



PARTNERSHIP PROJECTS 2018/2019

Strengthening members and solidarity within the Forum

APPLICATION FORM

PART 1

Title of the Project:

Name of NGO Applicant/Member Organisation¹:

Name of Director/Executive Officer:

Name of Contact Person (Project Manager):

E-Mail of Contact Person (Project Manager):

Postal Address:

Telephone Number(s) including international code:

Website:

¹ Please attach documents confirming the official registration of the applying organisation (a scanned copy in the original language certified by the signature of the organisation's head is required. No translation or notary's certification is required). Do not send files larger than 1MB, please use respective resolution than scanning or copying the images into the documents.

Project Partner(s):

Include all partners of the project, their name(s) and email(s). At least one partner has to be CSF organisation. Confirmation from all project partners, each signed by the representative organisation's head should be provided.

Project Geography/ Locations:

Total Budget (including own contribution, €):

Please list the sources of own contribution. Co-funding is not a requirement for the applicants.

Funds Requested (€):

Start / End Date (DD.MM.YY):

Summary of the Project

Concept, target groups, expected action and results. (max. 250 words)

PART 2

Detailed Description of the Project

Concept, actors involved and their contribution, target groups, etc. (max. 1,000 words)

Overall Objective

Long-term result(s) to which your project is expected to contribute in the social (incl. political), economic and environmental global context involving other stakeholders.

Specific Objectives / Outcome

Provide medium-term result your project is expected to achieve in the civic/ legal, social, economic or environmental area (of the project).

Expected Results / Outputs

Provide measurable indicator of direct products generated by activities under your project, produced or accomplished with the resources allocated to the project. For instance, these can be persons trained; working papers produced, etc.

Planned Activities

Describe concrete actions within the project to obtain results, your main events, etc. These shall be also indicated in your project timeline in a separate document.

Target Group(s)

Who are the people this project targets and how are they supposed to change?

PART 3

Sustainability and Follow-Up

Explain how the specific project objectives will produce a lasting change after the project is completed. What follow-up activities for your project are planned? List additional funding possibilities, if applicable.

Potential Risks

List and explain major internal and external risks for the project. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks. What are relevant mitigation measures you intend to implement?

Project Management

What are the roles and responsibilities of the main project manager and the project partners involved? What other organisations outside and inside of CSF will take part? What shall be their role?

PART 4

Timeline (fill in separate excel file)

Indicate activities in complete months. Please fill in only the names of the activities according to the application form, the start and end date for each activity and expected results.

Project Budget (fill in separate excel file)

Completed Applications in Russian or English shall arrive before **3 June 2018, 5pm CET / 6pm Moscow Time**. Please follow the [LINK](#)² to start the upload and apply. If you have questions, contact us at opencall@eu-russia-csf.org

² <https://app.smartsheet.com/b/form/6940410fd2604dd1a5bb2d78dec86bf5>