**“ARTIVIST STAFETË PROJECT”**

**Financed by the European Union.**

**Sub-granting Application Form**

**‘’ARTIVIST CLOSING MANIFESTO!’’**

**Deadline for submission of full application:**

**3RD OF FEBRUARY 2023 - @17:00 Tirana Local Time**

| Title of the action: | **‘’ARTIVIST CLOSING MANIFESTO!’’** |
| --- | --- |
| Name of the lead applicant |  |

| **PROJECT TITLE:** |  |
| --- | --- |
| **BUDGET:** | **34.000 EURO** |
| **LOCATION OF PROJECT IMPLEMENTATION** |  |
| **DURATION OF PROJECT IMPLEMENTATION (from-to / exact dates)** | **1st MARCH – 15TH JUNE** |

| **FULL NAME OF THE PROJECT APPLICANT & ABBREVIATION (in English and in local language)** |  |
| --- | --- |
| **CONTACT DETAILS OF THE PROJECT APPLICANT** |  |
| **NAME AND CONTACT DETAILS OF THE APPLICANT.**  **(Name, Surname, Email, Cel.)** |  |
| **LIST ANY RELEVANT PAST EXPERIENCE** |  |

1. **BACKGROUND**
2. **Organisational overview (max half a page)**

1.1 Introduce your organisation (e.g. its type, scope of work, areas of activity and number of paid/unpaid staff);

*<insert text here>*

1.2 What are the skills and/or expertise of the key persons involved in the submitted application;

*<insert text here>*

1. **Proposal overview (half a page)**

2.1 Briefly present your proposal. What are the key pillars you wish to address through the action, and how would you measure its success?

*<insert text here>*

2.2 What is your organization’s motivation for submitting this proposal?

*<insert text here>*

1. **Goals and specific objective (max a page)**

3.1 Describe how the formulated outcomes of Annex A and Annex B reflect in your proposal:

3.2 Action Overall Objective (goal)

*<insert text here>*

3.3 Project Specific Objective

*<insert text here>*

3.4 State how the action will improve the situation of the target groups and final beneficiaries. What would be the impact relating to the implementation of this proposal?

*<insert text here>*

3.5 List a minimum 20 stakeholders / organizations / venues you will collaborate with and describe the nature of your collaboration (Annex B);

*<insert text here>*

1. **Experience (max half a page)**

4.1 Does your organization have experiences with organizing curating and hosting cultural programs or experiences with organising events / mobilizing audiences and, if yes, please elaborate on it by mentioning details of its administration, physical set-up and content programming;

*<insert text here>*

4.2 Highlight any previous projects your organization has implemented which are related to this call;

*<insert text here>*

4.3 Please describe the context of implementing projects integrated with art to promote human rights, social inclusion of LGBTIQA+, and marginalized groups ; (100 words max.)

*<insert text here>*

1. **Audience outreach & communication (max half a page)**

5.1 How will you promote and communicate activities related to Closing Manifesto. Explain with

what media partner you will work and what is the nature of your collaboration;

*<insert text here>*

5.2 Describe how you will attract key target audiences (youth, creatives and marginalized groups). Also, reflect how you will ensure the safety of these groups;

*<insert text here>*

5.3 The action for which you are applying requires efficient communication with other organisations, both locally and internationally. Have you had a similar experience before? How would you approach such a structure within your organisation? (100 words max.)

*<insert text here>*

1. **Innovation (max a page)**

6.1 Describe in what ways your proposal is innovative, how you will increase capacity to enhance expression through art to the target group (200 words max.)

*<insert text here>*

6.2 Describe what programming you foresee taking place during Closing Manifesto; briefly link it to the list of stakeholders you envision to include in your proposal (200 words max.)

*<insert text here>*

6.3 Describe how you will amplify project results in a brief communication plan (200 words max.)

*<insert text here>*

1. **Plan of activities**

*Duration and indicative action plan for implementing the action.*

*Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc. It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.*

* *Use the format provided below.*

| **Activity**  *(include the activities as presented in the section 7 of the proposal; add rows if necessary)* | **Months**  *(highlight the proper box based on your activity planning; number of columns corresponds to the period of implementation )* | | | | **Implementing body**  *(partners, associates, affiliates, etc.)* |
| --- | --- | --- | --- | --- | --- |
| March | April | May | June |
|  |  |  |  |  |  |
| *Activity 1 - Name* |  |  |  |  |  |
| *A1.1 - Name* |  |  |  |  |  |
| *A1.2 - Name* |  |  |  |  |  |
| *A1.n - Name* |  |  |  |  |  |
| *Activity 2 - Name* |  |  |  |  |  |
| *A2.1 – Name* |  |  |  |  |  |
| *A2.2 – Name* |  |  |  |  |  |
| *A2.n - Name* |  |  |  |  |  |
|  |  |  |  |  |  |

1. **BUDGET** (add details in each category, describing the need and related budget amount)

**Budget template attached (Annex 2).**

1. **Applicant Details**

**(signed, stamped and scanned).**

| **Name** |  |
| --- | --- |
| **Nationality**/ Country and date of registration |  |
| **Legal Entity number** (if available) |  |
| **Legal status** |  |

| **Applicant contact details for the purpose of this action** | |
| --- | --- |
| **Postal address of the organisation:** |  |
| **Organisation email address:** |  |
| **Telephone:** (fixed and mobile)  Country code + city code + number |  |
| **Fax:**  Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Postal address:** |  |
| **Contact person’s email:** |  |

1. **CHECKLIST FORM**

**Additional DOCUMENTS for ALL THE 3 APPLICANTS!**

**Documents has to be the same for all the 3 co-applicants.**

**Applicant’s eligibility Criteria:**

| **1** | **Court Extract of the last 3 months.** |
| --- | --- |
| **2** | **Court Registration Act in Albania** |
| **3** | **Statute of the Organization** |
| **4** | **Founding Act of the organization** |
| **5** | **Active NIPT. (from E-ALBANIA).** |
| **6** | **A document issued by the Department of Taxes certifying that the organization has no pending financial obligations. (from E-ALBANIA).** |
| **7** | **CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships).** |