“ARTIVIST STAFETË PROJECT”

Financed by the European Union.

**Physical Hub Sub-granting Application Form**

**Deadline for submission**

**Date - Time**

|  |  |
| --- | --- |
| [Number & title of lot] |  |
| Title of the action: | Open Call Sub-granting Physical Hub |
| Name of the lead applicant |  |

1. **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 organisation’s motivation for submitting this proposal?

*<insert text here>*

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

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

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>*

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

4.1 Does your organisation have experience in setting up a creative hub 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 organisation has implemented which are related to this call;

*<insert text here>*

4.3 Please describe the context of Tirana’s creative/artistic scene; (100 words max.)

*<insert text here>*

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

*<insert text here>*

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

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

*<insert text here>*

5.2 Describe how you will attract key target audiences (youth, creatives);

*<insert text here>*

5.3 Describe how you will attract marginalised groups (LGBT youth, young women, and other minorities such as Roma individuals) while ensuring their safety;

*<insert text here>*

5.4 The creative hub should be a safer space for everyone. Describe your organisation’s code of conduct 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 as internationally. Have you had similar experience before? How would you approach such a structure within your organisation? (100 words max.)

*<insert text here>*

1. **Innovation & Sustainability (max half a page)**

6.1 Describe in what ways your proposal is innovative, and in what ways it will contribute and nourish the broader creative/artistic scene of Tirana; (200 words max.)

*<insert text here>*

6.2 Describe what programming you foresee taking place within the creative hub; briefly link it to your audience outreach & communication proposal (100 words max.)

*<insert text here>*

6.3 How would you make the creative hub 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>*

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**  *(parmers, 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**

|  |  |
| --- | --- |
| **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:** |  |

**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** | |  | |  | |  |
| **13** | | **The 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** | |  | |  | |  |
|  | |  | |  | |  | | |
| **Co-applicants eligibility**   1. ***Additional lines, as per eligibility of applicants (1-6), will be inserted according to the number of co-applicants, if any*** | |  | |  | |  | | |
| 1. **The action will be implemented in Albania** | |  | |  | |  | | |
| 1. **The duration of the action is:** 2. **27 months.** | |  | |  | |  | | |
| 1. **The grant requested complies with the set thresholds:**   **EUR 57,000 min. – EUR 75,000 max..** | |  | |  | |  | | |
| 1. **The proposal addresses an eligible target group:**   **(Youth, marginalised group,women LGBD+)** | |  | |  | |  | | |
| 1. **The proposal is eligible, i.e. the primary focus is the active citizenship and provision of social inclusion of target groups** | |  | |  | |  | | |
| 1. **The applicant should have experience in providing similar projects .** | |  | |  | |  | | |
| 1. **The applicant is Registered as per Albanian national legislation.** | |  | |  | |  | | |
| 1. **The applicant is directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary.** | |  | |  | |  | | |
| 1. **Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines):** 2. **Court Registration Act;** 3. **Statute;** 4. **Fiscal registration Certification/NGO Registration Certification;** 5. **Tax verification form;** 6. **Latest financial statements of the organization in accordance with the legislation in force;** 7. **Document regarding pending financial obligations (Document issued by relevant Albanian body certifying that the CSO has no pending financial obligations);** 8. **Document regarding pending cases in Court (Document issued by relevant Albanian body certifying that the CSO has no pending cases);** 9. **License issued by the Ministry of Finance under Albanian law, if the case;** 10. **CVs of key personnel implicated in the implementation of the project.** | |  | |  | |  | | |