A globe with a female symbol

Description automatically generated

Table of Content

[Section 1A: Lead Applicant 1](#_Toc192101912)

[Section 1B: Co-Applicant(s) 4](#_Toc192101913)

[Section 2: Project Details 8](#_Toc192101914)

[DECLARATION by Lead Applicant 10](#_Toc192101915)

|  |  |  |  |
| --- | --- | --- | --- |
| Section 1A: Lead Applicant | | | |
| * + 1. **Lead Applicant** | | | |
| Name of the Lead Applicant | | xxx | |
| Registration number if available | | xxx | |
| **1.1.2 Main Information of Lead Applicant** | | | |
| Full Official Name | xxx | | |
| Active since (year) | xxx | | |
| Street Address | xxx | | |
| Postal Code | xxx | | |
| City/Town/Village | xxx | | |
| Country | xxx | | |
| Website | xxx | | |
| Main social media accounts | xxx | | |
| Is the organisation non-profit making? | ☐ Yes ☐ No | | |
| **1.1.3 Name of the Contact Person** | | | |
| Full Name | xxx | | |
| Title/Position | xxx | | |
| Email address | xxx | | |
| Phone number | xxx | | |
| **1.1.4 Information of the Non-formal group (implementing the project) \***  ***\*Lead Applicant, who represents Non-formal group, need to fill-in this section.*** | | | |
| Name of the group | | xxx | |
| Active since (year) | | xxx | |
| City/Town/Village | | xxx | |
| Group meeting place (E.g.: school facilities, public youth services, association facilities, informal places etc.) | | xxx | |
| Number of members of the group | | xxx | |
| Average age of the group | | xxx | |
| Website (if applicable) | | xxx | |
| Main social media accounts (if applicable) | | xxx | |
| Key contact person – Full Name | | xxx | |
| Title/Position | | xxx | |
| Email address | | xxx | |
| Phone number | | xxx | |
| **1.1.5 Finance & Grants Management Experience of Lead Applicant** | | | |
| Was the organisation a recipient of a DEAR grant from the European Union in 2022, either as the lead applicant or a co-applicant? | | | ☐ Yes ☐ No |
| Has the organisation applied for DEAR funding in the past? | | | ☐ Yes ☐ No |
| Please specify the organisation’s annual budget in 2023 and 2022 in Euros. | | | |
| xxx | | | |
| What other grants has the organisation received? Please specify the donor and the total grant amount. | | | |
| xxx | | | |
| What experience does the organisation have in managing and financial reporting of grants? | | | |
| Xxx | | | |
| Who in the organisation (which position[s]) is/are responsible for financial management, such as budgeting and recording expenditure? | | | |
| Xxx | | | |
| Does the organisation have any experience in documenting evidence (narrative and financial) for a major institutional donor such as the EU or other high compliance donors? If so, please provide examples. | | | |
| xxx | | | |
| **1.1.6 Organisational Profile of Lead Applicant** | | | |
| Briefly outline the mission, objectives and structure of the organisation (for example, whether the organisation is a national membership-based organisation, network, or an affiliate of an INGO). Please include a description of the main activities that the organisation engages in. **(max 200 words)** | | | |
| xxx | | | |
| Does the organisation have experience working on Intersectionality, Youth Empowerment, Climate justice, Gender Justice or related causes? | | | ☐ Yes ☐ No |
| If yes, which issue(s)? | | | |
| ☐Intersectionality  ☐Youth Empowerment  ☐Climate Justice  ☐Gender Justice  ☐Others, please specify: xxx | | | |
| Please elaborate on the organisation’s experience working on the topics selected above. Mention specific campaign, communication, advocacy, research or capacity-building experience that is relevant to the activities in the proposed project for this sub-grant. **(max 200 words)** | | | |
| xxx | | | |
| Is the organisation a member of any networks? If so, which one(s)? Please name both national and international networks. | | | |
| xxx | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 1B: Co-Applicant(s) | | | | |
| **If you are applying as a consortium, please complete this section with the relevant information relating to the Co-Applicants. Please note that there can be no more than two Co-Applicants.** | | | | |
| **1.2.1 Applicant Details of Co-Applicant 1** | | | | |
| Name of the Co-Applicant | xxx | | | |
| Please include registration number if available | xxx | | | |
| **1.2.2 Main Information of Co-Applicant 1** | | | | |
| Full Official Name | xxx | | | |
| Active since (year) | xxx | | | |
| Street Address | xxx | | | |
| Postal Code | xxx | | | |
| City/Town/Village | xxx | | | |
| Country | xxx | | | |
| Website | xxx | | | |
| Main social media accounts | xxx | | | |
| Is the organisation non-profit making? | ☐ Yes ☐ No | | | |
| **1.2.3 Full Name of Co-Applicant 1’s Project Contact Person** | | | | |
| Name | xxx | | | |
| Title/Position | xxx | | | |
| Email address | xxx | | | |
| Phone number | xxx | | | |
| **1.2.4 Finance & Grants Management Experience of Co-Applicant 1** | | | | |
| Was the organisation a recipient of a DEAR grant from the European Union in 2022, either as the lead applicant or a co-applicant? | | | ☐ Yes ☐ No | |
| Has the organisation applied for DEAR funding in the past? | | | ☐ Yes ☐ No | |
| Please specify the organisation’s annual budget in 2023 and 2022 in Euros. | | | | |
| xxx | | | | |
| What other grants has the organisation received? Please specify the donor and the total grant amount. | | | | |
| xxx | | | | |
| What experience does the organisation have in managing and financial reporting of grants? | | | | |
| xxx | | | | |
| Who in the organisation (which position[s]) is/are responsible for financial management, such as budgeting and recording expenditure? | | | | |
| xxx | | | | |
| Does the organisation have any experience in documenting evidence (narrative and financial) for a major institutional donor such as the EU or other high compliance donors? If so, please provide examples. | | | | |
| xxx | | | | |
| **1.2.5 Organisational Profile of Co-Applicant 1** | | | | |
| Briefly outline the mission, objectives and structure of the organisation (for example, whether the organisation is a national membership-based organisation, network, or an affiliate of an INGO). Please include a description of the main activities that the organisation engages in. **(max 200 words)** | | | | |
| xxx | | | | |
| Does the organisation have experience working on Intersectionality, Youth Empowerment, Climate Justice, Gender Justice or related causes? | | | | ☐ Yes ☐ No |
| If yes, which issue(s)? | | | | |
| ☐Intersectionality  ☐Youth Empowerment  ☐Climate Justice  ☐Gender Justice  ☐Others, please specify: xxx | | | | |
| Please elaborate on the organisation’s experience working on the topics selected above. Mention specific campaign, communication, advocacy, research or capacity-building experience that is relevant to the activities in the proposed project for this sub-grant. **(max 200 words)** | | | | |
| xxx | | | | |
| Is the organisation a member of any networks? If so, which one(s)? Please name both national and international networks. | | | | |
| xxx | | | | |
| **1.3.1 Applicant Details of Co-Applicant 2** | | | | |
| Name of the Co-Applicant | xxx | | | |
| Please include registration number if available | xxx | | | |
| **1.3.2 Main Information of Co-Applicant 2** | | | | |
| Full Official Name | xxx | | | |
| Active since (year) | xxx | | | |
| Street Address | xxx | | | |
| Postal Code | xxx | | | |
| City/Town/Village | xxx | | | |
| Country | xxx | | | |
| Website | xxx | | | |
| Main social media accounts | xxx | | | |
| Is the organisation non-profit making? | ☐ Yes ☐ No | | | |
| **1.3.3 Key Project Contact Person Details of Co-Applicant 2** | | | | |
| Name | xxx | | | |
| Title/Position | xxx | | | |
| Email address | xxx | | | |
| Phone number | xxx | | | |
| **1.3.4 Finance & Grants Management Experience of Co-Applicant 2** | | | | |
| Was the organisation a recipient of a DEAR grant from the European Union in 2022, either as the lead applicant or a co-applicant? | | ☐ Yes ☐ No | | |
| Has the organisation applied for DEAR funding in the past? | | ☐ Yes ☐ No | | |
| Please specify the organisation’s annual budget in 2023 and 2022 in Euros. | | | | |
| xxx | | | | |
| What other grants has the organisation received? Please specify the donor and the total grant amount. | | | | |
| xxx | | | | |
| What experience does the organisation have in managing and financial reporting of grants? | | | | |
| xxx | | | | |
| Who in the organisation (which position[s]) is/are responsible for financial management, such as budgeting and recording expenditure? | | | | |
| xxx | | | | |
| Does the organisation have any experience in documenting evidence (narrative and financial) for a major institutional donor such as the EU or other high compliance donors? If so, please provide examples. | | | | |
| xxx | | | | |
| **1.3.5 Organisational Profile of Co-Applicant 2** | | | | |
| Briefly outline the mission, objectives and structure of the organisation (for example, whether the organisation is a national membership-based organisation, network, or an affiliate of an INGO). Please include a description of the main activities that the organisation engages in. **(max 200 words)** | | | | |
| xxx | | | | |
| Does the organisation have experience working on Intersectionality, Youth Empowerment, Climate Justice, Gender Justice or related causes? | | ☐ Yes ☐ No | | |
| If yes, which issue(s)? | | | | |
| ☐Intersectionality  ☐Youth Empowerment  ☐Climate Justice  ☐Gender Justice  ☐Others, please specify: xxx | | | | |
| Please elaborate on the organisation’s experience working on the topics selected above. Mention specific campaign, communication, advocacy, research or capacity-building experience that is relevant to the activities in the proposed project for this sub-grant. **(max 200 words)** | | | | |
| xxx | | | | |
| Is the organisation a member of any networks? If so, which one(s)? Please name both national and international networks. | | | | |
| xxx | | | | |

|  |  |  |
| --- | --- | --- |
| Section 2: Project Details | | |
| **2.1 Project Title** | | |
| xxx | | |
| **2.2 Project Duration** | | |
| Please select the planned duration\* of the project:  ***\* Please note that the end date of the project cannot be later than 30th April 2026.***  ☐ 5 months  ☐ 6 months  ☐ 7 months  ☐ 8 months | | |
| From | dd/mm/yyyy | |
| To | dd/mm/yyyy | |
| **2.3 Project Objective** | | |
| Define the general objective of the project, addressing the key activities which are planned and why they are important (please highlight the target audience, format, numbers etc., of each activity)  **(max 300 words).** | | |
| xxx | | |
| **2.4 Expected Results** | | |
| List the results that are expected at local level as a result of the activities that are planned to take place. Where relevant please highlight how the activities will have an impact on other areas for example, exchange of best practices, awareness raising, changes in attitudes and influencing policy etc.  **(max 300 words).** | | |
| xxxxx | | |
| **2.5 Geographical Coverage** | | |
| Specify the regions and areas where the project will take place **(max 100 words).** | | |
| xxx | | |
| **2.6 Target Groups** | | |
| Identify the primary target groups that will be reached through the proposed activities and how target groups, relevant stakeholders, policymakers as well as the general publicwill be engaged  **(max 300 words).**  *Consider these points when addressing these questions:*  *• Which target groups will be supported by the project?*  *• Why have you chosen to focus on these groups?*  *• What access do you have to these target groups and how do you plan to engage them?* | | |
| xxx | | |
| **2.7 Monitoring and Record Keeping** | | |
| Describe how the planned activities will be monitored and record evidence of activity implementation. | | |
| xxx | | |
| **2.8 Budget** | | |
| Total cost of the proposed project (in Euros) | | xx EUR |
| *Using the Excel budget template provided, please include a detailed budget for the project as an annex to this application. Please refer to the call for proposals for details.* | | |
| **2.9 The Project Timeline** | | |
| Complete the table below with the relevant details and highlight the cells (**X**) to show the duration of activities. Repeat lines/columns as necessary.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | |

|  |  |
| --- | --- |
| DECLARATION by Lead Applicant | |
| I hereby declare that I have checked and verified the information provided herein and all the attached supporting documents and confirm that the information presented is true in substance and form. I agree that any information found to be untrue will render this application null and void and that any grant disbursed to my organisation on the basis of untrue information will have to be refunded.  Additionally, by signing this document, I confirm that the applicant organisation is not in one of the following situations:   1. At the time of the submission deadline under this call for proposal, the applicant organisation is affiliated to a political party and that no Member of the European Parliament is the legal representative of or occupies an executive function in the organisation; 2. The applicant organisation has submitted the same declaration in another award procedure of the DEAR programme within a period not exceeding one year and there has been no change in its situation; 3. The applicant organisation has applied for, or received any other EU grant for this action; 4. The applicant organisation is subject to an administrative sanction (i.e., exclusion or financial penalty decision); 5. The applicant organisation is bankrupt, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures; 6. The applicant organisation is in breach of social security or tax obligations; 7. It has been established by a court’s final judgment or by a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence. This includes:    1. misrepresenting the information required as part of this grant application procedure    2. entering into agreement with other persons with the aim of distorting competition    3. violating intellectual property rights    4. attempting to influence the decision-making process during this grant selection procedure    5. attempting to get confidential information that might give an unfair advantage in the selection procedure 8. It has been established by a court’s final judgment that the applicant is guilty of any of the following: 9. fraud 10. corruption 11. relations with a criminal organisation 12. money laundering or terrorist financing 13. terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences 14. child labour or other offences related to trafficking of human beings 15. In the past, the applicant has shown significant failures in complying with the main obligations of a grant contract financed by the European Union, which led to early termination or other contractual penalties, or which was discovered during checks or audits; 16. It has been established by a court’s final judgment or by a final administrative decision that the applicant has committed an irregularity.[[1]](#footnote-1) 17. It has been established by a court’s final judgement or by a final administrative decision that the applicant has created an entity under a different jurisdiction with the intent to avoid fiscal, social or any other legal obligations. 18. It has been established by a court’s final judgement or by a final administrative decision that the legal person of the applicant has been created with the intent of (k) above.   If any of the above are true for the applicant organisation at the time of submitting their application or at any time during the selection process, they may be excluded from consideration for a sub-grant. The organisation must inform Rauhankasvatusinstituutti immediately of any change in the situation as declared. | |
| **Name** | xx |
| **Position/Job title** | xx |
| **Date** | dd/mm/yyyy |
| **Signature** | Please sign here |

1. The European Union defines ‘irregularity’ as “any infringement of a provision of Community law resulting from an act or omission by an economic operator, which has, or would have, the effect of prejudicing the general budget of the Communities or budgets managed by them, either by reducing or losing revenue accruing from own resources collected directly on behalf of the Communities, or by an unjustified item of expenditure.” (Article 1(2) of Council Regulation (EC, Euratom) No 2988/95) [↑](#footnote-ref-1)