



IPA CSF Civil Society and Media Programme 2014
Reference: EuropeAid/136-992/DD/ACT/MK

„Improving participation of small (er) communities at the local level“

APPLICATION

I. BASIC INFORMATION

Name of organization	
Address	
Phone number/numbers	
E-mail	
Web-site (if you have one)	
Contact person, position	
Contact person's E-mail	
Contact person' phone number	

II. RESUME OF THE PROPOSAL

Limit your description on ONE PAGE.

Title	
Sector (specified in the call)	
Implementation period (6 months)	
Project objectives	
Partner(s)	
Target group	
Location	
Main activities	
Budget(EUR):	





III. DESCRIPTION OF THE PROPOSAL

Limit your description to THREE PAGES.

1. Need and problem

Give a general overview and analysis of the problem that the proposal will treat. Clearly identify the specific problem which needs to be solve and which needs to be met.

2. Purpose and short-term goals

Define the objectives of the proposal relating to specific desired improvements or changes that need to be achieved. The objectives should be in accordance with the call for local actions to coincide with the proposed thematic areas Each goal should be clear, measurable and realistic.

3. Expected Results

List the outcomes of the proposal. The achievement of the results should lead to the realization of short-term objectives of the proposal.

4. Activities

Provide a concise description of the proposed activities related to the implementation of the proposal (each activity explain in one paragraph). Explain the contribution of each activity for achieving short-term objectives of the proposal. Display the key activities and explain how they are relevant to the target group, as well as what the activities are offering as innovation.

5. Methodology

Give a description of the planed methodology.





6. Budget

Fill the budget table in detail with summary budget items, with which you will justify actions envisaged in the proposal. The budget should be entered in MKD. Amounts should be the same as those from the budget form. Add as many rows as you need.

Budget item	Quantity	Amount	Total amount
Total			

7. Partnerships

List the organizations or other stakeholders with which you are planning to implement the proposal jointly (if there are any). It is particularly important in this section to specify if you have established cooperation with the municipality or other relevant stakeholders where the proposal will be implemented

IV. CAPACITY OF THE ORGANIZATION

1. A brief description of the organization

Describe the mission of the organization, the main areas of action and the role of the organization in the community. Briefly describe the level of cooperation and networking. Indicate the number of staff, volunteers and members. Limit the description of the organization of half a page.

2. Governance and management structure of the organization

Board (specify names):





3. Additional information

In this section share the information that you consider important and which are not given in the application

Head of organization:

Signature: _____

Date: _____

