

**The Active Citizens Fund 2014-2021**

**Grant Application Form**

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

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

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

Fund operated by:



Contents

[**Section 1 – Information on the Project Applicant/Partners** 3](#_Toc22832578)

[1.1 Applicant Organisation’s Details 3](#_Toc22832579)

[1.1.1 Information about the project applicant 3](#_Toc22832580)

[1.1.2 The Contact Person 4](#_Toc22832581)

[1.1.3 VAT Status of Project Applicant 4](#_Toc22832582)

[1.2 Project Partner/s 5](#_Toc22832583)

[1.3 Operational Framework 6](#_Toc22832584)

[1.3.1 Organisational Framework 6](#_Toc22832585)

[1.3.2 Project Partnership Framework 6](#_Toc22832586)

[1.3.3 Experience in project funding for last 3 years 7](#_Toc22832587)

[**Section 2 – Programme** 7](#_Toc22832588)

[2.1 Programme Results Framework 7](#_Toc22832589)

[2.2 Links with the Programme Areas Selected 12](#_Toc22832590)

[**Section 3 – Project Details** 12](#_Toc22832591)

[3.1 Project Title 12](#_Toc22832592)

[3.2 Description of the Project 12](#_Toc22832593)

[3.3 Expected Project Objective 12](#_Toc22832594)

[3.4 Logical Framework 12](#_Toc22832595)

[3.5 Background and Justification 13](#_Toc22832596)

[3.6 Description of indicators 13](#_Toc22832597)

[3.7 Target group/s 13](#_Toc22832598)

[3.8 Other Related Activities 13](#_Toc22832599)

[3.9 Bilateral Partnership 13](#_Toc22832600)

[3.10 Work Plan 15](#_Toc22832601)

[**Section 4 – Financial Details** 15](#_Toc22832602)

[4.1 Estimated Budget Breakdown 15](#_Toc22832603)

[4.2 Is the project expected to generate revenue? 15](#_Toc22832604)

[4.3 Is this project complementary to any project already financed? 16](#_Toc22832605)

[**Section 5 – Planning and Environmental Permits** 16](#_Toc22832606)

[**Section 6 – Communication and Information Plan** 17](#_Toc22832607)

[**Section 7 – Sustainability of the project** 17](#_Toc22832608)

[**Section 8 – Data Protection** 17](#_Toc22832609)

[**Section 9 – Risks and uncertainties** 17](#_Toc22832610)

[**Section 10 – Additional Information** 18](#_Toc22832611)

# **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 |  |
|  |  |
| VAT number *[if any]* |  |

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

|  |  |
| --- | --- |
| **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, a copy / declaration from VAT Department stating un-recovering of VAT is required |
| * **If YES, copy of VAT Certificate is required; VAT Registration No.: ................................................**
 |

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

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]*:

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

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

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

|  |  |
| --- | --- |
| 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-3) |  |

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

If the answer is **NO,** please fill in below details:

|  |  |
| --- | --- |
| Name of Project Partner |  |
|  |  |
| Name of Partner’s Representative / Contact Person |  |

Give details of proposed project partnership including how the Project Partner/s was/were each identified the role and relevance of the partners to the project [max. 700 words]:

|  |
| --- |
|  |

##  Operational Framework

### 1.3.1 Organisational Framework

As an Annex attached to this application, please provide an updated organigram of the applicant organisation. Please also indicate the size of the organisation and any experience in carrying out projects of a similar size and nature to the one being proposed under this application [*max. 100 words*]:

|  |
| --- |
| *Organisational Framework* |
|  |

### 1.3.2 Project Partnership Framework

*Please provide a Project Organisational Framework in the box below or as an Annex to this application:*

In the form of an organigram, please give details of the roles to be assigned in the project including partner/s, the type of employment, roles and responsibilities and how they relate to each other in terms of the management of the proposed project,

Indicate also the measures of control the Project Applicant intends to adopt to monitor the performance of staff from partner organisations (given that responsibility remains in the hands of the Project applicant) [*max. 300 words*]:

|  |
| --- |
| *Project Organisational Framework* |
|  |

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

Identify and summarise any experience, within the last 3 years, in projects co-financed by the EU and any other funding mechanism for 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)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

The above table shall be replicated for each project partner (where applicable).

# **Section 2 – Programme**

*[Sections 2.1 – 2.3 are to be filled by referring to Section 2.1 and 2.2 in the Guidelines for Applicants]*

## 2.1 Programme Results Framework

The project must contribute towards one of the two programme Outcomes, and to one or several pre-defined Outputs and their corresponding Indicators, as outlined in the Guidelines for applicants. Tick the relevant boxes below:

*If the outcomes and outputs are not relevant to your project, leave the target value blank.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number** | **Expected programme results** | **Indicator** | **Unit of measurement** | **Source of verification** | **Please tick where applicable**  |
| **Programme level**  | Civil society and active citizenship strengthened, and vulnerable groups empowered | Number of people engaged in civil society organisation activities[[5]](#footnote-5) (disaggregated by age, gender, migrant status) | Number | Project Promoters’ records, Attendance sheets, Petition signatures  | *(All projects will report against these indicators)* |
|  | Outcome 1 | Increased support for human rights and social inclusion | Number of national policies and law influenced | Number | Formal responses, acknowledgement of input to consultations, Informal feedback, Survey responses  | All projects that fall under Outcome 1 and include an advocacy component will report against this indicator  |
| Share of target group showing concern for human rights (disaggregated by gender) | Percentage | Survey results | All projects that fall under Outcome 1 will report against this indicator |
| **Outcome 1**Outcome 1 | Output 1.1 | Human rights and social inclusion advocacy supported | Number of human rights (incl. gender equality) and social inclusion advocacy initiatives supported  | Number | Project promoters' records; Fund Operator's records |  |
| Output 1.2 | Intergenerational dialogue supported | Number of initiatives on intergenerational dialogue supported | Number | Project promoters' records; Fund Operator's records |  |
| Output 1.3 | Awareness raising of human rights (incl. gender equality) and social inclusion conducted | Number of awareness raising campaigns carried out  | Number | Project Promoters’ records, Audio/video/print material produced as part of the campaign |  |
| Number of people reached by awareness raising campaigns | Number |  Project promoters' records |  |
| Output 1.4 | Civic and human rights education provided | Informal human rights/civic education curriculum developed  | Binary | Copy of the curriculum |  |
| Number of students educated in civic and human rights[[6]](#footnote-6) (disaggregated by age, gender, Migrant status) | Number | Attendance sheets or online enrolment records |  |
| Output 1.5 | Counter speech to curb hate speech and negative stereotypes supported | Number of CSO initiatives countering hate speech supported[[7]](#footnote-7) (disaggregated by CSO migrant focus) | Number | Project promoters' records; Fund Operator's records |
| Output 1.6 | Knowledge and awareness of intercultural competence and cross-cultural sensitivity reinforced | Number of people educated on intercultural competence and cross-cultural sensitivity[[8]](#footnote-8) (disaggregated by gender, migrant status) | Number | Attendance sheets or online enrolment records |
| **Outcome 2** | 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 that fall under Outcome 2 will report against these indicators |
| Number of national policies and law influenced | Number | Formal responses, acknowledgement of input to consultations, Informal feedback, Survey responses  | All projects that fall under Outcome 1 and include an advocacy component will report against these indicators |
| Number of public institutions directly involving citizens in the decision-making process  | Number | Project promoters’ records | Only projects falling under Output 2.3 will report under this indicator |
| Outcome 2 | Output 2.1 | Civic participation supported | Number of civil society education initiatives on civic participation supported | Number | Project promoters’ records; Fund Operator's records | Each project will report against indicators relevant to the project and selected by the applicant at proposal stage.  |
| Number of supported civil society education initiatives on critical thinking and healthy debate  | Number | Project promoters' records; Fund Operator's records |
|  | Output 2.2 | 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[[9]](#footnote-9) (disaggregated by gender, migrant status) | Number | Attendance sheets or online enrolment records |
| Output 2.3 | 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 |

**If the project includes a bilateral component, please also tick in the below table:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Outcome 4 Bilateral outcome | Enhanced collaboration between beneficiary and donor state entities involved in the programme | Level of satisfaction with the partnership (disaggregated by State type) | Scale 1-7 | Survey results | All projects that have a bilateral component will report against these indicators that will be measured directly by the FMO |
| Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by State type[[10]](#footnote-10)) | Scale 1-7 | Survey results |
| Share of cooperating organisations that apply the knowledge acquired from bilateral partnership (disaggregated by State type) | Percentage | Survey results |
| Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches  | Percentage | Survey results |
| Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches | Percentage | Survey results |
| Bilateral Outcome | Bilateral output 1  | Partnerships between beneficiary and donor state entities supported | Number of projects involving cooperation with a donor project partner (disaggregated by Donor State) | Number | Copies of contracts concluded with Project Promoters, Partnership agreements between Project Promoters and project partners |  |

## 2.2 Links with the Programme Areas Selected

In the box below, give a brief description and justification of how the project fits within the Areas of Support[[11]](#footnote-11) and Expected Programme Results chosen in section 2.1 (relevant outcome and outputs)

|  |
| --- |
|  |

#

# **Section 3 – Project Details**

The ACF Malta Programme takes a results-oriented management approach. Therefore, it seeks to support projects that have clearly defined expected results. The Fund Operator will monitor the ongoing success of its projects by the beneficiaries’ ability to achieve and report upon these results. The Project should set out the concrete outcomes it seeks to achieve and the way in which these will be measured in the logical framework format section 3.8 The project progress will be assessed through this logical framework.

## 3.1 Project Title

*[max. 10 words)*

|  |
| --- |
|  |

## 3.2 Description of the Project

In the box below, give a description of the project. Please try to include key information including the overall objective of the project. [*max. 500 words*]:

|  |
| --- |
|  |

## 3.3 Expected Project Objective

In the box below, state clearly what is the overall expected project objective. Also state any specific outcomes and indicators the project is intended to achieve. These must be related to the Programme objectives, outcomes, outputs and indicators selected in Section 2 of this application form but can also include other outcomes, outputs and indicators. [*max. 1000 words*]:

|  |
| --- |
|  |

## 3.4 Logical Framework

Please fill in the logical framework below regarding the outcomes and indicators of your project. This should include the pre-defined outputs and indicators previously selected at section 2.1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Outcomes***  | ***Expected project results*** | ***Indicator*** | ***Unit of measurement*** | ***Source of verification*** | ***Baseline value (if the case)*** | ***Target value*** |
|  |  |  |  |  |  |  |

##

## 3.5 Background and Justification

Briefly describe the challenges and needs of the target groups that the project will address, related to the programme’s objective, thematic areas and country-specific concerns, EU and/or national policies and priorities, and any other information justifying the project.

|  |
| --- |
|  |

## 3.6 Description of indicators

Describe how the defined indicator values of baselines and targets were reached in the logical framework. What sources of information were used? I.e. Qualitative and quantitative research, previous experience etc.

|  |
| --- |
|  |

## 3.7 Target group/s

List the expected target group/s for your project. Please include direct beneficiaries and intermediaries if the case.

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

##

## 3.8 Other Related Activities

Identify and summarise any other related activities being undertaken and/or that have already been undertaken by the Project applicant and/or other parties in connection with or in support of the same project or policy. Please also identify which funds have been or will be utilised for these related activities:

|  |
| --- |
|  |

## 3.9 Bilateral Partnership

3.9.1 Details of Donor Project Partner(s)

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

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

3.9.2 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) |  |

3.9.3 Give details of proposed project partnership including how the Donor Project Partner/s was/were each identified; the role and relevance of the partners to the project; and how the bilateral relationship shall be developed through this project. [max. 700 words]:

|  |
| --- |
|  |

## 3.10 Work Plan

Please fill in Annex IV - work plan, shading in the estimated start and end time for each activity and corresponding tasks. The start date of the project is the launch of the Project after signing of agreement with Fund Operator.

# **Section 4 – Financial Details**

## 4.1 Estimated Budget Breakdown

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

|  |  |
| --- | --- |
| Total Project costs: | €\_\_\_\_ \_\_\_\_% |
| Own contribution: | €\_\_\_\_ \_\_\_\_% |
| Project grant rate: | €\_\_\_\_ \_\_\_\_% |
| Project duration: | XX months |

**Please refer to Guidelines for Applicants - Section 3.**

Insert the ACF Malta Programme split between applicant and partner/s in the box below [repeat for each Project Partner]:

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

**Overall maximum amount to be requested should not exceed 90% 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**

(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 MEPA already been contacted at this stage? *[please tick ✓ the relevant box]:*

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

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

|  |
| --- |
|  |

If **NO**, please indicate how the applicant reached its conclusion that no components of the project require MEPA approval:

|  |
| --- |
|  |

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

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

|  |
| --- |
|  |

# **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. For any data protection queries please send an email on 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**  |  |  |  |  |  |
| **MEPA Permits 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-1)
2. Please refer to Guidelines for Applicants, section 2.4 related to Project Partnerships; [↑](#footnote-ref-2)
3. Please refer to Guidelines for Applicants, section 2.4 Project Partnerships; [↑](#footnote-ref-3)
4. Examples: The EEA and/or the Norwegian Financial Mechanisms 2004-2009; The Swiss-Maltese Cooperation Programme [↑](#footnote-ref-4)
5. Disaggregation "Migrant status" to be tracked in FO's system. [↑](#footnote-ref-5)
6. Disaggregation "Migrant status" to be tracked in FO's system. [↑](#footnote-ref-6)
7. Disaggregation "CSO migrant focus" to be tracked in FO's system. [↑](#footnote-ref-7)
8. Disaggregation "Migrant status" to be tracked in FO's system. [↑](#footnote-ref-8)
9. Disaggregation "Migrant status" to be tracked in FO's system. [↑](#footnote-ref-9)
10. Beneficiary State/Donor State. [↑](#footnote-ref-10)
11. Please refer to Guidelines for Applicants, Section 2.1 [↑](#footnote-ref-11)