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| **GRANT AWARD PROCEDURE** |
| **APPLICATION FORM**  **(APPENDIX I)** |

Call for proposals for the Project “[Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia](https://www.coe.int/en/web/education/democracy-starts-in-schools)”

VC2767/2023/Grants

**HOW TO COMPLETE THE APPLICATION FORM?**

Complete each box with the information requested. The size of the box will adapt to the volume of text typed.

Once all fields are completed, print the Application Form, sign it, and send it in accordance with the requirements of the Call for Proposals.

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| **1. Applicant** | |
| Official name ► |  |
| Legal form ► |  |
| Registration number (if any) ► |  |
| Country of registration ► |  |
| Full address ► |  |
| Internet site (if any) ► |  |
| Date on which the applicant was founded ► |  |
| Objectives of the applicant  (as stipulated in its Statutes) ► |  |
| Name(s) of the person(s) entitled to enter into legally binding commitments on behalf of the applicant (indicate name(s) and position(s)) ► |  |
| Members of the governing board (or equivalent body, if applicable). Indicate names, positions and professions ► |  |

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| **2. Contact details** | |
| Contact person ► |  |
| Position of the contact person ► |  |
| Email address ► |  |
| Phone number ► |  |

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| **3. Bank details** | |
| Name of the Bank ► |  |
| Address of the Bank ► |  |
| Account holder name ► |  |
| Full account number  (including bank codes) ► |  |
| IBAN (or BIC Code) ► |  |

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| **4. Recent activities** |
| Describe below the main projects completed or being carried out in the field concerned during the last 2 (two) years ▼ |
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| Indicate below grants obtained from Government or international institutions during the last 2 (two) years (if any) ▼ |
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| **5. Description of the Project** |
| Indicate below the background information of the project, including a brief needs assessment and justification. Please outline how the project responds to the 7 dimensions listed in the section IV on general objectives in the Call for Proposal ▼ |
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Indicate below the expected impact (overall objective) and outcomes (specific objectives) of the Project

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In this section please indicate the group or groups of schools with whom the project will work and describe the process of consultation with the target schools and/or their communities during the development of the project proposal.

*Note: Organizations can select more than one group to work with. The requirement is to work with at least one group of schools. In the box below, please make a selection of at least two groups and indicate which one is the first and second choice (e.g Group 1 – First Choice and Group 3 Second Choice).*

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| **6. Proposed activities** |
| For each activity, indicate the title, duration, detailed description, implementation means, evaluation means (if any) and target group(s), as well as a tentative timeline of activities. Please make sure that proposed activities are presented in a clear, structured, and logical format. ▼ |
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| **7. Expected results and sustainability of the project** |
| Indicate below the estimated results and sustainability of results after the completion of the project ▼ |
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| **8. Grantee/Consortium’s professional capacity** |
| Indicate below the number and positions of permanent and temporary staff ▼ |
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| **9. Grantee/Consortium’s operational capacity** |
| Indicate below how the applicant intends to implement the proposed activities (where applicable, indicate the involvement of third parties including providers) ▼ |
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| **10. Grantee/Consortium’s financial capacity** |
| Indicate below any information reflecting the applicant’s financial capacity, such as turnover or equivalent (annual budget) for the last 2 (two) years, net earnings (if any), total balance sheet or budget, or medium and long-term debt (if any) ▼ |
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| **11. Co-funding** |
| Indicate below how the applicant intends to contribute to the project (either by way of its own resources or by contribution from third parties). Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project ▼ |
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| **12. Declaration** |
| By signing this form I, the undersigned, authorised to represent the Grantee/Consortium, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.  I also certify on my honour that the applicant organisation or their owner(s) or executive officer(s) are not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:  a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;  b. is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;  c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;  d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;  e. is not and neither likely to be in a situation of conflict of interests. |

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| **13. Publication of the award decision** |
| The Council of Europe publishes annually information about awarded grants on its website (available at <https://www.coe.int/en/web/portal/grants>) pursuant to Article 2.1.4 of Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe. Please indicate below whether the applicant has any objections to the publication of information on the award decision (the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement) should its application be successful and, if so, the reasons for such objection ▼ |
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| **14. Signature** | |
| Complete the table below and sign in the last box:  **LEAD GRANTEE:** | |
| First Name and Name of the Signatory ► |  |
| Title or position of the Signatory in the applicant organisation ► |  |
| Place and date of signature ► | **Done in:** |
| **On:** |
|  |  |
| Signature and official stamp of the applicant organisation ► |  |

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| **GRANTEE:** | |
| First Name and Name of the Signatory ► |  |
| Title or position of the Signatory in the applicant organisation ► |  |
| Place and date of signature ► | **Done in:** |
| **On:** |
|  |  |
| Signature and official stamp of the applicant organisation ► |  |