

GUIDELINES TO COMPLETE PROJECT APPLICATION FORMS FOR CIVIL SOCIETY ORGANISATIONS

This document serves as a guide for completing the forms necessary to submit a project application under EWI Calls for Proposals. It contains a list of required materials with explanations.

The Application consists of the following mandatory documents:

- a) Application Form
- b) Project budget
- c) Certificate of Registration

a) APPLICATION FORM

You can apply for project funding only by presenting your project using the official application form which can be downloaded from the website www.eiz.hr. Complete the form in its entirety, taking into account that the length of the final document must not exceed 6 pages. Following are explanatory notes for each of the questions on the form:

ORGANISATIONAL INFORMATION

Describe briefly the structure of your organisation.

Describe who and in what manner decisions are made, the number of regular members, the number and names of paid staff in your organisation as well as the number of volunteers.

Total income in the last two years.

Indicate the amount in EUR, or in HRK if your organisation is registered in Croatia.

Specify your three most significant donors in the last two years.

Provide the names of donors (excluding EWI) and their corresponding grant amounts.

Describe the current projects/activities of your organisation.

In no more than half a page, describe all current activities (excluding those funded by EWI).

Describe your organisation's three most important achievements.

In no more than half a page, briefly describe what and why you consider these your most important achievements.

INFORMATION ON PROJECT IMPLEMENTATION

1. Present your project in up to 100 words.

Briefly present the problem, project activities and objective(s). We suggest that you answer this question after you have completed the remainder of the application form (questions no. 2 -6). Be concise, clear and mindful of the 100 word limit.

2. Describe the problem that your project will address.

A well-defined and presented problem is the first step in determining both the desired changes and the steps necessary to achieve them. In describing the problem, reflect on why this problem is important, how you identified it, what its consequences are and who they affect. Be specific and realistic. Support the description where possible with statistical data and other relevant information. The problem should be solvable.

3. To what changes will your project contribute?

Describe what changes you expect. Be specific and realistic in your expectations and ensure that the changes described are associated with the problem presented in the previous question.

4. List and describe in detail all the activities to be carried out, and which will contribute to the aforementioned changes.

In chronological order list how, where and what you plan to do to achieve the expected changes. Be clear, concise and avoid using abbreviations. Keep in mind that planned activities should form a logical link between the described problem and expected changes.

In as much as you are planning on conducting training within the project, indicate how they will impact on the beneficiary group and on the expected changes (i.e. what skills/knowledge will be gained by the beneficiaries, and how and with which purpose they will be used in the project's subsequent activities).

5. Describe the role of all staff to be engaged in this project.

This relates only to those who will receive an honorarium.

Personnel employed in the project in which EWI's grant covers the cost of their honorariums, may only have one role in the project's activities i.e. one budget line.

6. Describe on whom the project will have an impact (directly or indirectly).

Describe the beneficiary group and include information on the number, sex, age and, where relevant, religious and ethnic affiliation.

7. Do you plan to cooperate with other civil society organisations and/or institutions during the implementation of your project?

If you plan to cooperate with other CSOs or institutions, indicate the name and type of cooperation e.g.

1. CSO XY - from this organisation we will engage trainers
2. Municipal authority XY -provision of public space free of charge

8. Would you like to share any additional information?

Here you can offer additional information that you would like to share and that is relevant to the proposed project.

b) PROJECT BUDGET

The project budget must be presented on the EWI Budget Form that can be downloaded from the website www.eiz.hr. For projects in the Republic of Croatia, the budget currency is HRK, while in all other countries it is EUR. The costs of project staff should be expressed in gross amounts and should not exceed 20% of total project value. For those who are employed and receive salaries, the unit is *month*. For those who receive a fee (e.g. as a trainer) the unit is *contract*. Administrative costs (electricity, water, rent office space, telephone, office supplies, etc.) may not exceed 15% of the total value of the project budget. Budget lines must clearly relate to the proposed project activities.

Below you will find an example of a completed budget form.

NB. Should your project be approved, your financial report must be compiled and verified either by a person employed as a bookkeeper in your organisation, or by an external bookkeeping firm with which your organisation has a signed contract and is certified to perform accounting services. If the organisation does not have its own bookkeeping procedures, it should enter into a contract with an external bookkeeping firm and included these costs in the budget.

PROJECT BUDGET					
Project title:			Start date:		
Name of organisation:			End date:		
Currency:					
no.	description of costs	unit	amount	unit amount	total
1.	Salary for project leader Ana Anić	month	1	100,00	100,00
2.	Training in nonviolent communication				
2.1.	Trainer (gross amount - ugovor o djelu)	contract	1	150,00	150,00
2.2.	Rent for training venue	day	1	50,00	50,00
2.3.	Training costs (materials, refreshments, participant travel)	participant	15	11,00	165,00
3.	Bookkeeping service XY	invoice	1	50,00	50,00
Subtotal					515,00
4.	Administration expenses (up to 15% of total budget)	project	1	90,00	90,00
TOTAL					605,00

c) CERTIFICATE OF REGISTRATION

Please attach a scan of the document that clearly indicates when your organisation was registered, where its headquarters are located, and who is authorised to represent it. Without this confirmation your application will not be taken into account.