

**Reference number**

*To be filled in by the Executive Agency*

## Application Form

### EUROPE FOR CITIZENS

Operating grants:

Structural support for European public policy research organisations (think tanks) and civil society organisations at European level.

<b>Programme</b>	<b>'Europe for Citizens (2014-2020)</b>
<b>Call for proposals / Programme Guide</b>	Operating grants: Structural support for European public policy research organisations (think tanks) and civil society organisations at European level.
<b>Action</b>	<input type="checkbox"/> European Remembrance <input type="checkbox"/> Democratic engagement and civic participation
<b>Sub-Action:</b>	NA
<b>Round:</b>	NA
<b>Deadline for submission:</b>	20 December 2013 (midday Brussels time)
<b>Project title :</b>	NA
<b>Project acronym:</b>	NA
<b>Language used to complete the form</b>	23 languages

## Part A. Identification of the applicant organisation

In order to submit an application, applicants and all the organisations that will participate in the application must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted on the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.

### A.1 Applicant organisation

Role in the application	NA				
Full name of the organisation <i>Full name of the organisation in Latin characters (if applicable)</i>					
Acronym:					
Legal address:					
Post code:		City:			
Region:		Country:			
Web site:	http://				
Telephone 1:		Telephone 2:		Fax:	

### A.2. PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (CONTACT PERSON).

Surname:	<i>Mr. Ms</i>	First name:			
Position:					
E-mail:					
Address: <i>(if different from the organisation's address)</i>					

### A.3. PERSON AUTHORISED TO REPRESENT THE ORGANISATION IN LEGALLY BINDING AGREEMENTS (Legal representative)

Name:	<i>Mr. Ms</i>	First name:			
Position:					
E-mail:					
Telephone:		Fax:			
Address: <i>(if different from the organisation's address)</i>					

## Part B. Organisation and activities

Applicants are asked to consult the applicable eligibility criteria in the Call for proposals concerned

### B.1. STRUCTURE

Status:	<input type="checkbox"/> Private <input type="checkbox"/> Non-profit organisation
Type of organisation:	<i>For European remembrance:</i>  - European public policy research organisations (think tanks) - Civil society organisations for European remembrance  <i>For democratic engagement and civic participation</i>  - European public policy research organisations (think tanks) - Civil society organisations working at European level - Platforms of pan-European organisations
Registered country:	
Date of incorporation (legal registration) (dd/mm/yyyy):	

### B.2. AIMS AND ACTIVITIES OF THE ORGANISATION

Please provide a brief description of your organisation in terms of the aims set in your articles of association, [and of your experience].

### B.5. Other community grants envisaged for activities for the financial year in question

Applicants shall inform the Executive Agency of any request for funding submitted or approved after submission of this application  
Has your organisation submitted – or does it intend to submit – any other grant applications to the Executive Agency or the European Commission for activities planned for the financial year in question? If so, for each grant please indicate the activity, the Directorate-General and the programme concerned, as well the amount.

Activity	Directorate-General	Programme	Total amount requested

## PART C: Description of the activities

*This section gives applicants the chance to say why their application should receive support, in terms of the award criteria on the basis of which they will be assessed. For further information on the criteria, please consult the programme Call for proposals concerned.*

### C.1. Consistency with the objectives of the action and of the programme:

**General objectives of the Programme** targeted by your work programme:

- To contribute to citizens' understanding of the Union, its history and diversity.
- To foster European citizenship and to improve conditions for civic and democratic participation at Union level.

**Specific aims of the Programme** targeted by your work programme:

- Raise awareness of remembrance, common history and values and the Union's aim that is to promote peace, its values and the well-being of its peoples by stimulating debate, reflection and development of networks*
- Encourage democratic and civic participation of citizens at Union level, by developing citizens' understanding of the Union policy making-process and promoting opportunities for societal and intercultural engagement and volunteering at Union level.*

**Annual priorities of the Programme** targeted by your work programme (*please don't select it if your project is not concerned by one of those priorities*):

- 100<sup>th</sup> anniversary of the beginning of World War I.
- 25<sup>th</sup> anniversary of the Fall of the Berlin Wall.
- 10 year of enlargement of the European Union to Central and Eastern Europe.
- The elections to the European Parliament.
- Citizens' participation in the democratic life of the EU.
- The future of Europe.

**Explain how the activities of your organisation and the proposed work programme correspond to the selected aims and priorities.**

**C.2. Work Programme for the financial year in question**  
 Please provide all the elements requested in the work programme

**A. Summary of the detailed work programme of 2014**

**B Detailed schedule of the activities of the organisation for the financial year of 2014**  
 (a table for each activity needs to be filled in)

Date (dd/mm/yyyy)		Venue of Activity	Target group	Number of participants
Start	End			
<b>Type of the activity</b>				
<b>Field or subject</b>				
<b>Members taking part</b>				
<b>Objectives/results expected</b>				

*Please explain how the activities envisaged in the work programme will make it possible to achieve the planned aims.*

**C. Summary of the strategic plan for the period of 2014-2017**

Please explain:

- What are the objectives that your organisation plans to achieve by the end of this period in terms of its global impact.
- What are the instruments/tools that your organisation will put in place to achieve those objectives.
- What are the expected outputs (including citizens participation) to be achieved per year during the concerned periode.

**C.3 Dissemination**

*Please describe:*

- *The dissemination plan foreseen by the work programme in order to allow an effective transfer and exchange of the expected results.*
- *How the work programme will create a multiplier effect among a wider audience beyond those directly involved in the project activities.*

**C.4. Impact and Citizens involvement**

*Please describe:*

- *What are the expected mid/long-term effects produced by the project.*
- *How the participants will be involved in the proposed activities.*
- *Percentage of participants not involved within NGOs/Institutional or social activities before 2014.*

**C.5. The extent to which lack of access to finance is holding back the implementation of the work programme**

*Please describe:*

- *the progression of expenses and of all co-funding schemes over the past 3 years;*
- *whether the applicant has insufficient other sources of financing available that would allow him to implement the work programme;*
- *to what extent the requested amount is necessary for the implementation of the work programme;*
- *to what extent it is necessary to implement this work programme now in order to reach the call's objectives and/or to what extent a delay would be harmful in this respect.*

<b>C.6 Geographical Coverage</b>	Country
Organisations/Members/Active partners/activities	

**Part.D Budget**

Reimbursement of a specified proportion of the eligible costs.

**ELIGIBLE COSTS:**

1. Cost of staff assigned to the operation
2. General expenditure
3. Conferences, seminars, workshops, etc.
4. Staff travel expenses and subsistence costs
5. Rent, leasing and depreciation
6. Subcontracting
7. Other costs

**TOTAL OF ELIGIBLE COSTS**

**ELIGIBLE INCOME :**

1. Executive Agency EACEA
2. Contribution by the applicant
3. Contribution by other organisations
4. Direct revenue expected from the operation

**TOTAL OF ELIGIBLE INCOME**



## Attachments:

1. Declaration on honour
2. Budget details
3. Legal Identity Form and Financial Identification Form