



**ANNA LINDH FOUNDATION  
CALL FOR PROPOSALS - ALF/CFP/2020/ICD  
APPLICATION FORM**

This application must be completed online on the link [www.annalindh.org/grants](http://www.annalindh.org/grants) in **English or French ONLY**, and submitted no later than the **28<sup>th</sup> of April 2020 (16.00 Egypt time, GMT + 2)**

**PLEASE READ THE GUIDELINES CAREFULLY BEFORE YOU FILL THIS APPLICATION**

*To write a good proposal, make sure that the information you give is precise, concise, specific and concrete. There must be coherence in the proposed activities, the work plan, and the budget. Avoid repeating the same information several times and do not copy/paste information that is not relevant to the proposal.*

Stars (\*) mean that the answer is **compulsory**.

A) Title of the project\*:

*This title will be used in all communication by the ALF secretariat (for the website, reports, etc.). Therefore, please choose a clear and short title.*

B) Lot 1: Are you a member of an ALF Network\*?

Network\*:

C) Lot 2: Are you a Head of one of ALF Network\*?

Network\*:

D) Name of the organisation\*: .....

*The Lead Applicant for this call must be an **AUTHORISED HoNs** and/or an **ACCEPTED** member in one of the ALF Networks in the 42 Euro Med countries by the 1<sup>st</sup> of February 2020.*

## 1- LEAD ORGANISATION:

1.1 Year of establishment\*.....

*Must have been established before the end of 2018.*

1.2 Legal Representative\*: .....

**1.3 Legal address\*:**

Street address\*: .....

City/Postal Code\*: .....

Country\*: .....

Telephone\*: ..... Fax: .....

E-mail address\*: ..... Website: .....

**1.4 Postal address** (if different from legal address):

Street: .....

City/Postal Code: .....

Country: .....

Telephone\*: ..... Fax:.....

**1.5 Contact Person for the project\***

Mr  Ms First name/Surname\*: .....

Nationality\*: .....

E-mail address\*: .....

Tel\*: ..... Mobile phone: .....

Title/Role in the organisation\*: .....

**1.6 .How would you describe your organisation? \***

- Local/Regional Authority
- Non-Governmental Organisation
- Private For-Profit
- Public Institution
- Public/Private Non-Profit Foundation
- Other, please specify: .....

**1.7 ..Short Description of the Aim, the Objectives and the Activities of the leader organisation. \* (max. 1000 characters)**

**1.8 .Has your organisation APPLIED for an ALF grant previously? \***  No  Yes

Please specify: .....

**1.9 .Has your organisation RECEIVED an ALF grant previously? \***  No  Yes

Please specify: .....

**EXPERIENCE\***

**1.10 Does your organisation have previous experience managing projects, especially with a focus on the Euro-Med Region?**

No  Yes

- a) Previous Project Title\*: .....
- b) Short summary of the previous project’s objectives and results achieved. \* (max. 700 characters):  
*What is important to determine if the leader has experience in managing similar projects, what type of project(s) was (were) implemented by the latter, and the results previously obtained.*
- c) Location, date, and duration of the previous project\*: .....
- d) Total cost of the previous project (in Euros) \*: .....
- e) Role of your organisation in the previous project\*:
  - Leader – who was/were the partner(s)? .....
  - Partner – who was the leader? .....

**Add more examples of previous projects if relevant (Maximum 5)**

**CAPACITY**

**1.11 Financial capacity\***

2019 organisation’s annual turnover (in Euros): .....

2018 organisation’s turnover (in Euros): .....

2017 organisation’s turnover (in Euros): .....

*The turnover is the total amount of money the organisation worked with during one year (this can be found in the organisation’s annual financial statements).*

**1.12 What are the main financial resources of your organisation? \*:**

- European Commission
- Public/Local Authorities
- Private Foundations/Companies
- Other: .....

*Where does the funding for your organisation’s activities come from?*

**1.13 Human resources capacity\***

The leader organisation has a team of XX paid staff and XX volunteers.  
The following key staff and volunteers will be involved in the proposed project:

| Name/Title <sup>1</sup>                      | Full-time/Part-time/Volunteer | Main tasks |
|--|-------------------------------|------------|
| <i>Add more up to a maximum of 5 persons</i> |                               |            |

*It is important here is to determine whether the organisation possesses the human resources needed for managing the project or if more staff is required for implementation and reporting.*

## 2 – PARTNERS

*The ALF supports only multilateral projects based on a minimum 1 + 1 partnership formula. For more information, please see the Guidelines, section 4.7 (Partnerships). However, a consortium of at least three organisations from three different members among the 42 countries that signed the EuroMed Partnership is strongly recommended, as it will be reflected in the evaluation scores.*

*The partnership with other organisations/institutions in other countries is a cornerstone of ALF grant-awarded projects' success. Previous projects granted by the ALF proved the need for the partners to know each other well and to have previous experience working together. It is also crucial that partners define together the different roles and responsibilities for each step of the project – from the conception, the fundraising, the planning, the running of activities and their visibility, to the evaluation and reporting. It is therefore strongly recommended **NOT** to wait until the last minute to find a partner, especially if the candidate only met this partner organisation/institution through a call for partners.*

2.1 .Number of partners and countries involved in the implementation of this project\*: xx partners from xxx, xxx, xxx

- Partners may be Heads of Network, Members of ALF National Networks or Non-members.
- The project should involve at least one partner in addition to the lead applicant.
- There is no limit to the number of partners.
- There is no need to have the same number of partners from the European countries and from the countries of the Southern shore of the Mediterranean.
- Each partner listed below must sign and stamp a partnership statement that the applicant organisation has to submit along with the application (see Annex D: Partnership Agreement Template).

**Partner 1:**

- a) Is the organisation a member of the ALF Network\*?  No  Yes Network\*:
- b) Name of the organisation\*: .....
- Contact person\*: .....
- Street address\*: .....
- City/Postal Code\*:..... Country\*: .....
- Telephone\*:..... Fax: .....
- Mobile phone: .....
- E-mail address\*:..... Website: .....

- c) Short Description of the Aim, the Objectives and the Activities of the partner organisation.\* (max. 700 characters):
- d) Explain why this partner has been selected to collaborate on this project, and what the history of cooperation between the leader and this partner is. \* (max. 700 characters):  
*Since when have you been working together? What projects have you previously worked on together?*
- e) What is the role of the partner in the proposed project?\* (max. 1000 characters):  
*It is important to demonstrate that the mentioned partner has a clear role in, at least, some of the steps of the project. What responsibilities will be carried out by this partner in the planning, in the implementation, and in the reporting of the project?*

*Add more partners if needed*

<sup>1</sup> Please add the name of the available staff or the title of the staff that should be hired for the project.

## 3 – PROJECT

### 3.1 .Project Summary\*: (max. 1500 characters)

This paragraph should give a clear overview of what the project will be in terms of objectives, type of activities, main target group, partnerships, duration, and location. Please note that if your project is selected, this summary will be used in all communications (website, reports, project presentation, etc.), so make sure that it gives a clear and concise description of the project.

### 3.2 . Type of activity\*:

Which different types of activities will be organised to achieve the objectives of the project and get the expected results?

- |  |   |
|--|---|
| <input type="checkbox"/> Workshop                | <input type="checkbox"/> Conference                   |
| <input type="checkbox"/> Cultural event/Festival | <input type="checkbox"/> Study Visit                  |
| <input type="checkbox"/> Seminar                 | <input type="checkbox"/> Research                     |
| <input type="checkbox"/> Artist residency        | <input type="checkbox"/> Exhibition                   |
| <input type="checkbox"/> Training course         | <input type="checkbox"/> Other, please specify: ..... |

### 3.3 . Total duration of the project\*: xx months

The duration of implementation should **not be less than 8 consecutive months and not exceed 11 consecutive months** including planning, implementation, and evaluation. Costs that are incurred before or after the project duration agreed with the ALF Secretariat will not be considered eligible.

WHEN do you plan to implement the project?

3.4 . Start date of the implementation\*: .../.../... (dd/mm/yy) It cannot be before the 1<sup>st</sup> of September 2020, or after the 1<sup>st</sup> of December 2020.

3.5 . End date of the implementation\*: .../.../... (dd/mm/yy) Depending on the project start date and given that the implementation period can neither be less than 8 months nor exceed 11 months, the project implementation period should end between the 30<sup>th</sup> of April 2021 and the 31<sup>st</sup> of July 2021

### 3.6 . Needs assessment\* (max. 1000 characters)

Why is it important to implement this project? What is your analysis of the context that justifies this project? How will this project contribute to intercultural dialogue in light of the aim of the call? What is the relevance of the project in relation to the objectives of the current call? What will your project help achieve that would not be achieved otherwise – in the absence of it?

### 3.7 . What is the overall Aim of the project? \* (max. 500 characters)

What do you want to achieve with this project in the long term? What is the change you want to see this project contribute towards achieving? The aim should be closely linked to the needs that you have identified in the previous Question.

### 3.8 . Which are the Specific Objectives to be achieved by the project? \* (max. 5 Specific Objectives)

Choose SMART objectives (Specific-Measurable-Achievable-Relevant-Time Specific). They should be related to the overall Aim, but they should be short to medium term, and not too general. They should be realistic in relation to the context, the target group, your human resources and financial capacity. Examples of Specific Objectives: improve perceptions of 'the other', improve advocacy skills, create spaces for dialogue, influence policy makers on certain issues, etc.

|                             |                    |
|-----------------------------|--------------------|
| <i>Specific Objective 1</i> | <i>Description</i> |
| <i>Specific Objective 2</i> | <i>Description</i> |

### 3.9 Which are the Expected results/Outputs of the project? \* (max. 10 Expected results/Outputs)

For each Specific Objective, please list at least one Expected results/Outputs. The Expected results/Outputs must also be linked to the planned project activities (Question 3.17). The Expected results/Outputs should be the services delivered and/or the tangible products of the project. Examples of Expected results/Outputs: the trainings held, the number of people trained, the articles published, the visits made, the exhibitions held, etc.

|                          |                    |
|--------------------------|--------------------|
| <i>Expected Result 1</i> | <i>Description</i> |
| <i>Expected Result 2</i> | <i>Description</i> |

### 3.10 What are the qualitative and quantitative Indicators that will be used to measure the achievement of the Specific Objectives? \* (max. 10 Indicators)

The indicators should measure the change achieved by the project among the target group(s). Please link the indicators to the Aim, the Specific Objectives, and the Expected Results. Examples of Indicators: the increase in knowledge on a certain topic, intensification of contacts and networking among the target group(s), change in attitude towards a certain issue, adoption of a certain policy, etc. Each indicator must be measurable in order to be able to determine the achievement of the project objectives. Examples of methods of measurement: questionnaire before and after an activity, follow-up interviews, etc.

|                    |                              |
|--------------------|------------------------------|
| <i>Indicator 1</i> | <i>Method of measurement</i> |
| <i>Indicator 2</i> | <i>Method of measurement</i> |

### 3.11 How will the concerned national ALF networks benefit from this project? \* (max. 1500 characters)

It is important that a project granted by ALF does not constitute just a one-shot in single country, but that it instead contributes to the development and the enhancement of intercultural dialogue in the Euro-Med area at large. The project should also contribute to the work done within the ALF national networks in the countries where the project is implemented.

### 3.12 Location(s) of the project: \*

WHERE will the project activities take place? Priority will be given to projects that take place in more than one country, preferably on both shores of the Mediterranean. Project activities can only take place in **ELIGIBLE** countries, as listed in the Guidelines (section 4.6).

### 3.13 What are the reasons for this project to take place in this(these) location(s)? \* (max. 300 characters)

Why this(these) country(ies), this(these) city(ies)?

**3.14 Target group(s) and Beneficiaries of the project: \***

a) Which are the target group(s) and beneficiaries of the project?

Youth

(Between 15 and 24 years old. Beneficiaries may be under 18 provided that the role of the adults and the way they will work with the children are clearly-defined.)

Women

Minorities, please specify: .....

Others, please specify: .....

b) Describe the profile of the DIRECT beneficiaries of the project: \* .....

The "direct beneficiaries" are the groups and persons who are taking part directly in the different steps of the project. Describe briefly their background/context and the criteria for selection.

c) Describe the profile of the INDIRECT beneficiaries of the project: \* .....

The "indirect beneficiaries" are those who will benefit from the project in the long term at the society level or the sector at large. Describe briefly their background/context.

d) Please estimate the number of direct and indirect beneficiaries of the project, according to their gender, age, and region of residence. \*

|  | Estimated TOTAL | Male | Female | 0 - 14 years old | 15 - 24 years old | 25 - 35 years old | 35 + years old | North | South |
|--|-----------------|------|--------|------------------|-------------------|-------------------|----------------|-------|-------|
| Estimated number of direct beneficiaries   |                 |      |        |                  |                   |                   |                |       |       |
| Estimated number of indirect beneficiaries |                 |      |        |                  |                   |                   |                |       |       |

**North:** Albania, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom

**South:** Algeria, Egypt, Israel, Jordan, Lebanon, Mauritania, Morocco, Palestine, Tunisia, Turkey

e) Have the target group(s)/beneficiaries been involved in the needs assessment and/or the project planning? \*:

No  Yes If yes, please explain how. \*(max. 700 characters) .....

f) Please provide details on how the information will reach the target group(s) and how the latter be selected? (max. 700 characters) .....

g) How will the participants be selected for the project activities? \* (max. 700 characters): .....

For example, through a general call, through network contacts, through a competition, etc.

**3.15 Project Originality and Innovation: \***

Is it the first project of its kind or does it take place regularly? \*

First time

Follow-up of a previous project

Regularly

Please specify (max. 700 characters): .....

Projects that are just another edition of an annual event (conference, festival, etc.) need to demonstrate that a new component/element is added compared to the previous editions.

3.16 How has the project been developed and planned within your organisation and with your partners? \* (max. 1500 characters)

Please mention each of the partners presented in the Partners section.

3.17 List in chronological order the **different activities foreseen throughout the project, including planning and evaluation activities**. Please make sure that the activities described follow the work plan and the budget that must be annexed to this application. \*(max. 20 Activities)

It is very important that the activities described are also appearing in and coherent with the work plan and the budget to be uploaded along with the application.

| Activity 1 | Description | Location(s) | Dates |
|------------|-------------|-------------|-------|
| Activity 2 | Description | Location(s) | Dates |

3.18 Which **methods** will be used in the activities of the project and why? \* (max. 1500 characters)

For instance, acquisition of practical skills, peer groups/focus groups, teaching, experimental learning, etc.

**3.19 Besides the requested ALF grant and the leader's financial contribution, what are the other expected sources of funding for this project? \* (max. 1000 characters)**

Note that the ALF grant can cover a maximum of 90 % of the total eligible costs. The remaining amount must be covered by a financial contribution from the leader and possibly other sources of funding. Previous ALF-granted projects have shown the importance of having multiple sources of funding. It is **strongly recommended** that partners also contribute to the budget through financial and/or in-kind contribution.

**3.20 COMMUNICATION AND VISIBILITY**

In line with point 4.8 of the Guidelines, communication should be at the heart and the start of each project. A communication strategy and plan must be developed to unveil the steps the lead organization envisages to take in order to showcase the project at the local, national and international levels.

**a) What are the main objectives and target audience of your project? \* (max. 700 characters).....**

What do you want to achieve with your communication plan? Who will be your target? (For example, citizens in the local community, authorities, press and media, potential participants, potential donors, etc.)

**c) Which specific communication activities will you build into the project in order to raise awareness and visibility of your initiative, and what are the resources implications? \* (max. 700 characters) .....**

For example, Press events, promotional activities, launching a digital communication campaign, hiring place a part-time press or information assistant, etc.

**d) Which additional tools and resources will you use to maximise the outreach and visibility of your project? \* (max. 300 characters)**

For example, are there any networks, platforms and partnerships you can approach/initiate to help you maximise the outreach and visibility dimension of your project? Are there social media tools or information channels already available? Are there high-profile Individuals or well-networked groups who can be involved in activities to reinforce the visibility and outreach?

**3.21 ENVIRONMENTAL AND SOCIAL RESPONSIBILITY**

What measures have been taken to improve the environmental and social consequences related to this specific project? \* (max.100 words) .....

For example, concerning stationery, energy, catering, travel and accommodation, communication and publications, etc.

## 4 – IMPACT AND RISKS

**4.1 How will you evaluate the project? \* (max. 1500 characters)**

Please describe your evaluation methods, for example, questionnaires, interviews, group discussions, diaries, observation, suggestion boxes, etc. Link these to the indicators and objectives mentioned in points 3.8 to 3.10. Describe the timetable and mention who will be involved in the evaluation.

**4.2 . What is the expected Impact of the project on the long run? \* (max. 1500 characters)**

**4.3 . What are the main risks that can negatively affect the implementation of the project, and how will you mitigate those risks? \* (max. 1500 characters)**

For example, lack of funding, visa problems, security considerations, etc.

## 5 – ANNEXES TO BE UPLOADED

### 5.1 WORK PLAN

Please upload the detailed work plan.

The Work Plan summarises HOW the project will be implemented, split into separate tasks/steps/phases; WHO will be in charge of implementing it; WHEN the work will begin; and WHEN the work will be completed.

### 5.2 Logical Framework

Please upload the logical framework document (Annex A1).

### 5.3 BUDGET

Please upload the detailed budget.

The budget reflects all the financial needs to achieve the project: equipment, materials and personnel. It presents a detailed cost breakdown for each of the activities. Please be realistic with your context analysis and your capacity to manage a certain amount of money. Make sure you do not forget important items that you will not be able to add later on. Do not overestimate the budget because it may be interpreted negatively and if the project is nevertheless selected, the budget may be revised before the signature of the contract. Note that an ALF grant is calculated as a percentage of the total project cost, so do not overestimate it as this could cause you not to use the full budget, which would result in a reduction of the final amount paid by the ALF at the end of the project.

#### a) Total cost of the project (in Euros) \*: .....

This information should be copied from the project budget. The budget must be uploaded along with this application (Annex C).

#### b) Financial Contribution from the leader organisation (in Euros): \* .....

A financial contribution from the leader organisation is obligatory.

#### c) Amount requested from the Anna Lindh Foundation (in Euros): \* .....

It cannot be less than 35 000 euros or more than 50 000 euros.

#### d) ALF contribution as a percentage of the Total cost: .....

The total percentage of the ALF contribution shall be between 25%- 90% and shall never exceed 90 % of the total eligible cost of the project.

#### e) Contribution from other sources (in Euros): .....

### 5.4 PARTNERSHIP AGREEMENT AND SWORN STATEMENT

Please attach the partnership agreement(s) signed and stamped by each of the partners, as well as the sworn statement stamped and signed by the leader. (Annex D)

### 5.5 Financial Identification Form

The form must be filled in, signed and stamped both by an authorized representative of the Applicant institution and by the concerned bank, and then sent as a scanned copy. The bank account must be in the name of the Applicant institution and the details must necessarily include IBAN and SWIFT codes (please pay particular attention to the SWIFT, as the form does not contain a specific field for it). The bank must be located in the country where the applicant is registered (Annex F).

### 5.6 Legal Entity File

Please upload the LEF file as a scanned copy in PDF or JPG format. (Annex M).

## 6 - DECLARATION:

The leader of the project described above, represented by the undersigned, being the authorized signatory of the organization, declares that it is directly responsible for the preparation, management and implementation of the project. I certify that:

- all information contained in this application, including the budget, is correct to the best of my knowledge;
- I will inform the Anna Lindh Foundation of any changes affecting the activities as described in this form;
- I confirm that my organisation has the financial and operational capacity to complete the proposed project and that the purpose and the activities of the submitted project proposal are not for profit;
- I confirm that my organisation has taken the appropriate measures to ensure the protection and safety of participants involved in the project;
- as the leader of the project, I do not fall in any of the situations listed in the Exclusion Rules section 4.11 of the Guidelines for Grant Applicants responding to ALF Call for Proposal;
- we are aware that, for the purpose of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the Early Detection and Exclusion System to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

In the event that my grant application is successful, I authorize the Anna Lindh Foundation to publish on its website or in any other appropriate social media:

- the name and address of the beneficiary of the grant;
- the names of the project partners;
- the project title and summary;
- the amount awarded.

I declare that the above information is true and correct.

Date: .....

Place: .....

Name and signature of the legal representative of the organisation:  
.....