**Annex Ib - Full application form**

**YOUTH FUND “YOUTH LOCAL INITIATIVES”**

**Funded through REGIONAL YOUTH DIALOGUE FOR EUROPE project by European Union**

EU Civil Society Facility and Media Programme in favour of the Western Balkans and Turkey for 2021-2023 (IPA III)

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| **Applicant's contact details for the purpose of this Project** | |
| **Name of the applicant in English:** |  |
| **Name of the applicant in local language:** |  |
| **Legal status (e.g. *NGO, foundation etc.*)** |  |
| **Nationality of the applicant (country of registration):** |  |
| **Address (Street, No, Postal Code, City, State):** |  |
| **Phone number:** (landline and mobile) Country code + city code + number |  |
| **VAT number:** |  |
| **Authorized person:** |  |
| **Contact person for this Project:** |  |
| **Contact person's e-mail:** |  |
| **Website and social media profiles of the organisation:** |  |

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| **Associate partner’s contact details (if any)** | |
| **Name of the associate partner in English:** |  |
| **Name of the associate partner in local language:** |  |
| **Legal status (e.g. *NGO, foundation etc.*)** |  |
| **Nationality of the associate partner (country of registration):** |  |
| **Address (Street, No, Postal Code, City, State):** |  |
| **Phone number:** (landline and mobile) Country code + city code + number |  |

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| 1. **GENERAL INFORMATION** | |
| **Title of the project** |  |
| **Location of proposed project** (specify city, district, country) |  |
| **Total duration of the action** *(no. of months)* |  |
| **Estimated starting date:** |  |
| **Total amount of requested grant (in EUR)** |  |

1. **PROJECT DESCRIPTION** 
   1. Please elaborate the **overall objective** and the **specific objective(s)** you listed in the Concept note. (max 400 words)

*How the objectives of the project refer to the objectives of the Youth Fund? What exactly will change in your community if the project is implemented?*

* 1. Please elaborate the **target groups** and their needs you stated in the Concept note. (max 500 words)

*How the project will address these needs and improve their situation? How will the results of your project positively affect these groups? How many of them will be involved in each project activity? Please quantify where possible.*

* 1. Please elaborate the **final beneficiaries** and their needs you stated in the Concept note? (max 150 words)

*How the project will address these needs and improve their situation? How will the results of your project positively affect the final beneficiaries?*

* 1. *What are the stakeholders relevant for the problem addressed and the proposed Project? (max 200 words)*
  2. Please elaborate the **expected results** you listed in the Concept note. (max 400 words)

*Describe how the results you expect to achieve lead to solving the problem described. Describe which of the expected results referred to in the Guidelines for grant applicants will be achieved.*

* 1. Please elaborate the **activities** you listed in the Concept note. (max 1000 words)

*Activities should directly contribute to expected results. Activities should be presented as a process, not as an expected state. Explain the clear link between the proposed activities, the achieved results and the specific objectives of the project. Participation of target groups and stakeholders in each activity need to be specified.*

* 1. Activity plan (max 1 page)

*Following the activities described above, please indicate the time period of the main steps envisaged for each activity.*

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| **Activity description** | **Month** | | | | | | | | | | | | | | |
| **Activities** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Example Activity 1.1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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* 1. What are the potential **risks** and **mitigations**? (max 150 words)

*This should include a range of risk types including political, economic, social, physical and environmental risks, accompanied by relevant mitigation measures.*

* 1. Please indicate any specific added-value elements of the project (e.g. innovation and best practice) (max 150 words)
  2. **Sustainability of the project** (max 400 words)

*Please explain how the project will be made sustainable after completion. Describe the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel. Describe the expected impact of the project in your local community, with quantified data where possible, at social, economic, environmental, or policy levels (will it lead to improved legislation, innovative practice, etc.).*

* 1. **Visibility** (max 300 words)

*Which activities will you plan to conduct in order to ensure the visibility of the project and the contribution of the EU to its funding? How will you present the successes of your project to the public? How will you communicate with your target groups? How will you communicate with the media? What communication channels do you already use? (max 500 words)*

1. **ORGANISATIONAL CAPACITIES**
   1. Briefly describe your organization. (max 200 words)

*What is the mission, objectives and field of work of your organization? Please explain your experience or expertise with the problem/challenge addressed, and experience working with the listed target groups.*

* 1. Please list your previous projects, in the past three years, in the table below. Please provide project name, implementation period, donor, main activities and the most important achievements and grant amount for each project**.**

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| **Project name** | **Implementation**  **period** | **Donor** | **Main activities** | **Achieved Results** | **Budget in EUR** |
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\*Please add as many lines as needed.

* 1. Has your organization implemented any EU-funded project so far? If yes, please provide project name, implementation period, main activities and the most important achievements and grant amount for each project**.**

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| --- | --- | --- | --- | --- |
| **Implementation**  **period** | **Project name** | **Main activities** | **Achieved Results** | **Budget in EUR** |
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\*Please add as many lines as needed.

* 1. Please list the staff from your organization responsible for the project implementation. What are their qualifications and experience? (max 150 words)

**Documents to be submitted with the Full application form:**

1. **Annex II** – Detailed Budget Form
2. **Annex III** – Logical Framework
3. Scanned version of original **financial account for the last financial year** prior to filling the Full application with certified translation in English