



## SOCIETIES

*Support Of CSOs In Empowering Technical Skills, Inclusion of people with disabilities and EU standards in South East Europe*

### Application form

#### General information about the Proposal

<b>Title of the Proposal</b>	<i>Maximum 30 characters</i>		
<b>Duration of the Proposal</b>	Insert nr. of month		
<b>Location (s), location of the Proposal</b>	Local community	Municipality	Region

#### Data of the Applicant

<b>Legal name of the Applicant</b>	
<b>Address</b>	
<b>Country</b>	
<b>Responsible person of the Proposal</b>	
<b>Email contact</b>	
<b>Telephone</b>	
<b>Bank Account</b>	
<b>IBAN</b>	
<b>SWIFT</b>	

### **Background of the Proposal (max 1 page)**

Please describe the starting point of your Proposal:

- Who is the main applicant? Describe your organization/association
- How was your Proposal born or conceived? Please describe your experience in working with people with disabilities or mental health.
- Did your association/organization/enterprise implement similar activities in the past and what kind?
- If applicable, please describe the role and participation of partner institution/organization.
- Which are the long-term objectives and strategies of your proposed community based social services and/or social business?
- Provide measurable results of the Proposal that will contribute to achieving the goal

### **Description of the Proposal (max 1 page)**

Please describe the objectives of your Proposal and the main activities/actions/strategies to achieve these objectives.

If applicable, please clarify also if you will legally register your Proposal as a formal Social Enterprise and/or Provider of community based social service(s), how and when it will be done.

Please describe how your Proposal can become self-sustainable.

Please describe if other funders will support your Proposal. If supported, which will reasonably be the percentage of external support?

### **Analysis of the market and of the competition (max 1 page)**

If applicable, please analyse the needs of the market and the competition in your area:

- Please describe the local context in which you plan to operate and the local community whose needs you are addressing
- In which way did you analyse the market needs in your area about the products or services foreseen by your Proposal?
- Are there any other similar social businesses or providers of social services within your area? If so, how many?
- At what price do they offer their products/services?
- Is there any difference among yours and their services/products in terms of quality?
- What is the target ( i.e. potential customers) of your service or product?

### **For Social Enterprise: Analysis of the economic benefits (max 1/2 page)**

- If applicable, please identify the planned economic benefits that can be achieved through your Proposal, trying to be more precise as possible. In particular:
- Explain how this grant/investment will permit the start-up or strengthening of your proposed business;
- Explain how you are going to re-invest any eventual profit generated by the business.

### Stakeholders' analysis (max 1 page)

Who are the stakeholders to be involved during the implementation? In which way are you going to cope with them?

Describe in as much detail as possible the relationships with your stakeholders (who have you collaborated with, when, in what ways etc. and how your collaboration will be within this project)

- Beneficiaries..... (please state the number of beneficiaries actively involved/supported with this service)
- Promoter.....
- Partners.....
- Funding bodies.....
- Policy makers.....
- Media.....
- Others.....

### Analysis of the social benefits (max 1/2 page)

Please describe the general social impact of your Proposal. In particular, try to identify which benefits will people with disabilities and people with mental disorders receive by this Proposal (such as: empowering people, involving stakeholders, creating relationships, and other).

### Communication strategies (max 1/2 page)

If applicable, please explain which are the types of communication channels and related costs (advertising, promotion, marketing) of your services or products.

### Length of the proposal and Timeframe

The length of this Proposal is \_\_\_\_ months (*from 12 to 24 months*).

#### Example of Timeframe:

	Month																								
ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Activity 1.1 .....																									
Activity 1.2 .....																									
Activity 1.3 .....																									

### Budget

Please clearly identify the costs of the Proposal, briefly explaining the reason for these costs.

Please attach a pro-forma invoice for any cost above 2.000 EUR.

Example of Budget lines:

Nr.	Type of expense /Description of the budget items	Type of unit	Nr. of units	Cost per unit	Total cost	Requested contribution (amount (A-B=C))	co-funding own contribution	Justification
1.					<b>A</b>	<b>C</b>	<b>B</b>	

2.								
3.								
4.								
5.								
<b>TOTAL</b>								
<b>Requested contribution and funding own contribution as % of total costs</b>					<b>100%</b>			

### APPLICANT'S STATEMENT

I, undersigned, \_\_\_\_\_, person in charge of the project proposal on behalf of my association/organization, confirm the following:

- (a) the information presented herein are truthful to the best of my knowledge
- (b) the applicant and its partners satisfy all eligibility criteria set out in the Call for Proposals for the participation in project implementation and
- (c) the applicant and projected staff for implementation of the project have adequate professional competencies for the project

Name and surname of person in charge	
His/her position in the association	
Signature and stamp	
Place and date	

**Please attach the following documents to this Application Form:**

1. Copy of the certificate of registration of the organization
2. Copy of the statute of the organization
3. Copy of the balance sheet and income statement for the last two fiscal years (2014 and 2015)
4. Signed statement about the participation of partner institution/organization (e.g. letter of intent, MoU, etc.)
5. Three offers for the expenditures above 2.000 EURO
6. If the project provides co-financing from other sources, the request should be accompanied by a relevant documentation