# Application Form (Annex 1)

# Eastern Partnership: “Civil Society Innovations for Open Government” Grants

Funded by the [Open Government Partnership's Road4EaP Action](https://www.opengovpartnership.org/eu-for-integrity-programme/)

supported by the European Union

1. **Title of the project:**

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(provide a concise and appealing title that captures the essence of your proposed project)

1. **Total funds requested:**

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(must not exceed EUR 15,000 with 10% co-financing is encouraged, but not mandatory)

1. **Implementing organisation and the contact person:**

Please list the implementing organisation(s) and their core capacity. Name a contact person who will be managing project-related communication with the OGP Support Unit.

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| **Period of implementation of the Project:** *(Project period must not exceed 12 months)* |  |
| **Organisation name (as per constituent documents):** |  |
| **Legal form:** |  |
| **Registered address:** |  |
| **Mailing address:** |  |
| **Contact telephone, e-mail, website (if applicable):** |  |
| **Head of Organisation (name and contact information):** |  |
| **Project Contact Person (name and contact information):** |  |

1. **Executive summary (max 200 words):**

Summarise the challenge, key objectives, target groups, and proposed approach clearly and succinctly. Ideally written as a recap of the most important aspects, after all other components of the proposal are completed.

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1. **Problem (max 400 words):**

Clearly describe the specific problem or challenge, its context, political/reform relevance, and the target group directly affected.

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1. **Proposed approach and impact (max 500 words):**

* Clearly state project objectives.
* Describe the proposed activities and how they will achieve objectives.
* Describe your experience with similar initiatives.
* Explain the potential impact and positive change your project will bring.

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1. **Innovation (max 250 words):**

Describe how your project presents novel, unique, or creative ideas that have not been widely implemented in your country or locality.

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1. **Feasibility (max 250 words):**

Outline the practicality of implementing your activities considering your context, constraints, capacities, and resources.

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1. **Scalability and sustainability (max 250 words):**

Explain how your project outcomes might be replicated or scaled, and how you plan to sustain the project's impacts beyond the grant period.

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### Alignment with OGP values and strategy (max 250 words):

Clearly articulate how your project aligns with the values and principles outlined in the [Open Government Declaration](https://www.opengovpartnership.org/open-government-declaration), [Articles of Governance](https://www.opengovpartnership.org/wp-content/uploads/2019/06/OGP_Articles-Gov_Apr-21-2015.pdf), and [OGP’s 2023-2028 Strategy](https://www.opengovpartnership.org/strategy-2023-2028/).

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1. **Inclusion (max 200 words):**

Describe specifically how your project activities promote the inclusion of underrepresented society groups, marginalised communities, youth, refugees, internally displaced persons, or persons living with disabilities.

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1. **Budget Summary (in EUR)**:

Detail your proposed expenditures by category, clearly indicating your required amount. Because of the limited funds available and the number of proposals we expect, budgets will be scrutinised carefully, and the applicant’s contribution will be encouraged. The period of funding should not exceed one year.

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| **Category** | **Description** | **Requested amount/EUR** |
| **Project personnel** |  |  |
| **Contractual services** |  |  |
| **Equipment** |  |  |
| **Travel and transportation** |  |  |
| **Procurement of software and hardware** |  |  |
| **Other** |  |  |
| **Own contribution (10% encouraged):** | | |
| **Total:** | | |

/Please note: the budget is also filled in a [separate form in Excel](https://docs.google.com/spreadsheets/d/1Stl5HrfjRP3HxDiI-jfg6M0sJHx2VLxQ/edit?usp=sharing&ouid=100254018181149928076&rtpof=true&sd=true) and attached to the Grant Application./

Please note that the funds **cannot** be used for:

* costs that are not associated with the purpose of the contract;
* costs incurred outside the project implementation period (except for costs related to final reports and audit certificates);
* costs already covered by another donor;
* personal expenses, such as clothing and toiletries;
* flight upgrades to first class;
* alcohol;
* currency exchange losses;
* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* purchases of land or buildings, except where necessary for the direct implementation of the action;
* credits to third parties, unless otherwise specified in the special conditions;
* salary costs of the personnel of national administrations, unless otherwise specified in the special conditions, and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
* in kind contributions (except for volunteers’ work);
* performance-based bonuses included in costs of staff;
* deductible VAT.

1. **Activity Plan**

Clearly outline project activities, their brief descriptions, expected outputs/indicators, and month of implementation in logical chronological order.

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| **Event / activity** | **Brief description** | **Output/indicator** | **Month of implementation** | | | | | | | | | | | |
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1. **How did you find out about this opportunity?**

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