

APPLICATION FORM

SUMMARY (1 page max)

Project title		
Program when will be presented	1. Social development and social services 2. Circular economy (recycle and reuse) 3. Tourism and ecotourism 4. Tradition and innovation (typical products, handcraft, creative industry)	
Geographic area	<i>Please specify the Region when the project will be implemented</i>	
Applicants name		
Legal status <i>(followed with all legal changes of the associations included all legal decisions)</i>	<i>No of Legal Act</i>	
	<i>Registration date</i>	
	<i>VAT Number</i>	
	<i>Name of the Bank</i>	
	<i>IBANNumber</i>	
	<i>Number of Bank Account</i>	
Partners in the project (if applicable)	<i>Name of the partner</i>	<i>Other contributes</i>
Budget requested	<i>Amount requested</i>	Amount requested in %
		The total amount contribution in %
Total budget		
Duration of Project Implementation	<i>Months</i>	

Contacts of applicant	
Postal address	
Telephone	
Mob Number	
Fax Number	
Contact person for the project	
E-mails	
Official webpage	

1. Project description (1page max)

Project title	
Overall objective/ specific objectives	
Planned activities	
Results a. Quantitative indicators b. Qualitative Indicators	

2. Informations about the applicant (1 page max)

Applicants' name	
Official address	
Tel, Fax, e-mail	
Official webpage	
Permanent staff of the organization	
Name, position and contacts (phone, e-mail) of project partners and a short resume of their work	
Legal representative	

3. Coherence with program goals / goals (max 1 and ½ page) Qëllimi kryesor i projektit dhe lidhja me qëllimet e programit.

- a. Overall objective/specific objective
- b. Needs / requirements for project implementation (What is the need / general requirement and why did you decide to implement such a project? Project Relationship with your organization's mission)

4. Applicant's capacity (max 1 page)

4.1 Projects implemented by the applicant (list all projects in the last 3 years, if any)

Project name and contract number	
Donors and relevant contacts	
Main activities	
Duration of projects	
The budget of each project and the contribution provided by the applicant	

5. Proposed Project Implementation Activities

5.1 Schedule of activities; Place of application; Beneficiary / target group

Name of activity	Place of implementation	Beneficiary Target group	Months					
			1	2	3	4	5	6

5.1. How will you organize any kind of activity? Methodology and monitoring (up to 1/2 page)

5.2 Proposed team - experts / manager responsible for project implementation (max.1 / 2 pages)

5.3 How do you publicize the results? (max.1 / 2 pages)

5. Effectiveness and sustainability of results

5.1 Link between the results and the purpose of the project's specific objectives with the activities envisaged (up to ½ page)

Activity	Specific results	How to help achieve the specific objectives of the project

5.1 Long-term effects and sustainability of results (max ½ page)

5.2 Describe how your project relates to the priorities announced in this call (only for those who apply for co-financing)

Legal representative

Place: _____

Date: _____

Signature and stamp

5. BUDGET FORM

Budget voices	Unit	Quantity	Cost/unit	Amount/ budget voice	Amount requested	Own contribute	TOTAL (I+II)
1.Salaries for human resources including insurances	Employer						
Total salaries 1							
2. Travel and accommodation							
Total travel and accommodation 2							
3.Activities							
Act. 1...							
Act. 2...							
Act. 3...							
Total activities 3							
4.Publication							
Total publications 4							
5.Operational expenses							
Total operational expenses 5							
(a) Total planned costs							
(b) Contingency of reserve (5%)*							
TOTAL (a + b)							

Note:

- The applicant may add other lines for unspecified voices in the Budget Table**
- All items presented in this budget form will be subject to evaluation and verification by the Project Evaluation Commission to ensure the consistency, necessity and suitability of the measure and types of specific expenditure with the Project's activities and objectives.**

Budget voices	Budget justification
Salaries for human resources including insurances	
Travel and accommodation	
Activities	
Publications	
Operational expenses	
Others	