

Association of the Local Democracy Agencies  
ACTIVE EUROPEAN CITIZENSHIP  
CALL FOR PARTNERS TO DEVELOP INNOVATIVE ACTIONS ON THE INITIATIVE POWER OF CITIZENS  
- ALDA/02/10 -

**APPLICATION FORM 2010**  
**Call for partners ALDA 02/10**  
**ASSOCIATION OF LOCAL DEMOCRACY AGENCIES**

**CALL FOR PARTNERS TO DEVELOP INNOVATIVE  
ACTIONS ON THE INITIATIVE POWER OF CITIZENS**

**Introduction**

Before completing this application form, please ensure that you have read and understood the call for partners.

In particular, you will need to make sure that you provide all evidence and fulfil all conditions required. In this context, please carefully follow the application checklist when compiling the application.

In order to apply for a grant, please complete the application form.

Applications must be typed in **English**. **Hand-written applications will not be accepted.**

We remind you that this application form **must be dated and signed** and **sent by e-mail – in scanned version - no later than 15.08.2010** to:

**Marco Boaria**  
[marco.boaria@aldaintranet.org](mailto:marco.boaria@aldaintranet.org)

Applications faxed will **not** be accepted.

## Section 1 – Information on the applicant organisation

### a) Organisation

Legal name	
Acronym/abbreviation	
Legal status	Private <input type="checkbox"/> Public <input type="checkbox"/>
Date of establishment (as legal entity)	

### b) Legal address

Street		N°
Post Office Box		Postal code
Town/city		Country
Website address		

### c) Legal Representative *(person authorised to sign an agreement)*

Surname	
Forename	
Position	
Tel. (including country and area code)	
Fax (including country and area code)	
Email	

### d) Contact person/staff members/main collaborators *(person responsible for the general coordination of the work programme)*

Surname	
Forename	
Position	
Tel. (including country and area code)	
Fax (including country and area code)	
Email	

### e) Person responsible for financial matters

Surname	
Forename	
Position	
Tel. (including country and area code)	
Fax (including country and area code)	
Email	

## Section 2 – General background information

### a) Description of the applicant's objectives, activities, and evaluation of the activities of the previous years

*Objectives specified in the applicant's articles of association*

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*Please, provide a short description of your organisation (including information on aims and activities, specific know-how, staff, memberships in other structures, etc.)*

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- *Main activities completed or carried out during the previous years*

*Please describe the experience of your organisation in the fields covered by the present call for partners (i.e. information, awareness-raising activities and trainings in the field of active citizenship).*

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### b) Community grants, procurement contracts or loans obtained directly or indirectly from a European Institution or Agency during the previous year (2009)

Community Programme or Budget heading	Title of the operation	Year & contract reference N°	Amount of the contract/grant (€)

## Section 3 – Project’s elements description

<b>Full name of the applicant</b> <b>Acronym of the applicant (if any)</b> <b>Full name of the project</b> <b>Acronym of the project (if any)</b> <b>Length of the project (in months)</b> <b>Starting date</b> <b>Ending date</b>	
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### a) Short summary of your project (maximum half a page)

*Please mention: objectives (general and specific), target groups, final beneficiaries, expected results, activity(ies), outcomes*

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### b) What are the general and specific objective (s) in the call for proposals you intend to achieve? Which are the target groups ? (maximum half a page)

*<General objectives>*

*<Specific objectives>*

*<Target groups>*

### c) Relevance of the action in your local community (maximum 2 pages)

*Please express the reason why such a module would be relevant for your local community.*  
*Please mention also the needs the present proposal may meet.*  
*Please mention how relevant the programmed activities might be for the participants/ target groups*  
*Please mention how the planned activities will encourage the initiative power of citizens as expressed in the art.11 of the Lisbon Treaty?*

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### d) How do you intend to achieve the objectives and what are the proposed activities?

*Detailed presentation of the activities, of the timetable*

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*Present the stakeholders that will participate in the organisation of the activities together with the applicant and the role of each one from the drafting phase until the final evaluation*

*Please, provide details on the participants you may reach and involve at the local level*

*Please, detail:*

- *the expected number of participants you may reach through the activities you will implement*
- *how you intend to involve citizens, civil society organisations, representatives of local authorities in the training process and how you plan to select participants for the different events*
- *describe your capacity to reach those who are not usually reached by other project of European nature*

*What impact should be expected at local-, regional-, national- and European- (political) level*

**e) How the activities and results of the planned work programme will become visible and communicated (including a description of expected media coverage) (maximum half a page)**

**f) Originality and sustainability (maximum half a page)**

*How the work programme will develop/strengthen closer ties between citizens of your local community and citizens of other Member States?*

*What will your project bring to the active European citizenship and the how do you predict that your project will improve a better ownership over the initiative power of citizens in the context of the EU?*

**Section 4 - Financial information**

<b>General view of the estimated total budget for the work programme</b>	
<b>Estimated total expenses of the operation</b>	€
<b>ALDA-GRANT REQUESTED</b> <i>(see paragraph 4 of the Call)</i>	€
Other sources of funding (other organisations) Please, specify	€
<b>Self-financing by the applicant organisation</b>	€
Income generated by the operation Please, specify	€

<b>In detail view of the total budget for the work programme</b>	
Materials	€
Personnel costs	€
Room	€
Trainers	€
Accommodation and/or board	€
Travel costs	€
Others (specify)	€

**Section 5 – Grant request and declaration by the person authorised**

## to act legally on behalf the applicant organisation

On behalf of my organisation, **I hereby declare my agreement to the basic conditions set out in the present Call for partners launched by the Association of Local Democracy Agencies.** I accept all of the conditions specified.

I declare on my honour that the submitted information is true and correct and that my organisation has the operational capacity and financial capacity to complete the proposed work programme.

I also declare that my organisation and I myself will comply with and abide by these basic conditions and that we will co-operate fully with the Association of the Local democracy Agencies for the purposes of supervision of activities.

I allow the Association of Local democracy Agencies to make available and to use all data provided in this form, for the purposes of managing the "training module. The data, on paper or electronically, will always be used respecting the privacy of individual persons.

**By signing the application form (signature at the end of the "Application" form), I accept all the above conditions and those written in the Call.**

**Place and Date** \_\_\_\_\_

**Legal Representative**

**Surname, Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Stamp**