

Association of Local Democracy Agencies
CALL FOR PROPOSALS AIMING AT SUPPORTING THE IMPLEMENTATION OF
THE CODE OF GOOD PRACTICES FOR CIVIL PARTICIPATION IN THE DECISION MAKING PROCESS
OF THE CONFERENCE OF INGOs OF THE COUNCIL OF EUROPE
- ALDA/01/10 -

APPLICATION FORM 2010
Call for Proposals ALDA 01/10
ASSOCIATION OF LOCAL DEMOCRACY AGENCIES

**CALL FOR PROPOSALS AIMING AT SUPPORTING
THE IMPLEMENTATION OF THE CODE OF GOOD
PRACTICES FOR CIVIL PARTICIPATION IN THE
DECISION MAKING PROCESS**

Introduction

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

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 and attach documents as requested (see checklist). Do not attach documents other than those requested in the call for proposals. Additional documents will not be considered and will not be returned.

Applications must be typed. **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:

Aline Schwoob
aline.schwoob@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)	
Budgetary year of the applicant	Starting date: Finishing date:

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

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

- 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).

Such experience is to be illustrated by means of a list of projects already implemented in the same field.

Please also mention the different products produced by these projects (publications, website, etc.)

Section 3 – Project’s elements description

a) Relevance of the proposal in your local community

- Relevance of the activity for the local community

Please, detail the reason why such a project would be relevant for your local community.

Please mention also the needs the present proposal may meet.

Please detail:

- *how relevant the programmed activities might be for the participants/ target groups*
- *how relevant the activities might be for your local community?*
- *how the planned activities will encourage participatory democratic processes and active citizenship among the involved participants and in your local communities*

- Expected outcomes

What impact should be expected at the local level?

In which way the participation in your community may improve?

b) Description of the action and its effectiveness

Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

- *a description of the overall objective(s) of the action, outputs and expected results*
- *a description of the proposed activities and their effectiveness*
- *the methods of implementation and reasons for the proposed methodology*
- *the procedures for follow up/monitoring and internal/external evaluation*
- *the duration and indicative action plan for implementing the action*

c) Partnerships at the local level

- Please, provide details on the partnerships you may establish at the local level

Please, detail:

- *about the number of partners' organization you will you be able to involve in the planned activities and what is their experience in the field of active citizenship and participatory democracy in your local community*

- about the involvement of other possible stakeholders, their anticipated role and/or potential attitudes towards the project.
- the role and participation in the action of the various stakeholders (applicant, partner(s), other actors etc.), and the reasons for which these roles have been assigned to them;

d) Participants / Target groups

- 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 project 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*

e) Visibility, dissemination, transferring methods

- Please, provide details on visibility, communication and dissemination strategies and tools

Please, detail:

- *how the activities and their results will become visible and communicated (including a description of expected number and variety of media coverage)*
- *what strategy and measures you plan to facilitate the transfer of successful results to other stakeholders (expected multiplier effect)?*
- *which communicative methods you will use*
- *how the results of the activities will be disseminated and how local citizens will benefit from the results*

f) Originality and sustainability

- Please, mention original and innovative elements of your proposal

Describe the original and innovative elements of your proposal with respect to other initiatives on active citizenship

<ul style="list-style-type: none">• Please, detail how you plan to grant the follow-up and the sustainability of the process started with the project <p><i>Please detail:</i></p> <ul style="list-style-type: none">- <i>which measures you will you foresee to give sustainability to the action</i>- <i>how you will ensure an adequate follow up of the activities with the partners involved in the implementation of this training module</i>

Section 4 – Trainers/Experts

The applicant should present 2 trainers/experts involved in the implementation of the project. Please add in annex a **detailed CV** of the suggested experts/trainers. The selection will be done in agreement with ALDA. Under specific request from the applicant, ALDA may suggest some trainers.

Expert/Trainer 1	
Name - Surname	
Contact details (address, phone number, email)	
Languages	
Experience in the field of Active Citizenship and/ or work with local authorities and civil society organisations	
Previous experience from the applicant with this trainer	

Expert/Trainer 2	
Name - Surname	
Contact details (address, phone number, email)	
Languages	
Experience in the field of Active Citizenship and/ or work with local authorities and civil society organisations	
Previous experience from the applicant with this trainer	

Section 5 - Financial information

General view of the estimated total budget for the work programme	
Estimated total expenses of the operation	€
EU/ ALDA-GRANT REQUESTED (max. 50% of the total) <i>(see paragraph 4 of the Call)</i>	€
Other sources of funding (other organisations) Please, specify	€
Self-financing by the applicant organisation	€
Income generated by the operation Please, specify	€

NB : The maximum grant allocated by ALDA is 2.000 euro.

Section 6 – 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 Proposals 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 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. 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