**The Active Citizens Fund Cyprus**

**2014-2021**

**BILATERAL COOPERATION INITIATIVES**

**Application Form**

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| **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. Make sure that you do not exceed the **maximum** allowed number of 10 pages (cover page not included).  The Application form must be completed in English. |

**General Information**

Before completing this application form, please read the relevant **Call for Bilateral Cooperation Initiatives**published by the Fund Operator (FO), which contains additional information on all parts of the application process. This document can be found on the Active Citizens Fund Cyprus website: <https://activecitizensfund.cy/en-us/Open-Calls/Bilateral-Cooperation-Initiatives>

This application form should be completed by the applicant in cooperation with the partner(s). The application form 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: “Bilateral Initiative\_Application\_[Lead Applicant Name]”. Zipped files ending in .zip will be accepted.

The deadline for the submission of applications is **14/05/2023 at 23:59 EEST (Cyprus local time)**.

# **1. INFORMATION ABOUT THE APPLICANT**

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| --- | --- | --- |
| **Full organisation name and its abbreviation** | |  |
| **Full organisation name in English** | |  |
| **Registration Number** | |  |
| **Legal status** | |  |
| **Country** | |  |
| **Registration address** | |  |
| **Address for correspondence** *(if different from registration address)* | |  |
| **Legal representative** | **Position** |  |
| **Name, Surname** |  |
| **Phone No.** |  |
| **E-mail** |  |
| **Contact person** | **Position** |  |
| **Name, Surname** |  |
| **Phone No.** |  |
| **E-mail** |  |
| **Organisation website and/or FB page address** | |  |
| **Please provide a short description of your organisation goals and main activities:**  *(max. 700 characters including spaces)* | |  |

# **2. INFORMATION ABOUT THE PARTNER(S)**

*Please specify which organisation(s) you seek to attract for the partnership. Each partner must be described in a separate table. Please copy a table for each partner, if needed.*

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| **Full organisation name and its abbreviation** | |  |
| **Full organisation name in English** | |  |
| **Registration Number** | |  |
| **Legal status** | |  |
| **Country** | |  |
| **Address** | |  |
| **Legal representative** | **Position** |  |
| **Name, Surname** |  |
| **Phone No.** |  |
| **E-mail** |  |
| **Contact person** | **Position** |  |
| **Name, Surname** |  |
| **Phone No.** |  |
| **E-mail** |  |
| **Organisation website and FB page address** | |  |
| **Please provide a short description of your organisation goals and main activities:**  *(max. 700 characters including spaces)* | |  |

# **3. DESCRIPTION OF BILATERAL COOPERATION INITIATIVE**

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| **Initiative title:** |
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| **Duration of the initiative *(in months)* and indicative start date (DD-MM-YYYY):**  *Please consult the Call for Bilateral Cooperation Initiatives, Chapter 9, for the Indicative Call Timeline before suggesting an indicative start date of the initiative.* |
|  |
| **Describe the initiative and its objective(s). List the activities planned (*see Call for Bilateral Cooperation Initiatives, Chapter 3*) and indicate the targeted number of participants. Please describe the preliminary sequence of the activities. List communication actions that will be taken to publicise the initiative.** |
| *Description of the initiative (context, challenges/problem area, target group, etc.)* |
| *Objective(s) of the initiative* |
| *Activities planned and indicative targeted number of participants. Preliminary sequence of activities in the period foreseen.* |
| *Please list the communication actions that you plan for publicity of the bilateral cooperation initiative (e.g., post in FB, publishing photos and video, articles, interview, initiation of radio reportages, press releases, etc.)* |

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| **Please describe how the initiative contributes to the aims of the Call:**   * Establishment of cooperation and partnerships between CSOs in the Republic of Cyprus and entities from the Donor States. * Development and implementation of initiatives for cooperation, networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between civil society organisations and other entities in the Beneficiary States and in the Donors States. * Enhancement of the capacity and sustainability of civil society (organisations and the sector) in the Republic of Cyprus and in the Donor States. |
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| --- | --- |
| **Please select one outcome of the ACF programme (*mark with X*):** | |
| **Outcome 1**. Increased citizen participation in civic activities |  |
| **Outcome 2**. Vulnerable groups empowered |  |
| **Please describe how your initiative contributes to the chosen outcome of the ACF programme:** | |
|  | |

# **4. IMPACT AND SUSTAINABILITY OF BILATERAL COOPERATION**

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| **Please justify the choice of your partner(s) and describe their responsibilities in the implementation of the initiative:** |
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| **Please describe how this initiative will contribute to the continuation of bilateral cooperation and to what extent the results of this initiative (and knowledge acquired) may be beneficial to the organisations involved in the future:** |
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# **5. BUDGET OF BILATERAL COOPERATION INITIATIVE**

*Plan your initiative budget realistically and economically, based on reasonable market prices. All expenditure must have clear and direct link to the implementation of activities planned[[1]](#footnote-2). Requested grant size should be adequate to the expected results.*

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| **EXPENSES**  *You can insert new lines, if needed* | **SHORT DESCRIPTION**  *Specify the expense (clearly indicating the calculating method)* | **TOTAL COST, EUR** |
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|  |  |  |
| Indirect Costs (Up to 15% of direct eligible staff costs)[[2]](#footnote-3) |  |  |
|  | **TOTAL:** |  |

# **6. Checklist for Applicants**

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| **CHECKLIST FOR APPLICANTS**  **Applicants must verify that their application is accompanied by the appropriate supporting documentation, using the present Checklist for Applicants. Please mark each box with yes or no accordingly.** | **Yes/No** |
| Copy of registration document proving that the **Applicant** is legally registered with the competent authority of the Republic of Cyprus, scanned in .pdf format or with the competent authority of the Donor State(s) (scanned in .pdf format and accompanied by an unofficial translation in English) |  |
| Copy of registration document proving that the **Partner** is legally registered with the competent authority of the Republic of Cyprus (scanned in .pdf format) or with the competent authority of the Donor State(s) (scanned in .pdf format and accompanied by an unofficial translation in English) |  |
| Applicant declaration, signed, stamped (if applicable) and scanned in .pdf format |  |
| Letter of intent providing the objectives of the bilateral cooperation initiative and the partnership, signed by the legal representative of the partner entity, stamped (where applicable) and scanned in .pdf format |  |

# **7. 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 - 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)*.*

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*Name, surname of the Legal Representative of the Applicant organisation, signature, date, stamp (if applicable)*

1. Examples of expenses: Registration fees and travel costs for participation in conferences, seminars, courses, meetings and workshops, as well as the acquisition of support materials needed for this purpose; Travel costs concerning study visits abroad, to facilitate collaboration and exchange of information between Cyprus CSOs and entities in any of the Donor States; Travel costs and fees for expert exchanges; Costs of organising conferences, seminars, courses, meetings and workshops; Publicity and communication activities; Staff Costs; Indirect Costs. [↑](#footnote-ref-2)
2. A % applied should be indicated here and the amount calculated as:

   XX% x direct eligible staff cost [↑](#footnote-ref-3)