Applicant** | |
| Name: |  |
| Address, telephone, e-mail, webpage (if any) and links of available social media pages: |  |
| Registration number: |  |
| Date of Registration: |  |
| Place of Registration: |  |
| Legal representative(s): |  |
| Contact person (name, position, e-mail and telephone) |  |
| Mission of the organization: |  |
| Target group (s) addressed by the organization: |  |
| How many staff members and volunteers does your organization have? How many employees are engaged on the employment contact base? | *Staff members:*  *Volunteers:*  *Employees:* |
| What is your annual turnover for 2024 on the level of the whole organization? |  |
| Please, name the most significant funding sources for the whole organization (up to 5 donors): |  |
| List any relevant partners you work with (organizations, institutions, businesses, etc.) and/or networks you are part of: |  |

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| **Any changes in the addresses, phone numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.** |

**ANNEX A. APPLICATION FORM**

Please complete the application form according to the guidelines included regarding each section. Applications that do not follow the given format might be disqualified**. Applications must be filled in the Times New Roman font, size 12, according to the limitations included in each section.**

1. **Summary of the Project**

Please complete the table below, which should not exceed 1 page.

|  |  |
| --- | --- |
| Title of the project | *The title of the project should be short and concise and should be linked to the project objectives and/or activities* |
| Location of the Project | *Specify the region(s), area(s) or town(s) that will benefit from the project* |
| Total duration of the Project | *Specify the duration of the project in months (not less than 6 months and not more than 12 months)* |
| LOT you are applying for (underline the applicable) | LOT 1 (with particular focus on current members of the Youth Hub for WBT Network)  LOT 2 (with particular focus on small, grassroots and local NGOs) |
| Total estimated budget for the Project | *Include the amount in EUR (with cost-share included)* |
| Amount requested from Divac Foundation (max. 90% of total project budget) | *Include the amount in EUR*  ***Lot 1: up to 8000 EUR (with cost-share included)***  ***Lot 2: up to 5000 EUR (with cost-share included)*** |
| If applicable, name any confirmed donor for the Project? |  |
| Short description of the Project team (people engaged on Project activities, their roles and responsibilities, expertise for project implementation)? |  |
| Objectives of the project | *Specific Objective* |
| Target group(s)[[1]](#footnote-1) | *Include and describe shortly the target groups(s).* |
| Final beneficiaries[[2]](#footnote-2) | *Include and describe shortly the final beneficiaries* |
| Estimated results | *Include and describe shortly the estimated results* |
| Main activities | *Include and describe shortly the main activities* |

1. **YOUR PROJECT IDEA** (max 2 pages)

|  |
| --- |
| **2.1. What is the local context that your local community is facing, and how does it impact challenges and opportunities for young people? How are young people in your environment affected by these issues?** |
|  |
| **2.2. What is the main issue/problem/constraints that your project wants to address?** |
|  |
| **2.3. What are the specific objectives of your project? What difference would it make if you reach these objectives?** |
|  |
| **2.4. Target groups - Who are the potential participants you want to bring together with this project and why? How do you plan to reach and select them? How many young people are you planning to involve?** |
|  |
| **2.5. Results and impact - What is the unique added value of your project? Please describe why you believe this project has the capacity to bring change?** |
|  |

1. **YOUR ACTIVITIES** (max 4 pages)

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| **3.1. Description of the project – What are the main activities of your project, and how will you conduct them? In which way your activities are related to the engagement of youth in political, economic and/or social life, especially those coming from marginalized groups?**  **(Please also indicate when the activities are expected to take place and mark the duration of each activity.)** |
|  |
| **3.2. How will you ensure that your participants genuinely engage in all activities considering specific of the target groups? How outcomes of your project will be measured?** |
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| **3.3. Please briefly describe the potential risks (if any) and mitigation strategies?** |
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1. **YOUR COOPERATION and SUSTAINABILITY** (max 2 page)

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| **4.1. Please briefly describe the way of communication and cooperation with other relevant institutions and organizations?** |
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| **4.2. How do you envision sustainability of the project results?** |
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1. **VISIBILITY** (max 2 pages)

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| **5.1. How will you make your project activities and results as well as Network visible, especially in the communities targeted by your project?** |
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1. **Activity plan**

The action plan will be drawn up using the following format:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |  |  | applicant |
| Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | applicant |
| Activity 3 (title) |  |  |  |  |  |  |  |  |  |  |  |  | applicant |
| Activity 4 (title) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **DECLARATION BY THE APPLICANT (Send the electronically signed, if possible. If not, print it out, sign, scan and send it together with the application form).**

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, in the proposed action, hereby declares that:

* the applicant has the sources of financing specified in the Guidelines for Applicants;
* the applicant has sufficient financial capacity to carry out the proposed project or work programme;
* the applicant certifies the legal status of the applicant, reported in this application;
* the applicant has the professional competences and qualifications specified in the Guidelines for Applicants;
* the applicant is directly responsible for the preparation, management and implementation of the action.
* the applicant is not in any of the situations excluding them from participating in contracts (to name some: conflict of interest, disrespect of human rights and core labour standards, corruption and bribery, breach of obligations, irregularities or fraud, any kind of harassment, abuse and exploitation). Furthermore, it is recognised and accepted that if the applicant participates in spite of being in any of these situations, they may be excluded from other procedures;
* the applicant is in a position to deliver the supporting documents stipulated in the Guidelines for Applicants.
* **the applicant is eligible in accordance with the criteria set out in the Guidelines for Applicants;**
* if recommended to be awarded a grant, the applicant accepts the contractual conditions;
* the applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission projects or European Union institutions has been approved by them after the submission of this grant application.

**The applicant acknowledges that if found guilty of misrepresentation, it may be subject to administrative and financial penalties under certain conditions.**

Signed on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

1. Target groups” are the groups /entities who will directly benefit from the action at the action purpose level.

   2“Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)