**The Active Citizens Fund Cyprus**

**2014-2021**

**Application Form**

*Version 2*

|  |
| --- |
| **HOW TO COMPLETE THE APPLICATION FORM**  Complete each box with the information requested, using font Calibri 11-pt.  The size of each box will adapt to the volume of text typed.  Please do not change the margins of the boxes. |

**General Information**

Before completing this application form, please read the relevant **Guide for Applicants**and the **Open Call** published by the Fund Operator (FO), which contain additional information on all parts of the application process. These documents and further information such as **Frequently Asked Questions (FAQs)** can be found on the Active Citizens Fund Cyprus website: [**www.activecitizensfund.cy**](http://www.activecitizensfund.cy)

This application form should be completed by the applicant in cooperation with the project partners (if any). The application form (including Annex I) along with the relevant supporting documentation must be sent to [info@activecitizensfund.cy](mailto:info@activecitizensfund.cy) **in one electronic file**, with the file name: ACF CY\_Application\_[Lead Applicant Name]. Zipped files ending in .zip will be accepted.

The deadline for the submission of applications is **05/11/2021 at 13:00 EEST (Cyprus local time)**.

|  |  |
| --- | --- |
| **Name of Applicant Organisation:** |  |
| **Name of the Legal Representative:** |  |
| **Signature:** |  |
| **Date:** |  |

# **1. Project Summary**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Acronym** |  |
| **Project Duration** *(in months)* |  |

|  |  |
| --- | --- |
| **Project Tier** *(Tier 1 or Tier 2)* |  |
| **Total project budget (€)** |  |
| **Total grant requested (€)** |  |
| **Total number of organisations/entities involved (including applicant)** |  |

*Please provide a summary of your project* ***in English and in Greek*** *(max 400 words).*

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|  |

*Note: If your project receives funding, this summary will be published on the Active Citizens Fund Cyprus website.*

# **2. Applicant Information**

## 2.1 Organisation Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Full legal name** | *[In original language]* | | |
| *[In English]* | | |
| **Year of establishment** |  | | |
| **Legal Status** *(e.g. Association, Foundation etc.)* |  | | |
| **Registered Address** |  | | |
| **Postcode** |  | **City** |  |
| **Registration Number** |  | | |
| **Website**  *If any* |  | | |

## 2.2 Legal Representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | **First name** | |  |
| **Family name** |  | | | |
| **Function/ Position** |  | | | |
| **Working address** |  | | | |
| **Postcode** |  | | **City** |  |
| **Telephone** |  | | | |
| **E-mail** |  | | | |

## 

## 2.3 Contact Person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | **First name** | |  |
| **Family name** |  | | | |
| **Function/ Position** |  | | | |
| **Working address** |  | | | |
| **Postcode** |  | | **City** |  |
| **Telephone** |  | | | |
| **E-mail** |  | | | |

## 2.4 Description of the Οrganisation

*Provide a general description of the applicant organisation, including size, scope of work, areas of experience and competence in relation to the proposed project (max 400 words).*

|  |
| --- |
|  |

## 2.5 Previous Experience

*Identify and summarise any experience in funded or sponsored projects as coordinating or partner entity (see Guide for Applicants - Article 4.2.3 for previous experience requirements).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source of funding** | **Role**  ***(Coordinator or Partner)*** | **Project Title** | **Reference Number**  ***(If any)*** | **Budget (€)** | **Duration**  ***(From mm/yyyy to mm/yyyy)*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 2.6 Financial Resources

*If applicable (only for larger/more experienced entities, see Guide for Applicants - Article 4.2.3) fill in the following table with data showing the annual turnover of the organisation of the last three (3) years.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Annual turnover or equivalent** | **Net earnings or equivalent** | **Total balance sheet** |
| **2018** |  |  |  |
| **2019** |  |  |  |
| **2020** |  |  |  |

## 2.7 VAT Status

|  |  |  |
| --- | --- | --- |
| ***Please tick ✓ the relevant box:*** | | |
| Is your organisation exempt from paying VAT? | **YES** | **NO** |

# **3. Partner Information**

*If applicable to your project, please fill in the details below.*

## 3.1 Organisation/Entity Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | *[In original language]* | | |
| *[In English]* | | |
| **Year of establishment** |  | | |
| **Legal Status** *(e.g. Association, Foundation etc.)*  *If applicable* |  | | |
| **Registered Address**  *If applicable* |  | | |
| **Postcode** |  | **City** |  |
| **Country** |  | | |
| **Registration Number**  *If applicable* |  | | |
| **Website**  *If any* |  | | |

## 

## 3.2 (Legal) Representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | **First name** | |  |
| **Family name** |  | | | |
| **Function/ Position** |  | | | |
| **Working address** |  | | | |
| **Postcode** |  | | **City** |  |
| **Telephone** |  | | | |
| **E-mail** |  | | | |

## 3.3 Contact Person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | **First name** | |  |
| **Family name** |  | | | |
| **Function/ Position** |  | | | |
| **Working address** |  | | | |
| **Postcode** |  | | **City** |  |
| **Telephone** |  | | | |
| **E-mail** |  | | | |

## 3.4 Organisation/Entity Description

*Provide a general description of the partner organisation/entity, including size, scope of work, areas of experience and competence in relation to the proposed project (max 400 words)*

|  |
| --- |
|  |

## 3.5 Previous Experience

*Identify and summarise any experience in funded or sponsored projects as coordinating or partner entity (see Guide for Applicants – Article 4.2.3 for previous experience requirements).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source of funding** | **Role**  ***(Coordinator or Partner)*** | **Project Title** | **Reference Number**  ***(If any)*** | **Budget (€)** | **Duration**  ***(From mm/yyyy to mm/yyyy)*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 3.6 Financial Resources

*If applicable (only for larger/more experienced entities, see Guide for Applicants - Article 4.2.3) fill in the following table with data showing the annual turnover of the organisation/entity of the last three (3) years.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Annual turnover or equivalent** | **Net earnings or equivalent** | **Total balance sheet** |
| **2018** |  |  |  |
| **2019** |  |  |  |
| **2020** |  |  |  |

***Please repeat sections 3.1-3.6 for each Project Partner***

# **4. Project Description**

## 4.1 Project Title

|  |
| --- |
|  |

## 4.2 Project Outcomes

*Indicate below which outcomes apply to your project.*

*Applicants must select* ***αt least one output of the chosen Thematic Outcome*** *(Outcome 1 or Outcome 2)* ***and******at least one output of the******Mandatory******Outcome 3*** *(Enhanced capacity and sustainability of civil society (organisations and the sector)).*

*Projects must fulfil* ***at least one indicator*** *for each selected output.* *If the applicant offers additional indicators, these additional indicators should also be directly related to the specific objective/project output chosen.*

*Please indicate the* ***target value[[1]](#footnote-2)*** *for each selected indicator*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome 1 & Outputs** | **Indicators** | **Mark ✓ if applicable** | **Source of Verification** | **Target Value** |
| **Outcome 1**  **Increased citizen participation in civic activities** | *Number of people engaged in participatory processes initiated by a public decision-making body* | |  | | --- | |  | | *Project Promoters’ (PPs’) records* | *This specific target value will be filled by the FO* |
| **Output 1.1**  Enhanced citizens’ awareness about the role of the CSOs in society | *Number of awareness raising campaigns carried out* | |  | | --- | |  | | *PPs’ records* |  |
| *Number of people reached through awareness campaigns and other actions about the role of CSOs in society* | |  | | --- | |  | | *Attendance sheets*  *PPs’ records* |  |
| **Output 1.2**  Civic engagement and volunteerism fostered | *Number of CSO initiatives jointly implemented by Turkish Cypriot (Τ/C) and Greek Cypriot (G/C) entities promoting civic participation and volunteerism* | |  | | --- | |  | | *Call results*  *Attendance sheets*  *PPs’ records* |  |
| **Output 1.3**  Civic and human rights education supported | *Number of CSOs providing civic and human rights education (non-formal and formal education)* | |  | | --- | |  | | *PPs’ records* |  |
| *Number of people educated about civic and human rights (formal and non-formal)* | |  | | --- | |  | | *Survey results Attendance sheets*  *PPs’ records* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome 2 & Outputs** | **Indicators** | **Mark ✓ if applicable** | **Source of Verification** | **Target Value** |
| **Outcome 2**  **Vulnerable groups empowered** | *Number of beneficiaries of services provided or improved* | |  | | --- | |  | | *PPs’ records* | *This specific target value will be filled by the FO* |
| **Output 2.1**  Outreach to and empowerment of vulnerable groups supported | *Number of vulnerable individuals from both communities (Greek Cypriot (G/C) and Turkish Cypriot (T/C)) trained in advocating for their needs/the needs of their communities* | |  | | --- | |  | | *Attendance sheets*  *PPs’ records* |  |
| **Output 2.2**  New or improved methods and approaches of inclusion of vulnerable groups into community promoted | *Number of new or improved methods/approaches developed by supported CSOs for inclusion of vulnerable people* | |  | | --- | |  | | *PPs’ records* |  |
| *Number of vulnerable individuals informed about new or improved methods/approaches for inclusion* | |  | | --- | |  | | *Attendance sheets*  *PPs’ records* |  |
| *Number of supported CSOs conducting research, analysis and data collection with the aim to improve their support to vulnerable group* | |  | | --- | |  | | *PPs’ records* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome 3 & Outputs** | **Indicators** | **Mark ✓ if applicable** | **Source of Verification** | **Target Value** |
| **Outcome 3**  **Enhanced capacity and sustainability of civil society (organisations and the sector)** | *Share of CSOs with transparent and accountable governance* | |  | | --- | |  | | *Survey results* | *This specific target value will be filled by the FO* |
| *Share of joint initiatives conducted by CSOs in collaboration with other CSOs* | |  | | --- | |  | | *Survey results* | *This specific target value will be filled by the FO* |
| **Output 3.1**  Capacity building provided to CSOs and informal groups | *Number of CSO and informal groups staff, representatives and volunteers participating in capacity building and learning initiatives* | |  | | --- | |  | | *Attendance sheets*  *PPs’ records* |  |
| **Output 3.2**  Partnerships and networks among CSOs developed or sustained | *Number of partnerships between established and less experienced CSOs* | |  | | --- | |  | | *PPs’ records* |  |
| *Number of CSOs participating in experience sharing and networking events* | |  | | --- | |  | | *PPs’ records* |  |
| *Number of new or improved methods/approaches, jointly developed by Turkish Cypriot (T/C) and Greek Cypriot (G/C) entities, to support bicommunal cooperation* | |  | | --- | |  | | *PPs’ records* |  |

*Describe the specific objectives of your project and explain how they contribute to the overall objective and the selected outcomes and outputs of the Programme (max 400 words).*

|  |
| --- |
|  |

*Clearly identify and describe the project activities that will contribute to achieving the selected indicators (max 1000 words).*

|  |
| --- |
|  |

*Provide a brief description of the main capacity needs of the applicant, the project partners (if applicable) and the needs of the civil society sector in Cyprus that the proposed project will address (max 400 words):*

|  |
| --- |
|  |

## 

## 4.3 Target Groups

*List the expected target group(s) for your project. Please include both end beneficiaries[[2]](#footnote-3) and intermediaries[[3]](#footnote-4).*

*You can add more lines to the list below, according to your needs.*

|  |
| --- |
| **End Beneficiaries** |
|  |
|  |
|  |
|  |
| **Intermediaries** |
|  |
|  |
|  |
|  |

*Briefly describe the challenges and needs of the listed target groups that the project will address, related to the project’s objectives and expected outcomes (max 400 words).*

|  |
| --- |
|  |

## 

## 4.4 Project Partnership

*If applicable to your project, please fill in the details below.*

*Describe how the project partners were selected and their relevance to the project (max 400 words).*

|  |
| --- |
|  |

*Give details of the proposed project partnership including a clear description of the assigned roles of each entity (applicant and partner) involved in the project (max 400 words).*

|  |
| --- |
|  |

## 4.5 Key Project Staff

*List the key persons involved in the project (from both applicant and partner organisations/entities) and provide a short description for each, outlining their skills and expertise. (Max 400 words).*

|  |
| --- |
|  |

## 4.6 External Collaborators

*Specify (if any) the allocation of tasks to third parties (external to the Applicant/ Partner) and provide a justification for the collaboration or subcontracting, by explaining how they bring an added value to the implementation of the project activities (max 400 words).*

|  |
| --- |
|  |

# **5. Work Plan**

*Describe the work plan for the proposed project by completing the tables below.*

## 5.1 Work Packages

*There should be* ***one Work Package (WP) for Project Management****.*

*There should also be* ***one Work Package assigned to the chosen Thematic Outcome*** *(Outcome 1 or Outcome 2) and* ***one Work Package assigned to the Mandatory Outcome*** *(Outcome 3).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package 1:** | **Project Management** | | | |
| **Work package Objectives:**  *Briefly describe the objectives of this work package* | | | | |
|  | | | | |
| **List of Activities:**  *Describe the activities regarding project management (e.g., preparation of progress reports, coordination meetings, decision-making procedures, team meetings etc.)*  *Add more rows to the table for any additional activities.* | | | | |
| ***Activity title:*** | | ***Brief description of activity:*** | | ***Duration:*** *(e.g. M1-M3)* |
| 1.1 | |  | |  |
| 1.2 | |  | |  |
| 1.3 | |  | |  |
| 1.4 | |  | |  |
| **List of Deliverables:**  *Provide a brief description of the deliverables for this work package (e.g. progress reports, interim financial reports, coordination meeting minutes, etc.)*  *All progress reports should be included as deliverables of Work Package 1. (See Guide for Applicants – Article 9.4)*  *Add more rows to the table for any additional deliverables.* | | | | |
| ***Deliverable title:*** | | ***Format:*** *(e.g. digital, printed, online etc.)* | ***Brief description:*** | ***Month of completion:*** *(e.g. M3)* |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package 2:**  *Keep the one that applies* | **Outcome 1: Increased citizen participation in civic activities**  **or**  **Outcome 2: Vulnerable groups empowered** | | | |
| **Work package Objectives:**  *Briefly describe the objectives of this work package* | | | | |
|  | | | | |
| **List of Activities:**  *Describe the activities included in this Work Package.*  *Add more rows to the table for any additional activities.* | | | | |
| ***Activity title:*** | | ***Brief description of activity:*** | | ***Duration:*** *(e.g. M1-M3)* |
| 2.1 | |  | |  |
| 2.2 | |  | |  |
| 2.3 | |  | |  |
| 2.4 | |  | |  |
| **List of Deliverables:**  *Provide a brief description of the deliverables for this work package (e.g., handbook, curriculum, training, event, campaign, report etc.)*  *Add more rows to the table for any additional deliverables.* | | | | |
| ***Deliverable title:*** | | ***Format:*** *(e.g. digital, printed, online etc.)* | ***Brief description:*** | ***Month of completion:*** *(e.g. M3)* |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package 3:** | **Outcome 3: Enhanced capacity and sustainability of civil society (organisations and the sector)** | | | |
| **Work package Objectives:**  *Briefly describe the objectives of this work package* | | | | |
|  | | | | |
| **List of Activities:**  *Describe the activities included in this Work Package.*  *Add more rows to the table for any additional activities.* | | | | |
| ***Activity title:*** | | ***Brief description of activity:*** | | ***Duration:*** *(e.g. M1-M3)* |
| 3.1 | |  | |  |
| 3.2 | |  | |  |
| 3.3 | |  | |  |
| 3.4 | |  | |  |
| **List of Deliverables:**  *Provide a brief description of the deliverables for this work package (e.g., handbook, curriculum, training, event, campaign, report etc.)*  *Add more rows to the table for any additional deliverables.* | | | | |
| ***Deliverable title:*** | | ***Format:*** *(e.g. digital, printed, online etc.)* | ***Brief description:*** | ***Month of completion:*** *(e.g. M3)* |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

## 5.2 Timetable

*Mark the cells on the table by highlighting them, to specify the duration in months of each Work Package and its relevant activities.*

*Add more rows to the table for any additional activities.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package/activity title | **DURATION (months)** | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| WP1: Project Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP2: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.3: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP3: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.1: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.2: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.3: … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## 5.3 Project Communication Plan

*Please summarise the communication activities related to your project in the following table (see Guide for Applicants -Article 6.1 for the relevant requirements).*

*The communication plan should be comprehensive and include direct reference to the target groups and the means of communication selected to reach them. Communication activities may include, but not limited to advertising and awareness raising campaigns, adverts shared on social media to promote the ACF Project, the setting up of billboards and printing of any other promotional material.*

*Any financial information disclosed in this table should tally with the financial information given in Annex I - Project Budget.*

*Add more rows to the table for any additional communication activities.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Main Communication Activity** | **Target Audience** | **Communication Channels** | **Estimated duration** | **Estimated Resources (Financial and Human)** | **Entity (applicant or partner) responsible for this Activity** | **Objectives this activity contributes to** |
| *Activity 1:* |  |  |  |  |  |  |
| *Activity 2:* |  |  |  |  |  |  |
| *Activity 3:* |  |  |  |  |  |  |

## 5.4 Risk Management

*Describe the potential foreseen risks in the implementation of the project and the actions that you plan to undertake to mitigate them (how you will lower the likelihood and/or the impact of each risk).*

*Add more rows to the table for any additional foreseen risks.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk no.** | **Description of risk** | **Likelihood**  *(low/medium/high)* | **Impact**  *(low/medium/high)* | **Risk mitigation plan** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

# **6. Project Budget**

## 6.1 Estimated Budget Breakdown

*Applicants must submit the* ***Project Budget*** *table found in* ***Annex I*** *of the application form and provide the budget summary below:*

|  |  |
| --- | --- |
| Total Project Budget: | € |
| Total Grant requested: | € |

**Budget per Work Package** *(according to Annex I)*

|  |  |
| --- | --- |
| WP1: Project Management | € |
| WP2: Outcome 1 or Outcome 2 | € |
| WP3: Outcome 3 | € |

# **7. Impact and Sustainability**

## 7.1 Project Impact

*Describe the expected impact of the proposed project on its target groups (max 400 words).*

|  |
| --- |
|  |

## 7.2 Project Sustainability

*Describe how the project impact will continue after the end of the project, indicating how the target groups will be involved in the sustainability of the project (max 400 words).*

|  |
| --- |
|  |

# **8. Checklist for Applicants**

|  |  |
| --- | --- |
| **CHECKLIST FOR APPLICANTS**  **Applicants must verify that their application is complete using the present Checklist for Applicants. Please mark each box with yes or no accordingly.** | **Yes/No** |
| **Administrative criteria**  **→ In case of failure to comply with the administrative criteria, the application will be rejected.** | |
| Application is submitted by the deadline: 05/11/2021 at 13:00 EEST (Cyprus local time). |  |
| Application (application form including Αnnex I along with the relevant supporting documentation) is submitted by e-mail to: [info@activecitizensfund.cy](mailto:info@activecitizensfund.cy) in one electronic file, with the file name: ACF CY\_Application [Lead Applicant Name]. Zipped files ending in .zip will be accepted. |  |
| The application form is duly signed on the first page, by the applicant’s legal representative. |  |
| All mandatory fields in the application form and Αnnex I are submitted on predefined forms in either English **or** Greek. Only one language is used when completing the relevant forms (English or Greek). |  |
| **Application Eligibility Criteria**  **→ All applications must comply with the eligibility criteria.** | |
| The requested grant amount is within the permissible limits provided in the Open Call (for Tier 1 and Tier 2 projects respectively). |  |
| The project duration is within the permissible limits provided in the Open Call (for Tier 1 and Tier 2 projects respectively). |  |
| A range of 20-25% of the grant is allocated to capacity building activities (under Outcome 3). |  |
| For Lead or Sole Applicants that are larger/more experienced entities: Submission of one application under Tier 1. |  |
| For Lead or Sole Applicants that are smaller/less experienced entities: Submission of one application under Tier 2. |  |

|  |  |  |
| --- | --- | --- |
| **Supporting Documentation**  **→ All applications must be accompanied by the supporting documentation in order to prove compliance with the eligibility criteria (see Section 3 of the Open Call and Article 4 of the Guide for Applicants).** | | |
| **Supporting Documentation** | **Applicable To:** | **Yes/No** |
| Registration Document proving that the applicant is legally registered with the competent authority of the Republic of Cyprus. | *Lead Applicants/ Sole Applicants* |  |
| Registration Document proving that the project partner is legally registered with the competent authority of the Republic of Cyprus or any other country[[4]](#footnote-5). | *Project Partners* |  |
| Letter from the Registrar for eligible entities established under the legal and regulatory framework governing the establishment of Foundations, Associations and Clubs (Law 104(Ι)/2017 and its relevant amendments). | *Lead Applicants/ Sole Applicants and Project Partners* |  |
| An electronic copy of the signed decision of the applicant’s decision-making body, clearly indicating the legal representative. | *Lead Applicants/ Sole Applicants* |  |
| An electronic copy of the signed decision of the partner’s decision-making body[[5]](#footnote-6), clearly indicating the (legal) representative. | *Project Partners* |  |
| An electronic copy of the signed Applicant’s Declaration. Please use the relevant template available on the Programme website: [www.activecitizensfund.cy](http://www.activecitizensfund.cy) | *Lead Applicants/ Sole Applicants* |  |
| For informal, ad hoc and self-help organisations, and CSOs that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus: An electronic copy of the Declaration of Project Partner’s Status. Please use the relevant template available on the Programme website: [www.activecitizensfund.cy](http://www.activecitizensfund.cy) | *Project Partners* |  |
| For larger/more experienced entities: Audited accounts/financial statements of the last three (3) years. | *Lead Applicants/ Sole Applicants and Project Partners* |  |
| An electronic copy of the Partnership Commitment Declaration. Please use the relevant template available on the Programme website: [www.activecitizensfund.cy](http://www.activecitizensfund.cy) | *Lead Applicants and each Project Partner* |  |

# **9. Data Protection**

*Personal data transmitted to the NGO Support Centre and GrantXpert Consulting Ltd as the Fund Operators within the scope of the implementation of projects financed by the Active Citizens Fund Cyprus will be processed by the Fund Operator and by the Selection Committee - mandated to implement, monitor, and execute payments, control and audit the project - in accordance with the Law providing for the Protection of Natural Persons with regard to the Processing of Personal Data and for the Free Movement of such Data of 2018 (Law 125(I)/2018) and the General Data Protection Regulation (2016/679) (GDPR).  For any data protection queries please send an email to* [*info@activecitizensfund.cy*](mailto:info@activecitizensfund.cy)*.*

1. For example, for the indicator ‘Number of awareness raising campaigns carried out’ the target value is the number of campaigns expected to be carried out during the implementation of the proposed project and that relate to the chosen output. [↑](#footnote-ref-2)
2. Individuals, groups or entities expected to reap tangible benefits of an intervention. All projects have end beneficiaries. [↑](#footnote-ref-3)
3. Groups (professions or entities) the project seeks to influence or involve in the project implementation, in order to achieve results for the end beneficiaries. Not all projects work with intermediaries. [↑](#footnote-ref-4)
4. This does not apply to CSOs that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus. [↑](#footnote-ref-5)
5. For Civil Society Organisations, decision-making bodies are considered: Board of Directors or otherwise, depending on the type of organisation.

   For ιnformal groups, ad hoc and self-help, and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus, decision-making bodies are considered: at least two representatives of the organisation (one being the representative eventually signing the project partnership agreement).    [↑](#footnote-ref-6)