Culture
at Work
Africa

THE PUBLIC VALUE OF
INTERCULTURAL DIALOGUE
FOR SOCIAL COHESION
IN URBAN AFRICA

SECOND CALL FOR PROJECT PROPOSALS

APPLICATION FORM

SUBMISSION GUIDELINES

Before filling in this application form, please read carefully the 2ⁿᵈ Call Guidelines.

Fields marked with the asterisk (*) sign are mandatory. Your application cannot be submitted if any of these fields are left empty.

Please adhere to the stated minimum and maximum number of words assigned to the fields in the form.

Please adhere to the stated file extensions and sizes assigned to file fields in the application form.

Submitting the application with uploads included may take some time. Please do not close your browser before you are notified that the application was sent.

Any question related to the application may be sent by e-mail until **15 February 2019** to the following address: info@cultureatworkafrica.net

Application deadline: Monday, 15 April 2019 at 12:00 (GMT)

PROJECT TITLE *

PROJECT ACRONYM (when applicable)

TYPE OF LOT

Please indicate under which of the 2 Lots your project is submitted (see 2ⁿᵈ Call Guidelines).

Lot 1 ☐

Lot 2 ☐

Applications must be submitted in English or French using the online application form.

LEAD APPLICANT ORGANISATION

Name of the organisation *

Name of the legal representative of the organisation *

Brief biography of the legal representative of the organisation *
Maximum 500 characters, spaces included.

Type of organisation *
Not-for-profit / profit, public/private: e.g. association, foundation, cooperative, institution, etc.

Year of establishment *

Location (city and country) *

Geographic coverage *
Specify in which African countries the organisation has worked or is currently working.

Affiliations / Membership (when applicable)
Indicate if your organisation is affiliated to any national, regional or international organisation or network.

Field of work *
In a few words (maximum 1000 characters, spaces included), describe the main working areas of your organisation (e.g. cultural, artistic, educative, social, etc.)

Applications must be submitted in English or French using the online application form.

Organisation's goals and objectives *

List the goals and objectives of the organisation (maximum 1000 characters, spaces included).

Organisation's role in the project *

Describe the lead applicant's involvement in the project (maximum 1000 characters, spaces included).

Website (or social media, blog, etc) *

If you do not have any, please indicate.

References *

Please list two persons that can introduce your organisation (name, position, institution, web or blog, email, phone number). They cannot be part of the applying organisations (lead applicant or co-applicants), nor be member of the Culture at Work Africa consortium.

Name and Organisation	Reference data

Organisation's legal registration document *

Please upload an official document that proves that the organisation legally exists – e.g. resolution, law, register(s) of companies, official gazette, VAT registration, etc.

All official documents must be submitted in English or French. If the documents are in other languanges, an official translation into English or French must be provided herewith.

Permitted file types: pdf, jpg, jpeg, bmp, gif, png, zip, rar. Maximum file size: 5MB

Select File	Any File Selected

Applications must be submitted in English or French using the online application form.

CO-APPLICANT ORGANISATIONS
The main applicant must involve at least one co-applicant (see 2nd Call Guidelines).

Name of 1st co-applicant *

Type of organisation *
Not-for-profit / profit, public/private: e.g. association, foundation, cooperative, institution, etc.

Year of establishment *

Location (city and country) *

Geographic coverage *
Specify in which African countries the organisation has worked or is currently working.

Affiliations / Membership (when applicable)
Indicate if the organisation is affiliated to any national, regional or international organisation or network.

1st co-applicant's goals and objectives *
List the goals and objectives of the 1st co-applicant (maximum 700 characters, spaces included).

1st co-applicant's field of work and role in the project *
In a few words (maximum 1000 characters, spaces included), describe the main working areas of the 1st co-applicant (e.g. cultural, artistic, educative, social, etc.) and its role in the project (the added value of the co-applicant, the activities to be carried out by the co-applicant, the team involved, etc.).

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Website (or blog) *

If they do not have any, please indicate.

[ ]

Previous experience with the lead applicant organisation (if applicable)

In a few words (maximum 700 characters, spaces included), describe previous projects and activities carried out by the 1st co-applicant and the lead applicant.

[ ]

Name of 2nd co-applicant (optional)

(It is mandatory to fill in the information on the second co-applicant if you have more than 1 partner).

[ ]

Type of organisation

Not-for-profit / profit, public/private: e.g. association, foundation, cooperative, institution, etc.

[ ]

Year of establishment

[ ]

Location (city and country)

[ ]

Geographic coverage

Specify in which African countries the organisation has worked or is currently working.

[ ]

Affiliations / Membership (when applicable)

Indicate if the organisation is affiliated to any national, regional or international organisation or network.

[ ]

2nd co-applicant's goals and objectives

List the goals and objectives of the 2nd co-applicant (maximum 700 characters, spaces included).

[ ]

Applications must be submitted in English or French using the online application form.

2nd co-applicant's field of work and role in the project

In a few words (maximum 1000 characters, spaces included), describe the main working areas of the 2nd co-applicant (e.g. cultural, artistic, educative, social, etc.) and its and its role in the project (the added value of the co-applicant, the activities to be carried out by the co-applicant, the team involved, etc.).

Website (or blog)

If they do not have any, please indicate.

Previous experience with the lead applicant

In a few words (maximum 700 characters, spaces included), describe previous projects and activities carried out by the 2nd co-applicant and the lead applicant.

Name of 3rd co-applicant (optional)

(It is mandatory to fill in the information on the 3rd co-applicant if you have more than 2 partners).

Type of organisation

Not-for-profit / profit, public/private: e.g. association, foundation, cooperative, institution, etc.

Year of establishment

Location (city and country)

Geographic coverage

Specify in which African countries the organisation has worked or is currently working.

Affiliations / Membership (when applicable)

Indicate if the organisation is affiliated to any national, regional or international organisation or network.

Applications must be submitted in English or French using the online application form.

3rd co-applicant's goals and objectives

List the goals and objectives of the 3rd co-applicant (maximum 700 characters, spaces included).

3rd co-applicant's field of work and role in the project

In a few words (maximum 1000 characters, spaces included), describe the main working areas of the 3rd co-applicant (e.g. cultural, artistic, educative, social, etc.) and its role in the project (the added value of the co-applicant, the activities to be carried out by the co-applicant, the team involved, etc.).

Website (or blog)

If they do not have any, please indicate.

Previous experience with the lead applicant organisation

In a few words (maximum 700 characters, spaces included), describe previous projects and activities carried out by the 3rd co-applicant and the lead applicant.

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LEAD APPLICANT CONTACT PERSON

First name *

Middle name

Last name *

Position in the organisation (legal representative, project coordinator, etc.) *

Telephone number *

Additional telephone number

Email *

Skype account

Mailing address/ P.O. Box *

City *

Postal code *

Country *

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PREVIOUS PROJECTS

Is this your first project? *
If this is not your first project, please add the required information for at least one previous project.

☐ Yes   ☐ No

Previous projects

Title	Type	Location(s)	Year

Has your organisation been a partner of a project granted by the EU before? *

☐ Yes   ☐ No

If yes, please fill in the following fields for at least one previous project.

Title	Grant reference number	Location	Year

Please give a maximum of three links that show examples of your previous projects related to the current project. Use the 'title' field to indicate what the link refers to.
Please do not submit links requiring a password, nor links to any file exceeding 200 MB.

Title	Link

PROJECT INFORMATION

Project title *

Project acronym (if applicable)

Location *
Indicate the country(ies) in which the project will be implemented.

Applications must be submitted in English or French using the online application form.

The project shall take place between 1 July 2019 and 1 January 2021.
(Minimum 12 months and maximum 18 months).

Start date (day/month 2019)   End date (day/month 2020 or 2021)

total (no.) months

Please fill in carefully the following sections, taking into account the elements under the "Evaluation criteria" section of the 2ⁿᵈ Call Guidelines.

Project synopsis *

A short presentation of the project (maximum 1000 characters, spaces included). This descriotion may be used by Culture at Work Africa for communication purposes.

Project objectives *

Please list and describe the overall objective and the specific objective(s) of your project (maximum 1000 characters, spaces included).

Applications must be submitted in English or French using the online application form.

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Project description *

Describe the following: (maximum 2000 characters, spaces included):

1. How will your project's strategy replies to the call for proposals priorities and objectives;
2. Main activities throughout the project, including the expected results and outputs;
3. Your organisation's and co-applicant's current national, regional and international relations and partnerships, their relevance in the project.

Target groups *

Describe the featured target group(s) and final beneficiaries, how their needs have been defined and addressed, and how they will be reached through the foreseen activities (maximum 2000 characters, spaces included).

Particular added-value element *

Indicate the innovative approaches and elements proposed by the project to address the call for proposals priorities, e.g. transregional cooperation, consolidation of public/private partnership, cross-cutting issues such as gender equality, youth leadership, an environmental issues, etc. (maximum 2000 characters, spaces included).

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Partnership and team *

Describe the quality of partnership and work team involved in the project (maximum 2000 characters, spaces included).

Project methodology *

Describe how you will implement the project: resources, operational and financial capacity of the lead applicant and co-applicant(s), sequence and calendar of activities, and any other relevant information (maximum 2000 characters, spaces included).

Project results and evaluation *

Describe how the expected results will be achieved and evaluated according to the indicators set. Describe in what way the results will go beyond the organisations involved. Indicate the expected long-term impact of the project (maximum 2000 characters, spaces included).

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Project sustainability *

Describe how sustainability will be secured after the completion of the action (this may include follow-up activities, built-in strategies, ownership, involvement of local authorities, transnational and transregional cooperation, etc.) (maximum 2000 characters, spaces included).

Project communication *

Describe how you will communicate and disseminate the project, resources, supports, and any other relevant information (maximum 1500 characters, spaces included).

The project communication strategy will have to abide by the <u>EU visibility guidelines</u>. Selected projects will follow specific Culture at Work Africa Communication Guidelines provided with the contract.

PROJECT LOGICAL FRAMEWORK *

Summarize the project's objectives, expected results and activities, and provide the indicators (quantitative and qualitative) and sources of verification (e.g. reports, surveys, lists of participants, etc.) that will serve for the project's assessment.

	Indicators	Sources of verification
Overall objective		
Specific objective(s)		
Expected results		
Activities		

Applications must be submitted in English or French using the online application form.

PROJECT BUDGET

Per EU's regulations, the amount provided by Culture at Work Afrtica will cover up to 80% of the total cost of the activity. In duly and exceptional justified cases the contribution may amount up to 90% of total costs. The budget must include 13% for mobility, capacity building and/or networking activities, a maximum of 5% for external audit costs and a maximum of 7% of indirect costs.

Please verify that the amounts indicated in this section correspond to those in the Budget form.

Total project budget (Euro) *
Please do not use letters or any kind of punctuation, separation or signs.

<div style="border:1px solid black; width:300px; height:30px"></div>

Amount requested from Culture at Work Africa (Euro) *
Grants may amount up to 80% of the Budget's total eligible costs. In duly and exceptional justified cases the contribution may amount up to 90% of the total eligible costs.
Please do not use letters or any kind of punctuation, separation or signs.

<div style="border:1px solid black; width:300px; height:30px"></div>

Detailed budget (Euro) *
Please download the following file: **Budget form**. Fill the different table fields according to your project. Please indicate the activities and items that are related to mobility, networking and capacity building.
Once the file completed, please upload it here.
Permitted file types: Excel, zip, rar. Maximum file size: 5MB

Select File	Any File Selected

Budget breakdown (Euro) *
Please fill in a breakdown of your **total budget** as per the main overheads of the Budget form, not just the amount requested from Culture at Work Africa.
The items include human resources, travel and subsistence, consumables and supplies, rental, other costs, mobility and capacity building activities, and indirect costs.

Numbers only. Please do not use any kind of punctuation, separation or signs. Do not use spaces.

Item	Cost

Applications must be submitted in English or French using the online application form.

Co-financing resources (Euro) * (see 2nd Call Guidelines, section 2. Financial provisions, 2.3. Co-financing)

Are you receiving (or have applied to) funding from other sources?
☐ Yes   ☐ No

Please list any additional funding you have received, or expect to receive, for this project. The amounts listed below have to correspond with those indicated in the Budget form.
For the confirmed co-funding, please submit the supporting documents (e.g. letters of intent/confirmation, agreements, official publications, etc.)

Source	Amount (Euro)	Status (confirmed/unconfirmed)

SUPPORTING MATERIAL

How you would like to send your supporting documents? The supporting material may include activity reports, project reports, evidence of co-funding, etc.
(You can use any of these means or both)

☐ Via upload

Upload the files containing your supporting material
(The documents should be all contained in a single archive. Permitted file types: zip, rar, gz, tgz. Maximum file size: 10 MB)

Select File	Any File Selected

(The file will be uploaded after submitting the application)

☐ Via submitting a link

Paste link	Any Link Selected

Submit application

Applications must be submitted in English or French using the online application form.