**CALL FOR APPLICATIONS FOR CULTURAL PROJECT 2019**

**Application Form**

**Deadline for submission: March 5, 2019, 00:00**

**APPLICATION FORM**

Please read carefully the Call for Applications before filling in the Application Form.

# **Information on the applicant organization (max 1 page)**

**Please fill out the main information about your organisation. The table below, together with section 1.2, should not exceed 1 page.**

|  |  |
| --- | --- |
| ***Name of the organization/individual:*** |  |
| ***Date and place of registration (only for organisations)***  |  |
| ***Mission of the organisation (only for organisations)*** |  |
| ***Number of full time/part time staff*** |  |
| ***Organisation’s total budget in the last 2 years (in euros)*** | 2018: 2017:  |
| ***Key donors to the organisation***  |  |
| ***Postal address***  |  |
| ***Telephone number: (fixed and/or mobile)*** |  |
| ***Contact person*** |  |
| ***Contact person’s email*** |  |
| ***General email***  |  |
| ***Website of the organisation*** |  |
| ***Social media pages of the organisation (provide links)*** |  |

## **1.2 Description of the applicant**

**Provide a short overview of your organization, its key programmes and activities, most important achievements to date, where the organization is based, and in which geographical locations/regions does it implement its activities.**

# **Project Information (max 4.5 pages)**

## **2.1 Project Summary (max ½ page)**

|  |  |
| --- | --- |
| **Project Name**  |  |
| **Nr. of the lot****(Please, choose ONE lot only)** | Lot 1 (up to 20,000 EUR) ☐Lot 2 (up to 10,000 EUR) ☐Lot 3 (up to 4,000 EUR) ☐ |
| **Project locations (specify region(s) or cities that will benefit from the action)** |  |
| **Cultural discipline that the project covers (i.e. theatre, art festival, performance arts, exhibition etc)** |  |
| **Project Duration**  | Starting date:End date: |
| **Funding requested from the EU (amount in Euros)**  |  |
| **Total project budget (amount in Euros)** |  |

## **2.2. Background and Justification (max ½ page)**

**Provide information on the overall situation and issues your project aims to address? In addition, please explain how will your project use cultural activities to address these issues?**

## **2.3 Relevance to objectives of the Call (max ½ page)**

**How does the project support key areas mentioned in the Call for Applications, namely decentralisation of culture, supporting partnership with public cultural institutions on local level, as well as initiatives that support marginalised groups of people, key among which are women, minorities and youth?**

## **2.4 Objectives, Activities, and Results (max 2 pages)**

**Please provide information below on project’s objectives, activities and results. Please not that results derive directly from activities, while activities derive from the objective, therefore provide an explanation how these are linked in your project. Please ensure that results are realistic and achievable within the budget and timeframe of the project. Also, please include a short resume of the main people/artists involved in the project activities.**

## **2.5 Target Group and Beneficiaries (max ½ page)**

**Who are the target groups and beneficiaries of your project? Please refer to target groups as group/ entity who will be positively affected by your project and with whom the project will work very closely, as well as for whom. On the other hand, final beneficiaries refers to those who benefits from the project in long term. Attempt to quantify the number of beneficiaries and describe the benefits to them in more detail.**

## **2.6 Sustainability (max ½ page)**

**Please provide information on how the project will be sustainable after EU’s funding is complete. Is the project a part of a larger programme of your organisation/your individual plans, and if so, how will you ensure that your cultural initiative continues successfully, in financial and other terms, beyond the scope of this project?**

# **Project duration and indicative calendar (max 1 page)**

|  |  |
| --- | --- |
| **Activity** | **Month** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| A1. |  |  |  |  |  |  |  |  |  |  |
| A2. |  |  |  |  |  |  |  |  |  |  |
| A3 |  |  |  |  |  |  |  |  |  |  |
| A4. |  |  |  |  |  |  |  |  |  |  |
| A5. |  |  |  |  |  |  |  |  |  |  |
| A6. |  |  |  |  |  |  |  |  |  |  |

**Date of application:**

**Place:**

**Organisation Director:**

**Signature (electronic):**

**APPLICATION FORM INSTRUCTIONS**

* The application form must by type in a computer. The font size of the content you provide should be in font Arial, size 10, with the margins as they are in the file.
* The application can be filled in Albanian, Serbian or English languages. The Call package is published in 3 of these languages.
* Address each of the sections in the application form. Do not exceed the suggested length. Furthermore, the more accurate, factual and succinct the content, the better. Do not fill out the suggested length for the sake of reaching the maximum. Due to large number of expected application, the shorter and accurate the information is, the better chances are that your application will be positively evaluated.
* Once the application is completed, insert the electronic signature of organisation’s director (or legal representative), export to the Word application in PDF format (preferred) or submit in Word format.
* The application form is to be sent only electronically. Other submission details are available in the Guidelines for Proposals and Call for proposals documents.
* Incomplete applications, as well as those containing false information will be automatically disqualified.

**BUDGET FORM INSTRUCTIONS**

* Please use the Budget Form provided in Qendra Multimedia website, along with other Application documentation.
* Applicants should complete a realistic budget. The bulk of this budget should to supporting the activities of the project.
* Other details about eligible and ineligible costs are provided in Guidelines to Applicants.