

Project support of civil society organizations (OCD) in Montenegro within the project

## OCD in Montenegro – from basic services to policy shaping - M'BASE

Deadline for application: 9 May 2021

### APPLICATION FORM

Applications MUST be sent via email [MBASE@cgo-cce.org](mailto:MBASE@cgo-cce.org) by 9 May 2021 until 16h00, and print versions on address: Centre for Civic Education (CCE), Bulevar Svetog Petra Cetinjskog 96/III, 81 000 Podgorica, according to instructions from the Guidelines.

|                                    |  |
|------------------------------------|--|
| <b>The number of category:</b>     |  |
| <b>Title of the project:</b>       |  |
| <b>Place of implementation:</b>    |  |
| <b>Total project budget:</b>       |  |
| <b>Name of the lead applicant:</b> |  |

## I. SUMMARY (maximum 1 page/tabular, minimal font Arial 10)

|  |  |
|--|--|
| Title of the project:                          |  |
| Place of implementation:                       |  |
| Project duration:                              |  |
| Total project budget:                          |  |
| Budget required within this call:              |  |
| Total required budget in this call in percent: | %  |
| Partner(s):                                    | Name of the partner organization ( <i>*add as many lines as partner organizations</i> ), and if there are no partner organizations put N/A |
| Objectives of the project:                     | <Overall goal><br><Specific goals>   |
| Target group(s) <sup>1</sup> :                 |  |
| Final beneficiaries <sup>2</sup> :             |  |
| Expected results:                              |  |
| Key activities:                                |  |

## II PROJECT DESCRIPTION

<sup>1</sup> "Target group (s)" are groups/entities to whom the project will have a direct influence, on the level of the project objectives.

<sup>2</sup> "Final beneficiaries" are those who have long-lasting and/or indirect benefits from the project on the level of society or sector

## 1. Justification of the project (maximum 2 pages, font Arial 10)

Please include the following information:

- **Which problem you would like to solve and why is addressing this problem important for your community?**

(Define the overall frame of the problem to which solving you are planning to contribute. Explain the specificity of the problem from the point of your organization. Note how described problems in the community are reflecting to the area of your work and how are you planning to take part in the change.)

- **How is that problem related to the goals and the priorities of this call?**

(Point out to direct connection of the project with objectives and fields listed in the Guidelines. Applications must be harmonized with the objectives and at least one field defined by the call)

- **To what extent is your project proposal relevant to the needs of the country and sectors within which activities are planned?**

(Briefly describe the current state of affairs in the country, including the political, legal and institutional context of the problem with problem analysis in the given field and include specific data, if you have any)

## 2. Description of the project and its efficiency (maximum 6 pages, font Arial 10)

Please include the following information:

### 2.1 What is the **main objective** of this project?

(Explain what will be specifically changed in your community referring to the problem if you implement this project, and who it will be useful to target group-local community)

### 2.2 Who are the **target groups** in the project? How many people will be included in the project?

(Describe in detail target groups, their needs and expected numbers of those who will be directly included. How will you inform, motivate and include your target group into a project?)

### 2.3 Who are the **final beneficiaries**?

(Describe who will benefit from this project, by which criteria project users/participants will be chosen? How are you planning to include your final beneficiaries in the project?)

### 2.4 What are the project **expected results**?

(List and describe project results. Have in mind that the results have to be measurable, in other words, that at the end of the project you can list and describe the results you have achieved, as well as that results are derived from your activity plan. Take care that the name of the results matches the results defined in the matrix of a logical frame in case that you are applying in category 2)

### 2.5 How you will know that your project is successful?

(Which **indicators** will be monitored to can check if you implemented the project successfully – in relation to project activities and your target group? Which information of the results achieved you will collect and in which manner?)

### 2.6 Which **activities** are you planning to accomplish project results and objective/s?

(Identify and describe in detail each activity that you will implement to accomplish results and goals. Take care that name and numeration of activities match with the data in the matrix of logical frame in case that you are applying in category 2)

### 2.7 What is project **sustainability**?

(Explain how sustainability will be secured after the end of the action. Thereby, make the difference among the following three dimensions of sustainability: **financial** sustainability /explain how much and from what source the activities will be financed in the future. If there is the possibility that the applicant, after the project implementation, or after spending all the funds within this call, will cover some costs, list that. Some projects and activities do not require continuation. If this is a case of your project, note and explain this fact. Then explain the **institutional** level of sustainability or what structures and how

they will secure that results of the action survive after the end of the action? Does some institution or structure take “ownership” over project results and secure their lasting after the project implementation. On the **policy level**, where applicable, explain if it, after the project implementation, will come to change of legal framework in different fields, code of conducts, methods, and similar.)

**2.8 What are the methods of the project implementation and reasons for the suggested methodology?**  
(For each activity that will be implemented within the project, suggest the method of implementation and describe it briefly)

**2.9 What is organizational structure and project team?**

(Note by function all members of the project team – i.e. Project coordinator, Project assistant, Financial manager, etc. Apart from defining the position, for each of them, briefly precise tasks and responsibilities in the project. When it comes to the partner project, list team members from the partner organization also by position and not by names)

### III PROJECT DURATION AND ACTION PLAN

Duration of the project will be \_\_\_\_\_ months.

Fill in the table with the schedule of activities in the project by months. Have in mind that the table should not contain specific dates or months, just months of the project implementation, from the first to the last, like „month 1”, „month 2” etc.

Applicants are recommended to base the estimated duration of each activity and the total period on the most possible duration and not the shortest possible one, by taking into consideration all relevant factors that may affect the implementation timetable. Activities stated in the action plan should match, in numeration and names, the activities described in section 2.6.

For project implementation, the applicant or one of the partners should be responsible (Responsible organization/person).

Example:

| Activity                                | Month |   |   |   |   |   | Implementing body                |
|---|-------|---|---|---|---|---|----------------------------------|
|   | 1     | 2 | 3 | 4 | 5 | 6 |                                  |
| Preparation of the Activity 1 (name)    |       |   |   |   |   |   | Lead applicant                   |
| Implementation of the Activity 1 (name) |       |   |   |   |   |   | Local partner                    |
| Preparation of the Activity 2 (name)    |       |   |   |   |   |   | Lead applicant and local partner |
| etc.                                    |       |   |   |   |   |   |                                  |

### IV PROJECT BUDGET

(budget is fulfilled in a separate Excel table which is part of documents for the call)

### V LEAD APPLICANT

|                                    |  |
|------------------------------------|--|
| <b>Name of the lead applicant:</b> |  |
|------------------------------------|--|

|   |   |
|---|---|
|   |   |
| <b>Abbreviated name of the lead applicant:</b>                                    |   |
| <b>Registration number:</b>   |   |
| <b>Date and place of registration:</b>  |   |
| <b>Official address:</b>  |   |
| <b>Person authorized for representation:</b>                                      |   |
| <b>Phone:</b>   |   |
| <b>Mobile phone number:</b>   |   |
| <b>E-mail address:</b>  |   |
| <b>Website:</b>   |   |
| <b>Number of employees:</b>   |   |
| <b>Number of volunteers:</b>  |   |
| <b>Experience in similar projects, in past two years (2019-2020):<sup>3</sup></b> | Project title:<br>Duration:<br>Budget:<br>Donator:<br>Accomplished results: |
| <b>Experience in similar projects, in past two years (2019-2020):</b>             | Project title:<br>Duration:<br>Budget:<br>Donator:<br>Accomplished results: |
| <b>Experience in similar projects, in past two years (2019-2020):</b>             | Project title:<br>Duration:<br>Budget:<br>Donator:<br>Accomplished results: |

**Any change of address, phone number, mobile phone and especially e-mail must be sent in written to the Centre for Civic Education (CCE). The CCE shall not be responsible if it is not able to contact lead applicant because of reasons above noted.**

#### IV DECLARATION OF LEAD APPLICANT

The lead applicant, represented by the undersigned, confirms on behalf of the applicant, as well as the project partners (if any):

<sup>3</sup> List the maximum of 5 projects (add lines if maximum 5 projects are listed) for which you consider as relevant for this call

- ✓ to take all the obligations elaborated in the Application form and to work according to principles of good partnership practice;
- ✓ that is directly responsible for project preparation and implementation with partners and not working as mediator;
- ✓ that fulfills all the conditions for submitting the project proposal, as listed in the Guidelines under points 5.1 and 5.2. (if there are project partners);
- ✓ is aware that their personal data can be the subject of an internal revision of the European revision court, or other institutions of the EU in order to save EU financial interests.

Finally, the lead applicant is fully aware of the obligation to inform the Centre for Civic Education CCE to whom submits the application without delay if the same application submitted to the other donator gets support from that donator after it is submitted to this call.

Signed on behalf of the lead applicant:

|                                      |  |
|--------------------------------------|--|
| <b>Name:</b>                         |  |
| <b>Position in the organization:</b> |  |
| <b>Signature:</b>                    |  |
| <b>Date and place:</b>               |  |

## V PARTNERS OF THE LEAD APPLICANT

### DESCRIPTION OF THE PARTNER

This must be fulfilled for **each partner organization** in accordance with section 5.2 of the Guidelines.

|  |           |
|--|-----------|
|  | Partner 1 |
| <b>Name of the partner organization:</b> |           |

|  |  |
|--|--|
| <b>Acronym:</b>  |  |
| <b>Registration number:</b>                            |  |
| <b>Date and place of registration:</b>                 |  |
| <b>Person authorized for representation:</b>           |  |
| <b>Official address:</b>                               |  |
| <b>Phone (landline and mobile):</b>                    |  |
| <b>E-mail address:</b>                                 |  |
| <b>Website:</b>  |  |
| <b>Number of employees:</b>                            |  |
| <b>Number of volunteers:</b>                           |  |
| <b>History of cooperation with the lead applicant:</b> |  |

**Important:** This Application Form must be accompanied by a signed and stamped Partnership Statement with the date for each partner in accordance with the given form.

## VI PARTNERSHIP STATEMENT

A partnership is a relation between two or more organizations that includes shared responsibilities in the implementation of activities. In order to ensure the implementation of the planned activities, the Centre for Civic Education (CCE) requires all partners to agree with the partnership principles set out below.

1. The partner must read and understand its role in the project before the project proposal is submitted to the call.
2. With this statement, the partner authorizes the lead applicant to sign a contract with the Centre for Civic Education (CCE), as Contracting Authority, and represent it in all matters with the Contracting Authority in the context of project implementation.
3. The lead applicant must regularly consult the partner and provide information about the project progress.

4. The Partner must receive copies of the reports - narrative and financial - submitted to the Contracting Authority.
5. Proposals for substantial project changes in (e.g. activities, partners, etc.) should be agreed with the partner before submitting the proposal to the Contracting Authority. When such an agreement cannot be reached, the applicant must state this when submitting the request for approval of the amendments to the Contracting Authority.

I have read and approved the content of the project proposal submitted to the Contracting Authority. I undertake to obligation to act in accordance with the principles of good partnership practice.

|                                      |  |
|--------------------------------------|--|
| <b>Name:</b>                         |  |
| <b>Organization:</b>                 |  |
| <b>Position in the organization:</b> |  |
| <b>Signature:</b>                    |  |
| <b>Date and place:</b>               |  |

## VII ASSOCIATES OF THE PROJECT APPLICANT

This must be fulfilled for each associate organization in accordance with section 5.2 of the Guidelines.

|                          | Co-worker 1 |
|--------------------------|-------------|
| <b>Full name:</b>        |             |
| <b>Legal status:</b>     |             |
| <b>Official address:</b> |             |





This project is funded  
by the European Union



|                        |  |
|------------------------|--|
| <b>Contact person:</b> |  |
| <b>Phone:</b>          |  |
| <b>E-mail address:</b> |  |
| <b>Website:</b>        |  |



Centar za građansko obrazovanje  
Centre for Civic Education

**FRIEDRICH  
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## VIII CHECKLIST

|  |   |
|--|---|
| <b>ADMINISTRATIVE DATA</b>                 | Need to be fulfilled by the lead applicant    |
| <b>Name of the lead applicant</b>          |   |
| <b>Date, place and registration number</b> |   |
| <b>Partner 1<sup>4</sup></b>               | Name:<br>Date, place and registration number: |
| <b>Partner 2</b>                           | Name:<br>Date, place and registration number: |

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<sup>4</sup> Add rows for each partner



| BEFORE SUBMITTING A PROJECT PROPOSAL, MAKE SURE THAT EACH OF THE FOLLOWING ITEMS ARE FULFILLED AND THAT COMPLY WITH THE FOLLOWING CRITERIA:  | Need to be fulfilled by the lead applicant |    |
|--|--|----|
| Project title:   | Yes  | No |
| 1. The correct application form was used (made for this call)  |  |    |
| 2. The statements of the project applicant are duly fulfilled and signed   |  |    |
| 3. One original project proposal and one copy is sent by post to the CCE's address   |  |    |
| 4. An electronic version of the project proposal was sent to <a href="mailto:MBASE@cgo-cce.org">MBASE@cgo-cce.org</a>  |  |    |
| 5. Each partner has completed a partnership statement. If you do not have a partner write N / A (not applicable)   |  |    |
| 6. The budget is attached and presented in the required format, converted into EUR   |  |    |
| 7. The logical framework matrix is fulfilled and attached (for applications of the 2nd category)   |  |    |
| 8. The duration of the project is between 6 and 12 months (minimum and maximum allowed)  |  |    |
| 9. The required funds are between € 10,000 and € 60,000 (minimum and maximum allowed)  |  |    |
| 10. The following additional documents are attached for the project applicant and partner in one copy (technical documentation): <ul style="list-style-type: none"> <li>✓ Copy of the registration of the organization</li> <li>✓ Copy of the statute of the organization</li> <li>✓ Copy of the financial report for 2020 electronically submitted to the Tax Administration</li> </ul> |  |    |