**ACTION SEE – Accountability, Technology and Institutional Openness Network in SEE Project**

**FORM FOR APPLYING TO THE OPEN COMPETITION FOR SMALL GRANTS**

1. **BASIC INFORMATION**

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| Name of the organization |  |
| Address |  |
| Phone number/numbers |  |
| E-mail |  |
| Website (if any) |  |
| Contact person, function |  |
| Contact person’s e-mail |  |
| Contact person’s phone number |  |

1. **RÉSUMÉ OF THE PROJECT**

Limit the résumé to ONE PAGE ONLY.

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| Title of the project |  |
| Duration of the project (max. 5 months) |  |
| Objectives of the project |  |
| Partner(s) |  |
| Target group |  |
| Location |  |
| Main activities |  |
| **Budget**(EUR): |  |

1. **DESCRIPTION OF THE PROJECT**

Limit the description to FIVE PAGES.

1. **Need and issue**Describe and analyze the issue generally. Clearly identify the specific issue that needs to be solved and the need that ought to be met.

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1. **Objective and short-term goals**Define the project objectives that are related to the specific desired enhancements or changes that the project should achieve. The objectives should comply with the ACTION SEE goals. Every objective ought to be distinct, measurable and real.

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1. **Anticipated results**State the anticipated project results. The achievement of the results ought to lead toward realization of the project’s short-term goals.

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1. **Activities**Concisely describe the proposed activities related to the project implementation (explain every activity in a separate paragraph). Explain the contribution of every activity toward the achievement of the short-term goals.Emphasize the key project activities and explain their relevancy to the target group, how and what the activities offer as an innovation.

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1. **Budget**

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| Complete the budget table thoroughly and accurately, whereupon the budget items will justify the envisaged project activities. The budget ought to be stated in EUR. Add as much rows as you need. |

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| --- | --- | --- | --- |
| **Budget item** | **Quantity** | **Amount** | **Total amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

1. **Partnerships**Specify the organizations you plan to implement the project with (if any). It is especially important to specify if you have established cooperation with the municipality where the project will be implemented.

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1. **CAPACITY OF THE ORGANIZATION**
2. **Brief description of the organization**

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| Describe the organization’s mission, main areas of operating and role in community.Briefly describe the level of cooperation and networking.Specify the number of employees, volunteers and members.Limit the description to HALF PAGE ONLY. |

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1. **Managerial and executive structure of the organization**

**Executive board***(specify the names):*

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1. **Additional information**

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| In this section, share information that is not previously mentioned but you consider important. |

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| Head of the organization: |  |
|  |  |
| Signature: |  |
| Date: |  |

Seal