**ANNEX 2**

**APPLICATION FORM** - **Full Proposal**

This document represents an offline template of the *Application Form - Full Proposal* for organizations developing the Full Proposal under the Call for Proposals for the **1st window** of the[**Civic Engagement Programme**](https://elvetiaromania.ro).

The template outlines the required fields to be completed in the *Application Form – Full Proposal* on the online application platform. Full Proposals should be filled in Romanian, without using diacritics. The only exceptions are the fields in which the information is required in English.

Take into consideration the character limit for each section where this is specified (the limit refers to the number of characters with spaces).

Fields marked with **\*)** are mandatory.

Only Full Proposals uploaded before the deadline in the requested format, with all the annexes attached, via the online platform <https://finantaripublice.fdsc.ro> will be taken into consideration.

Full Proposals sent by email or postal services will not compete.

A detailed procedure for the online application is described in the *Guidelines for Applicants* available on <https://elvetiaromania.ro/>.

**NOTE: This form is for informational purposes only and the order in which the questions are displayed may change in the online platform, but their meaning remains unchanged.**

**Note the Terms and Conditions of use of the platform** <https://finantaripublice.fdsc.ro>.

! *The Application Form – Full Proposal* is complete only when the following steps are checked:

|  |  |  |
| --- | --- | --- |
| **Document** | **Submission through** [**https://finantaripublice.fdsc.ro**](https://finantaripublice.fdsc.ro) | **Check** |
| **Full Proposal** (Annex 2) | Filled in on the online platform |  |
| **Project budget** (Annex 3a) | Uploaded in the requested format |  |
| **Communication Plan** (Annex 5) | Uploaded in the requested format |  |

**PART A: Information about Applicant and Partner/s**

Note: Part A will automatically be imported from the Concept Note by the online platform and cannot be further edited in the Full Proposal stage.

**Information about the Applicant**

* **Applicant**
* **Applicant - in English**
* **Form of organization**
* **Legislation under which it was established**
* **Year of establishment**
* **List of Board members**
* **Name of the contact person**
* **Position of the contact person**
* **Telephone of the contact person**
* **E-mail address of the contact person**
* **Annual revenue for 2023 or 2024**
* **Mission, main activities and experience of the organization**
* **Relevant projects carried out during the past 5 years**
* **Website and/or social-media pages**
* **Annex 4 – Declaration of eligibility**

**Information about Partner/s**

**Does the project have Partner/s from Switzerland?**

**Information about the Partner/s of the project**

* **The country in which the Partner is registered**
* **CUI (only for NGO Partners from Romania)**
* **Name in Romanian or in the official language of the country of origin**
* **Name in English**
* **The legislation under which it was established**
* **Form of the Partner organization**
* **List of Board members**
* **Mission, main activities and experience of the organization**
* **Relevant projects carried out during the past 5 years**
* **Website and/or social-media pages**

**Agreement on the personal data processing**

**Part B: Information about the project**

**Thematic Area**

*Note: This section will automatically be imported from the Concept Note by the online platform and cannot be further edited in the Full Proposal stage.*

**Project title\*)**

*Fill in the title of the project. It must be short and relevant. Also include the acronym of the project, if any:*

*(max. 150 characters)*

**Project title - in English\*)**

*Fill in the title of the project translated into English:*

*(max. 150 characters)*

**Project summary\*)**

*Briefly describe the project, providing answers to the following questions: Why is the project necessary? What is the problem/situation addressed by the project? How will the project address the identified problems and needs (review the main activities)? What does the project intend to achieve (review the planned results, including* *those related to public policy improvement)? What are the categories of target groups? Describe the added value brought by each project Partner:*

*(max. 2000 characters)*

**Summary of the project in English\*)**

*Provide the English translation of the Project summary:*

*(max. 2000 characters)*

**Location of the project\*)**

*Mention the location/s where the project activities are carried out. If the project is implemented at a local level, please select the county/ies:*

National project

Local project[[1]](#footnote-1)

**Duration of the project\*)**

*Mention the duration of the project in months (minimum 24 and maximum 32 months):*

*(max. 150 characters)*

**Problems and needs addressed**

*Note: This section will automatically be imported from the Concept Note by the online platform and cannot be further edited in the Full Proposal stage.*

**Goal of the project\*)**

*Mention the goal of the project, in line with the Civic Engagement Programme outcomes:*

*(max. 500 characters)*

**Project Objective 1\*)**

*Mention Objective no. 1. It must be SMART - specific, measurable, approachable, realistic/relevant, framed in time. The objective should be coherent with the goal of the Civic Engagement Programme and contribute to the achievement of the Programme’s expected outcomes and outputs, as outlined in the Guidelines for Applicants:*

*(max. 500 characters)*

**Project Objective 2 (optional)**

*Mention Objective no. 2. It must be SMART - specific, measurable, approachable, realistic/relevant, framed in time. The objective should be coherent with the goal of the Civic Engagement Programme and contribute to the achievement of the Programme’s expected outcomes and outputs, as outlined in the Guidelines for Applicants:*

*(max. 500 characters)*

**Project Objective 3 (optional)**

*Mention Objective no. 3. It must be SMART - specific, measurable, approachable, realistic/relevant, framed in time. The objective should be coherent with the goal of the Civic Engagement Programme and contribute to the achievement of the Programme’s expected outcomes and outputs, as outlined in the Guidelines for Applicants:*

*(max. 500 characters)*

**Target groups\*)**

*Present the categories of the targeted groups, and mention the estimated number of beneficiaries (direct and indirect), as well as the selection criteria. Describe the specific needs of the target groups, their involvement and how will they benefit from the project implementation:*

*(max. 1500 characters)*

**Activities and expected results\*)**

*Describe the project activities using the fields below. The management activity will be detailed under the Organizational set-up and management of the project section. The communication and information activities will be detailed under the Comunication of the project section:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity number** | **Name of the activity**  *(max. 150 charact-ers)* | **Description of the activity**  *(max. 1000 characters)* | **Metho-dology**  (max. 500 charac-ters) | **Contribution of the activity in achieving the project objectives** (max. 200 characters) | **Role of the Applicant and the Partner/s**  (max. 400 characters) | **Expected results**  (max. 1500 characters) | **Anticipated impact towards the public policy/es**  (max. 800 characters) |
| A1 |  |  |  |  |  |  |  |
| A2 |  |  |  |  |  |  |  |
| A… |  |  |  |  |  |  |  |

**Plan of activities\*)**

*Mark the implementation period for each activity:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Month 1 | Month 2 | Month… |
| A1 |  |  |  |
| A2 |  |  |  |
| A… |  |  |  |

**Project indicators\*)**

*Fill in the target values ​​of the Programme indicators to which the project contributes. Keep in mind that the projects must select and report against both Outcome Indicators, as well as one Output Indicator for each corresponding Outcome:*

**Comunication of the project\*)**

*Describe the communication and information activities of the project, detailing specific actions, tools, and expected results. Provide information regarding the target audiences, communication channels, and the calendar of comunication activities. Take into consideration that the activities must align with the Communication and Information Guidelines available on* [*https://elvetiaromania.ro/*](https://elvetiaromania.ro/)*:*

*(max. 1500 characters)*

**Comunication of the project\*) – upload the document**

*Fill in Annex 5 – Communication Plan. The document must be uploaded to the platform in PDF or Word format and cannot exceed 512 Kb.*

**Partnerships and collaborations\*)**

*Provide details regarding the role of the Partner/s in achieving the objectives of the project, the need for and the added value of the partnership. Describe how the partnership was established and how the organizations complement each other.*

*Include relevant information about Collaborators (no budget allocated) – name, specific input to the project activities, the history of collaboration with the Applicant/Partner/s:*

*(max. 2500 characters)*

**Organizational set-up and management of the project\*)**

*Describe the management activity, including the steering and coordination among the partners:*

*(max. 1500 characters)*

**Project team and experts\*)**

*Describe the team structure (including team experts), tasks, general requirements for each position, as well as the specific expertise for the identified persons, using the fields below:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position in the project**  *(max. 200 characters)* | **Name of the person (if identified)**  *(max. 200 characters)* | **Tasks within the project**  *(max. 500 characters)* | **General requirements**  *(max. 300 characters)* | **If the person is identified, mention the experience/ expertise for the position**  *(max. 500 characters)* | **Specify the organization**  (Applicant or Partner/s) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Risks\*)**

*Identify and describe the potential risks that may impact the achievement of the objectives and expected results of the project, covering aspects such as: project management, partnerships, socio-political context (armed conflicts, economic downturn etc.), target groups/beneficiaries/communities (reluctance, weak involvement, prejudice etc.), as well as the measures implemented to mitigate the negative effects:*

*(max. 2000 characters)*

**Correlation with similar initiatives\*)**

*Describe how the project is correlated with previous/running projects implemented by the Applicant and/or other initiatives, policies, national strategies, etc addressing similar issues. Detail how complementarity and synergies are ensured:*

*(max. 1500 characters)*

**Sustainability of the project\*)**

*Describe the measures taken to sustain and disseminate the expected results. Explain how the continuity of the project will be ensured after its completion:*

*(max. 1500 characters)*

**Cross-cutting themes of the Programme\*)**

*Describe how the project addresses the cross-cutting themes of the Programme: social inclusion, and climate change mitigation and adaptation:*

*(max. 1000 characters)*

**The grant amount requested\*)**

*Specify the grant amount requested from the CEP. The amount will be expressed in CHF and include VAT:*

*(max. 300 characters)*

**Project budget\*) - upload the document**

*Fill in the Project Budget in CHF, using the Excel document -* ***Annex 3a - Project Budget,*** *and upload it on the online platform (in Excel format). All amounts will be expressed in CHF and include VAT.*

1. The county/ies will be selected from a dropdown menu on the online platform. [↑](#footnote-ref-1)