

**The Active Citizens Fund 2014-2021**

**Grant Application Form**

**CALL 2**

|  |  |
| --- | --- |
| **Project Title:***[max 10 words]* |  |

|  |  |
| --- | --- |
| **Name of Applicant** **Organisation:** |  |

|  |  |
| --- | --- |
| **Date:**  |  |
| **Signature Applicant:**  |  |
| **Signature Partner/s:** |  |

Fund operated by:



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# **Section 1 – Information on the Project Applicant/Partners**

##  Applicant Organisation’s Details

|  |  |
| --- | --- |
| **Name of organisation** *[Full legal name]* |  |
|  |  |
| Registered postal address*[Including the postcode]* |  |
|  |  |
| Website*[if any]* |  |
|  |
| VO certificate number of applicant |  |

### 1.1.1 Information about the Project Applicant

|  |  |
| --- | --- |
| **Legal representative***[Title, name and surname]* |  |
|  |  |
| Position within organisation |  |
|  |  |
| Phone number |  |
|  |  |
| Mobile number |  |
|  |  |
| Email address |  |

### 1.1.2 The Contact Person[[1]](#footnote-2)

|  |  |
| --- | --- |
| **Contact person** / **Project coordinator** *[Title, name and surname]*  |  |
| Position within organisation |  |
|  |  |
| Phone number |  |
|  |  |
| Mobile number |  |
|  |  |
| Email address |  |

##

### 1.1.3 VAT status of Project Applicant

|  |
| --- |
| *Choose from the list below [please tick ✓ the relevant box]:* |
| Is VAT recovered from Government?  |  YES NO  |
| If NO, please attach declaration from VAT Department stating un-recoverability of VAT  |
|  **If YES, please attach a copy of VAT Certificate. VAT Registration No.:**  |

## 1.2 Project Partner/s Details[[2]](#footnote-3)

Will the project be implemented in partnership with project partners? [please tick ✓ the relevant box]

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **YES**, please fill in the details below *[repeat for each Project Partner]*:

3

Will the partner/s be recipient of funds? [please tick ✓ the relevant box]

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If the answer is YES, please fill in the details below:

|  |  |
| --- | --- |
| **Name of project partner** |  |
|  |  |
| Registered postal address*[including the postcode]* |  |
|  |  |
| Website *[if any]* |  |
|  |  |
| Contact person |  |
|  |  |
| Position within organisation/entity |  |
|  |  |
| Phone number |  |
| Email address |  |
|  |
| Legal status/form of activity[[3]](#footnote-4) |  |

|  |  |
| --- | --- |
| VO number in case of Voluntary Organisations |  |

If the answer is **NO, the partner/s will not be recipient of funds** please fill in the details below:

|  |  |
| --- | --- |
| **Name of project partner** |  |
|  |  |
| Name of contact person |  |

Give details of proposed project partnership including how the project partners were identified, their role and their relevance to the project:

|  |
| --- |
|  |

##  Operational Framework

### 1.3.1 Applicant Organisational Framework

Please describe the organisational structure of the applicant organisation.

Kindly provide an up-to-date organigram **[Organigram 1 – Applicant Organisational Framework]** as an attachment to this application.

|  |
| --- |
| *Applicant Organisational Framework* |
| *To be attached: Organigram 1 – Applicant Organisational Framework* |

### 1.3.2 Project Organisational Framework

Please describe the project organisational structure. If partners are included in the project, please give details of the roles that each partner will be assigned, the terms of engagement of the key personnel that will be involved in the project and their roles and responsibilities within the project.

Kindly also indicate the measures of control you intend to adopt to monitor the performance of staff from partner organisations (given that responsibility remains in the hands of the project applicant).

Kindly provide an organigram **[Organigram 2 – Project Organisational Framework Partnership Framework]** outlining the responsibilities mentioned above.

|  |
| --- |
| *Project Organisational Framework* |
| *To be attached: Organigram 2 – Project Organisational Framework* |

### 1.3.3 Experience in project funding over last 3 years [[4]](#footnote-5)

Identify and summarise any experience, within the last 3 years, in projects co-financed by the EU and any other funding mechanism over the last three years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Fund** | **Applicant or Partner** **(Please specify)**  | **Name of Project** | **Reference Number** | **Funds Received (€)** | **Year of Award** | **Status of Project Ongoing or Terminated****(Please specify)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Please replicate the above table for each project partner (where applicable).*

# **Section 2 – Programme Results Framework**

## 2.1 Programme Results Framework

**Results** are the outputs, outcomes and impacts of an intervention or a programme.

The results framework captures the essential elements of the logical and expected cause-effect relationships among outputs, outcomes and impact (Programme Area Objective) of the results chain.



**Outputs** are the products, capital goods, and services delivered by a project to the direct target group. Outputs are easy to attribute directly to the resources used and the activities performed. **Outcomes** are the (short and medium-term) effects of an intervention’s outputs on the intermediaries or end beneficiaries. Outcomes are not as easy to attribute directly, but there is a logical link between the outputs and the corresponding outcome.

Each outcome and output have at least one indicator. **Indicators** are a metric for performance monitoring and results measurement. All indicators have a unit of measurement as well as a source of verification. All indicators also have a baseline value and a target value when the programme is designed. The baseline value is the value for the indicator before or at the start or the programme. The target value is the aim for the indicator at the end of the programme. After the related activities are implemented, the indicators are updated with an achievement value. The achievement value can then be compared to the target value, to see if the target was achieved.

**2.1.1 Programme**

##

The project **must** contribute towards the **overall aim** of the ACF Programme, i.e. ***Civil society and active citizenship strengthened and vulnerable groups empowered.***

This overall aim has an indicator, as shown in the table below. This indicator must be measured and reported against during the implementation of the project. Therefore, this indicator must be kept in mind when the project is being designed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expected programme results** | **Indicator** | **Unit of measurement** | **Source of verification** | **Mark****✓****if applicable** |
| **Overall aim of ACF Programme** | **Civil society and active citizenship strengthened, and vulnerable groups empowered** | Number of people engaged in civil society organisation activities[[5]](#footnote-6) (disaggregated by age, gender, migrant status) | Number | Project Promoters’ records, Attendance sheets, Petition signatures  |

|  |
| --- |
| **✓** |

*(All projects will report against this indicator during implementation)* |

The project **must** also contribute towards the **specific outcome** of the Programme ***Increased citizen participation in civic activities.***

All projects will report against the indicator ***Number of incidents of human rights violations identified and reported****:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcome** **of** **ACF** **Programme** | **Increased citizen participation in civic activities** | **Number of incidents of human rights violations identified and reported** | Number | Project promoters' records; Formal acknowledgement of human rights violation reports |

|  |
| --- |
| **✓** |

*(All projects will report against this indicator)* |

The other two indicators ***Number of national policies and law influenced*** and ***Number of public institutions directly involving citizens in the decision-making process*** will only be reported upon if they are applicable to the project (as indicated in the table below).

*In the table below please tick [* ✓ *] the indicators that your project will address [if applicable]:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expected programme results** | **Indicator** | **Unit of measurement** | **Source of verification** | **Mark****✓****if applicable** |
|  |  | **Number of national policies and law influenced** | Number | Formal responses, acknowledgement of input to consultations, Informal feedback, Survey responses  |

|  |
| --- |
|  |

*(To be reported upon if applicable to the project)* |
| **Number of public institutions directly involving citizens in the decision-making process**  | Number | Project promoters’ records |

|  |
| --- |
|  |

*(To be reported upon if applicable to the project)* |

The aims of the project must be in line with **one or more** of the outputs listed in the table below [Output 1, 2 and/ or 3]. Applicants must tick [ ✓ ] the output/s that the project will be addressing. The projected results of the project must be guided by the indicator/s that need to be measurable and verifiable.

*In the table below please tick [* ✓ *] the output/s that your project will address:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expected programme results** | **Indicator** | **Unit of measurement** | **Source of verification** | **Mark****✓****if applicable** |
| **Output 1** | Civic participation supported | Number of civil society education initiatives on civic participation supported | Number | Project promoters’ records; Fund Operator's records |

|  |
| --- |
|  |

 |
| Number of supported civil society education initiatives on critical thinking and healthy debate  | Number | Project promoters' records; Fund Operator's records |

|  |
| --- |
|  |

 |
| **Output 2** | General public and CSOs educated in media literacy | Number of CSO staff trained in media literacy (disaggregated by gender) | Number | Project Promoters’ records, Attendance sheets or online enrolment records |

|  |
| --- |
|  |

 |
| Number of people educated in media literacy[[6]](#footnote-7) (disaggregated by gender, migrant status) | Number | Attendance sheets or online enrolment records |

|  |
| --- |
|  |

 |
| **Output 3** | Advocacy for increased citizen involvement in public decision-making supported | Number of advocacy initiatives on increased citizen involvement in public decision-making supported | Number | Project promoters’ records; Fund Operator's records |

|  |
| --- |
|  |

 |

*Please indicate whether the project has a bilateral component [i.e. a partnership with a donor state (Norway, Iceland or Liechtenstein):*

|  |  |
| --- | --- |
| * YES *[* ✓ *]*
 |  |
| * NO *[* X *]*
 |  |

*All projects that have a bilateral component will report against the indicators listed below (included for information only). The data will be gathered by the FMO directly through surveys that will be administered during the implementation of the project.*

|  |  |  |
| --- | --- | --- |
| **Bilateral outcome** | Enhanced collaboration between beneficiary and donor state entities involved in the programme | Level of satisfaction with the partnership (disaggregated by State type) |
| Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by State type[[7]](#footnote-8)) |
| Share of cooperating organisations that apply the knowledge acquired from bilateral partnership (disaggregated by State type) |
| Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches  |
| Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches |

## 2.2 Links with the Programme Areas Selected

In the box below, give a brief description and justification of how the project fits in with the Areas of Support[[8]](#footnote-9) and Expected Programme Results chosen in Section 2.1 (relevant outcomes and outputs, including their indicators)

|  |
| --- |
|  |

#

## **Section 3 – Project Details**

The ACF Malta Programme takes a results-oriented approach. Therefore, it seeks to support projects that have clearly defined aims and measurable results that fit in with the Project Results Framework (presented in Section 2.1). The Fund Operator will monitor the success of the funded projects by the beneficiaries’ ability to achieve and report upon these results.

In this section, applicants should describe the concrete outcomes they seek to achieve through the project and the way in which these will be measured and reported upon.

The specific targets of the project will be indicated in the Logical Framework (Pt 3.4) which will form the basis upon which the project progress will be assessed by the Fund Operator.

## 3.1 Project Title

*[max. 10 words)*

|  |
| --- |
|  |

## 3.2 Description of the Project

## In the box below, please provide a description of the project. Include key information regarding:

(1) the overall objective and aims of the project;

(2) the specific tasks that will be undertaken to reach the objective and aims of the project; and

(3) the expected outcomes of the project.

|  |
| --- |
|  |

## 3.3 Results Framework Indicators

The results framework is a planning tool which provides an overview of the **project's goals (outcomes)**, **activities (outputs)** and anticipated results and also specifies the means through which **the achievement of the results is going to be measured (indicators).**

Each outcome and output will have at least one indicator. Indicators must be specific, observable and come from reliable data. They can be quantitative or qualitative or both.

Each indicator will have a corresponding **baseline value** (i.e. the present situation before an intervention begins) and a **target value** (i.e. the level or value to be achieved by the end of the project).

In the results framework below, please specify the *source of verification*, the *baseline value* and the *target value* of each indicator related to your project that you selected in Section 2.1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected programme results** | **Indicator** | **Unit of measurement** | **Source of verification*****Specify how the number will be arrived at and verified*** | **Baseline value*****This value can be 0 unless previous projects can provide evidence of a higher baseline than 0*** | **Target value*****Specify the target number that the project aims to achieve*** |
| **Outcome**  | **Increased citizen participation in civic activities** | **Number of incidents of human rights violations identified and reported** | Number | Project promoters' records; Formal acknowledgement of human rights violation reports | *This baseline will be filled in by the FO* | *This target will be filled in by the FO* |
| **Number of national policies and law influenced** | Number | Formal responses, acknowledgement of input to consultations, Informal feedback, Survey responses  | *This baseline will be filled in by the FO* | *This target will be filled in by the FO* |
| **Number of public institutions directly involving citizens in the decision-making process**  | Number | Project promoters’ records | *This baseline will be filled in by the FO* | *This target will be filled in by the FO* |
| **Output 1** | **Civic participation supported** | **Number of civil society education initiatives on civic participation supported** | Number | *[Project promoters’ records; Fund Operator's records]* | *[Insert baseline value]**NB. for new projects this baseline value is likely to be 0* | *Set target for this indicator only if it is applicable to the project and has been ticked as applicable in Pt 2.1 above. If not please write NA.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Number of supported civil society education initiatives on critical thinking and healthy debate**  | Number | *[Project promoters' records; Fund Operator's records]* | *[Insert baseline value]**NB. for new projects this baseline value is likely to be 0* | *Set target for this indicator only if it is applicable to the project and has been ticked as applicable in Pt 2.1 above. If not please write NA.* |
| **Output 2** | **General public and CSOs educated in media literacy** | **Number of CSO staff trained in media literacy (disaggregated by gender)** | Number | *[Project Promoters’ records, Attendance sheets or online enrolment records]* | *[Insert baseline value]**NB. for new projects this baseline value is likely to be 0* | *Set target for this indicator only if it is applicable to the project and has been ticked as applicable in Pt 2.1 above. If not please write NA.* |
| **Number of people educated in media literacy (disaggregated by gender, migrant status)** | Number | *[Attendance sheets or online enrolment records]* | *[Insert baseline value]**NB. for new projects this baseline value is likely to be 0* | *Set target for this indicator only if it is applicable to the project and has been ticked as applicable in Pt 2.1 above. If not please write NA.* |
| **Output 3** | **Advocacy for increased citizen involvement in public decision-making supported** | **Number of advocacy initiatives on increased citizen involvement in public decision-making supported** | Number | *[Project promoters’ records; Fund Operator's records]* | *[Insert baseline value]**NB. for new projects this baseline value is likely to be 0* | *Set target for this indicator only if it is applicable to the project and has been ticked as applicable in Pt 2.1 above. If not please write NA.* |
| ***[Output]*** | ***[Expected result]*** | ***[Indicator]*** | ***[Unit of measurement]*** | *[Source of verification]* | *[baseline value]* | *[target value]* |

You may wish to add an output that is directly relevant to your project. If you add an output, please note that it must have at least one indicator.

##

## 3.4 Description of Indicator Baselines and Targets

Describe how the indicator baseline values specified in the results framework were established (if they are not 0) i.e. what sources of information were used?

|  |
| --- |
|  |

Describe how the target values specified in the result framework were arrived at i.e. what information did you use to decide what you would aim for? This might be based on budget and/or previous experiences with similar activities, or other.

|  |
| --- |
|  |

## 3.5 Target Group/s

List the expected target group/s for your project (e.g. youths, migrants). Please include both direct beneficiaries[[9]](#footnote-10) and intermediaries.[[10]](#footnote-11)

|  |  |
| --- | --- |
| Target group/s | Type (*direct or intermediaries*) |
|  |  |
|  |  |
| 3. |  |

##

Briefly describe the challenges and needs of the target groups that the project will address, related to the programme’s objective and thematic areas.

|  |
| --- |
|  |

## 3.6 Other Related Activities

Identify and summarise any activities that you and/or other parties are currently undertaking or have already undertaken in connection with or in support of the same project. Please also identify which funds have been or will be utilised for these related activities:

|  |
| --- |
|  |

## 3.7 Bilateral Partnership

3.7.1 Details of Donor Project Partner(s)

|  |  |
| --- | --- |
| **Name of Donor Project Partner** |  |
|  |  |
| Registered Postal Address*[including the Postcode]* |  |
|  |  |
| Website *[if any]* |  |
|  |  |
| Contact person |  |
|  |  |
| Position within organisation/entity |  |
|  |  |
| Phone number |  |
|  |  |
| Email address |  |
|  |
| Legal status |  |

|  |  |
| --- | --- |
| Registration number  |  |

3.7.2 Legal form of activity of the Donor Project Partner (Mark with a ✓)

|  |  |
| --- | --- |
| A non-governmental organisation registered in the Donor States (Norway, Iceland, Liechtenstein) |          |
| A public entity registered in the Donor States (Norway, Iceland, Liechtenstein). |          |
| A private entity registered in the Donor States (Norway, Iceland, Liechtenstein). |  |
| A non-commercial entity registered in the Donor States (Norway, Iceland, Liechtenstein). |          |
| A commercial entity registered in the Donor States (Norway, Iceland, Liechtenstein) |  |

3.7.3 Give details of proposed project partnership including how the Donor Project Partner/s was/were identified; the role and relevance of the partners to the project; and how the bilateral relationship shall be developed through this project.

|  |
| --- |
|  |

## 3.8 Project Work Plan

Please fill in Annex I – Project Work Plan, shading in the estimated start and end time for each activity and corresponding tasks.

The start date of the project would be the launch of the project following the signing of the grant agreement with the Fund Operator and should be identified as Month 1.

# **Section 4 – Financial Details**

## 4.1 Estimated Budget Breakdown

Please fill in Annex II Project Budget Template and the budget summary below:

|  |  |
| --- | --- |
| Total Project costs: | €\_\_\_\_  |
| Project grant rate: | 100 % |
| Project duration: |  \_ months |

Indicate the split between the applicant and partner/s in the box below [repeat for each Project Partner]:

|  |
| --- |
| Applicant: \_\_\_\_\_\_\_\_\_\_ % of ACF Funding  |
| Partner/s: \_\_\_\_\_\_\_\_\_\_ % of ACF Funding  |

**Overall maximum amount to be requested should not exceed 100% of the total project eligible costs**

## 4.2 Is the project expected to generate revenue?

[Please tick ✓ the relevant box]

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **YES**, (a) please specify how revenue will be generated

|  |
| --- |
|  |

## 4.3 Is this project complementary to any project already financed?

[please tick ✓ the relevant box]:

|  |  |
| --- | --- |
| * + YES
 |  |
| * + NO
 |  |

If **YES**, give details*:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Source of Funding** | **Project Timeframe** | **Total Project Cost** | **Total Grant Funded** |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide details as to how the above listed project(s) relate to the current proposals.

|  |
| --- |
|  |

# **Section 5 – Planning and Environmental Permits**

(Please fill in if applicable)

Do any of the activities or purchases envisaged within the project require a planning or an environmental permit? [please tick ✓ the relevant box]:

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

If **YES**, (a) please specify below:

|  |
| --- |
|  |

(b) Has the Planning Authority already been contacted at this stage? *[please tick ✓ the relevant box]:*

|  |  |
| --- | --- |
| * YES
 |  |
| * NO
 |  |

(c) What was the outcome of discussions with the Planning Authority? *[Please also indicate reference to any official correspondence with the Planning Authority, including permit numbers]*:

|  |
| --- |
|  |

If **NO**, please indicate how you reached the conclusion that no components of the project require planning approval:

|  |
| --- |
|  |

# **Section 6 – Communication and Information Plan**

Please provide a brief description of the communication and information plan and fill in Annex III:

|  |
| --- |
|  |

# **Section 7 – Sustainability of the Project**

Describe how the benefits of the project will continue to be delivered after grant support comes to an end:

|  |
| --- |
|  |

#

# **Section 8 – Data Protection**

Personal data transmitted to SOS Malta as the Fund Operator within the scope of implementation of projects being co-financed by the ACF Malta are 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 Data Protection Act, 2018 and the General Data Protection Regulation (2016/679) (GDPR). For any data protection queries please send an email to acfmalta@sosmalta.org.

### **Section 9 – Risks and Uncertainties**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome […]** | **Description of risk** | **Consequence** | **Assessment** | **Risk mitigation plan** |
| **Likelihood***[low/medium/high]* | **Impact***[low/medium/high]* |
| **Technical Risks** |  |  |  |  |  |
| **Financial Risks** |  |  |  |  |  |
| **Legal Risks** |  |  |  |  |  |
| **Capacity Risks** |  |  |  |  |  |
| **Social Risks** |  |  |  |  |  |
| **Public Procurement Risks**  |  |  |  |  |  |
| **Planning Permits Risks** |  |  |  |  |  |
| **Covid-19 related Risks** |  |  |  |  |  |
| **Other Risks** |  |  |  |  |  |

# **Section 10 – Additional Information**

Please use this section to supply any additional information relating to the previous sections which you feel is relevant *[Please head your information using the numbers and heading within this form]*.

|  |
| --- |
|  |

1. The secondary contact person for this project, distinct from legal representative. [↑](#footnote-ref-2)
2. Please refer to section on project partners in *Guidelines for Applicants*. [↑](#footnote-ref-3)
3. Please refer to section on project partners in the *Guidelines for Applicants* [↑](#footnote-ref-4)
4. Examples: The EEA and/or the Norwegian Financial Mechanisms 2004-2009; The Swiss-Maltese Cooperation Programme [↑](#footnote-ref-5)
5. Disaggregation "Migrant status" to be tracked in FO's system. [↑](#footnote-ref-6)
6. Disaggregation "Migrant status" to be tracked in FO's system. [↑](#footnote-ref-7)
7. Beneficiary State/Donor State. [↑](#footnote-ref-8)
8. Please refer to *Guidelines for Applicants* [↑](#footnote-ref-9)
9. Individuals, groups or entities expected to reap tangible benefits of an intervention. [↑](#footnote-ref-10)
10. Groups the project seeks to influence to achieve the results for the end beneficiaries (not applicable to all projects). [↑](#footnote-ref-11)