EU4CULTURE

Ref. Number	
(*EU4Culture only*)	

Public Call for Proposals for Local Socio-Economic Development through Cultural Heritage (LSED-CH)

(CFP 12-2021)

GRANT APPLICATION FORM

*Please, fill in **electronically only.** Please expand the boxes as per need.*
Maximum ▇ pages

THE APPLICANT	
Legal name of the lead organisation	
Contact information of the lead organisation	Address:
	Municipality:
	Telephone:
	Email address:
	Internet page:
	Founded on (date):
	Registration Number:
	Tax Identification Number (*NIPT*):
Name of legal representative of the organisation (the person authorized to sign the contract)	Name:
	Position in organisation:
	Home address:
	Telephone:
	Mobile phone:
	E-mail address:
Brief description of the Organisation: ████████████████████████████████████ ████████████████████████████	
Organisation's vision and mission:	
Main areas that the Organisation has been working in the last ██████ *(please, list up to ██ and provide description)*: 1. 2. 3.	
Please indicate grants obtained from government sources or international institutions during the last two years (if any), by providing following information: value of grant, name of donor and objective of the project	

THE PARTNER	
Legal name of the partnership organisation(s) *<if applicable>*	
Contact information of the partnership organisation	Address:
	Telephone:
	Email address:
	Internet page:
	Founded on (date):
	Registration Number:
	Tax Identification Number (*NIPT*):
Name of the person in charge (contact person)	Name:
	Position in organisation:
	Home address:
	Telephone:
	Mobile phone:
	E-mail address:

Brief description of partnership organisation:
Please, provide a brief description of the current activities and operation of partnership organisations, taking into account years of operation, development, business capacities, network, and participation in certain activities, etc.

Partner's vision and mission:

Main areas/projects that the partner organisation has been working in the last 3+ years *(list and elaborate up to three)*:
1.
2.
3.

Please describe the role of partner in project implementation:
Description of roles and responsibilities of each partner, operational modalities, financial responsibilities and contributions.

Add any additional info you consider relevant:
Certain expertise/capacities that partnership organisations has and applicant don't have, previous experience with partnership organisation, etc.

PROJECT SUMMARY (max 1 page)			
Project title			
Objectives of the Project	Overall objective: Specific objective(s):		
Scope (main activities)	*Please list the eligible activities under the Call that the project is addressing* *Please refer to the Call for Proposals document if you need more clarification*		
Project Budget (In EUR)	EU4Culture	Applicant's cost share contribution <if applicable>	TOTAL
Project duration	*Total of months*		
Brief description of the project			
Final beneficiaries	*Please identify the local community, cultural heritage institution(s) and the CCS operator(s) that you are targeting -who and estimated number*		
Estimated results and project achievements			

PROJECT DESCRIPTION (max 7 pages)	
Project Context	*What will the project address? Why is this important for the further development of the cultural heritage institution(s) and the CCS operator(s)? Please be specific and back it with available and relevant data. Please provide linkage with the relevant national/local strategies and action plans related to cultural heritage institution(s) and the CCS operator(s) and elaborate how it will contribute to their implementation?* *Describe how your project is going to address the problem/improvement and contribute to achievement of the project objectives.*
Relevance of the project to the Call for Proposals	*Please identify which of the main areas of the Call the project is addressing and briefly explain how?*
Target group	*Who is your target group? How will you address their needs and how will they benefit from the project? How will you identify and select beneficiaries of the project? How many beneficiaries will be directly included in the project? Who and how many people will indirectly benefit from the project? Will the project produce immediate benefits for final beneficiaries? Is it likely to create long term and broader benefits?*
Outcomes and impacts	*Please list what outcomes/results your project will achieve and what indicators will be used to substantiate the claims.* 　　*1. Outcome & indicators* 　　*2. Outcome & indicators* 　　*3. Outcome & indicators* *Will the action produce immediate benefits for the final beneficiaries? If yes, please elaborate. Will the action contribute to job creation? If yes, please provide details (realistic expectation regarding the number of potential jobs creation, in what period of time and in what line of business).* *Keep in mind the cultural heritage institution(s) and the CCS operator(s) needs and to which extent it will positively affect the position of the targeted beneficiaries.*
Project approach	*Please present the intervention logic, explaining how the activities will lead to the results and then to the outcome(s) and impact (mid-term and long term expected effects of the project).*

Project activities	*Please provide a detailed description of each activity that will be undertaken to produce results, justifying the choice of activities and specifying the role of each partner (if applicable) in the activities. Link the activities with the specific outcomes.*
Project Sustainability	*Will the project continue independently and have further development after the project implementation period? Will the project have continued positive effects after it ends? How will the activities be financed after the funding ends?* *Will the impact of the action contribute to protection/preservation of the natural environment?*
Risks and mitigation measures	*Please identify possible risks which could threaten project's implementation and mitigation measures planned. How you plan to monitor the project, take proper and timely actions. Please list the tools that you will use.*
Stakeholders	*Please list stakeholders (institutions, organisation, etc.) necessary to cooperate in order to successfully implement project activities. Elaborate role and participation in the action of these stakeholders. What are the main means required for the implementation of the project?*

HUMAN RESOURCES (Engaged on the Project)				
Name, Surname	Position in the project team /In charge of	Occupation/ profession	Lead/ partnership organisation <if applicable>	Full-time/ Part-time

THE APPLICANT EXPERIENCE	
Please provide a detailed description of at least three projects in the same sector and of a comparable scale to the one for which a grant is being requested managed by the applicant organisation in the past five years.	
Project 1	
Project title:	*What was the title of the project?*
Location of the action	*What geographic area was covered by the project?*
Cost of the action (EUR)	*What was the total budget of the project?*
Donors to the action	*Who financed the project and in what percentage?*
Role in the project	*What was the role of your organization in the project?*
Dates of implementation	*Project was implemented from dd/mm/yyyy to dd/mm/yyyy*
Objectives and results of the project	*Please describe what objectives of the project were, what activities your organization implemented and what results of the project were.*
Project 2	
Project title:	*What was the title of the project?*
Location of the action	*What geographic area was covered by the project?*
Cost of the action (EUR)	*What was the total budget of the project?*
Donors to the action	*Who financed the project and in what percentage?*
Role in the project	*What was the role of your organization in the project?*
Dates of implementation	*Project was implemented from dd/mm/yyyy to dd/mm/yyyy*
Objectives and results of the project	*Please describe what objectives of the project were, what activities your organization implemented and what results of the project were.*
Project 3	
Project title:	*What was the title of the project?*
Location of the action	*What geographic area was covered by the project?*

Cost of the action (EUR)	*What was the total budget of the project?*
Donors to the action	*Who financed the project and in what percentage?*
Role in the project	*What was the role of your organization in the project?*
Dates of implementation	*Project was implemented from dd/mm/yyyy to dd/mm/yyyy*
Objectives and results of the project	*Please describe what objectives of the project were, what activities your organization implemented and what results of the project were.*
	Add rows for more projects if necessary.

Has the lead organisation implemented social inclusion activities that are of importance for the local community in the past?	*If yes, please describe which activities and to whom*
Does the lead organisation plan to conduct any social inclusion activities during project implementation? In the case of partnership projects, joint activities are welcome.	*Indicate if you are planning activities of importance for social inclusion and their implementation period*
Describe social inclusion activities of importance for your community that you plan to implement and in what way and which problem will you reduce/resolve by your engagement.	*The initiatives including, but not limited to, implementation of Social Inclusion activities such as addressing the needs of local communities, support to the vulnerable groups (youth, women, minority groups, people with disabilities, etc.); fostering and promoting gender equality; activities contributing to the environment protection, as well as the implementation of Good Governance principles (efficiency, transparency, accountability, citizen participation and anti-discrimination) should be realised within the project.*

Funded by
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REPUBLIC OF ALBANIA
MINISTRY OF CULTURE

UNOPS

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Implementation plan												
Activity Description	Responsible person name, position, organization	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 1
		X											

Guidelines for completion of Implementation plan:
- *Implementation period starts from the moment of siging the Grant Agreement with EU4Culture Project (precisely Month 1.)*
- *When filling in the implementation plan, specify activities and enter letter X in the cells Month (1,2,3...) indicating the period of implementation of activities.*

On behalf of the Project:

_____
Full name of the Aplicant's authorised person

_____

Signiture

_____

Date