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## “ARTIVIST STAFETË PROJECT”

Financed by the European Union.

### Website and Mobile Sub-granting Application Form

#### Deadline for submission

#### Date - Time

[Number & title of lot]	
Title of the action:	Open Call Sub-granting Website and Mobile
Name of the lead applicant	

#### 1. Organisational overview (max half a page)

1.1 Introduce your organization/Company (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>

#### 2. 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>



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### 3. Goals and specific objective (max half a page)

3.1 What do you expect to achieve through this action? Please list and explain:

<insert text here>

3.2 Action Overall Objective (goal)

<insert text here>

3.3 Project Specific Objective

<insert text here>

3.4 Expected results of the Action

<insert text here>

3.5 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>

### 4. Experience (max half a page)

4.1 Does your organisation /company have IT experience with web maintenance operation and development

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 LGBTQ+, and marginalized groups ; (100 words max.)

<insert text here>



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4.4 List 3-5 organizations/private companies you have collaborated with in the past and describe the nature of your collaboration;

*<insert text here>*

## 5. Audience outreach & communication (max half a page)

5.1 How will you promote and communicate activities happening within the project ;

*<insert text here>*

5.2 Describe how you will attract key target audiences (youth, creatives), CSOs included in the project;

*<insert text here>*

5.3 Does your organization /company have ability to create a website and user-friendly mobile application and how each of your employees adheres to it;

*<insert text here>*

5.5 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>*

## 6. Innovation & Sustainability (max half a page)

6.1 Describe in what ways your proposal is innovative, how you will increase capacity to enhance expression through content of activism to our target group by website application and digital mobile application that will gather all local stakeholders together (200 words max.)

*<insert text here>*

6.2 Describe what online community engagement techniques you will use to keep the platform relevant and active? (100 words max.)

*<insert text here>*





6.3 How would you make this website and digital mobile application sustainable after the completion of this project? (in other words, how would you ensure the space remains beyond the scope and funding of the Artivist Stafetë project?) (100 words max.)  
<insert text here>

## 7. 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, ecy)
	M1	M2	M3	..										M15	
Activity 1 - Name															
A1.1 - Name															
A1.2 - Name															
A1.n - Name															
Activity 2 - Name															
A2.1 - Name															
A2.2 - Name															
A2.n - Name															



## Applicant Details

<b>Name</b>	
<b>Nationality/</b> Country and date of registration	
<b>Legal Entity number</b> (if available)	
<b>Legal status</b>	

<b>Applicant contact details for the purpose of this action</b>	
<b>Postal address of the organisation:</b>	
<b>Organisation email address:</b>	
<b>Telephone:</b> (fixed and mobile) Country code + city code + number	
<b>Fax:</b> Country code + city code + number	
<b>Contact person for this action:</b>	
<b>Postal address:</b>	
<b>Contact person's email:</b>	



### Checklist for the application

	Applicant's eligibility Criteria:	YES	NO	COMMENTS
1	Court Registration Act in Albania			
2	Statute of the Organization			
3	Court Extract			
4	Founding Act of the organization			
5	Active NIPT			
6	A document issued by the Department of Taxes certifying that the organization has no pending financial			
7	obligations, such as social, health or tax obligations – issued within the Call period			
8	Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period			
8	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)			
10	Financial statements of the organization as required for each grant 2019-2020			
11	The Declaration by the Applicant			
12	Is the proposal submitted within the deadline			



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13	Application forms published in the guidelines for this Call for Proposals have been used by the applicant			
14	The proposal is presented in typed writing			
15	The proposal is in English language			
16	A CD/USB is enclosed in the application set of documents			
17	The requested budget meets the call's specification			
	<b>Co-applicants eligibility</b> 1. <i>Additional lines, as per eligibility of applicants (1-6), will be inserted according to the number of co-applicants, if any</i>			
	2. The action will be implemented in Albania			
	3. The duration of the action is: 4. 27 months.			
	1. The grant requested complies with the set thresholds: 1. Website Application 11 300 EUR 2. Mobile Application 10 500 EUR			
	2. The proposal addresses an eligible target group: (Youth, marginalised group, women LGBTIQ+)			
	3. The proposal is eligible, i.e. the primary focus is the active citizenship and provision of social inclusion of target groups			
	4. The applicant should have experience in providing similar projects on web development and digital mobile application .			
	5. The applicant is Registered as per Albanian national legislation.			



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	<b>The applicant is directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary.</b>			
	<b>7. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines):</b> <b>a) Court Registration Act;</b> <b>b) Statute;</b> <b>c) Fiscal registration Certification/NGO Registration Certification;</b> <b>d) Tax verification form;</b> <b>e) Latest financial statements of the organization in accordance with the legislation in force;</b> <b>f) Document regarding pending financial obligations (Document issued by relevant Albanian body certifying that the CSO has no pending financial obligations);</b> <b>g) Document regarding pending cases in Court (Document issued by relevant Albanian body certifying that the CSO has no pending cases);</b> <b>h) License issued by the Ministry of Finance under Albanian law, if the case;</b> <b>i) CVs of key personnel implicated in the implementation of the project.</b>			