

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

## GRANT AWARD PROCEDURE

# APPLICATION FORM

## (APPENDIX I)

Call for proposals for “Schools of Political Studies” Project

Call for projects 2023-25

### 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.

### 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 ▶	

### 2. Contact details

Contact person ▶	
Position of the contact person ▶	
Email address ▶	
Phone number ▶	

### 3. Bank details

Name of the Bank ▶	
Address of the Bank ▶	
Account holder name ▶	
Full account number (including bank codes) ▶	
IBAN (or BIC Code) ▶	

#### 4. Profile of the applicant

Indicate below (max 5000 characters)

- a. Link with public bodies, international organisations, or networks
- b. Staff: number of staff, e.g. director, administrative staff, educational staff (specify whether part-time, full-time)
- c. Learners: number of learners (e.g., per year / per training cycle); learners' age range (from-to), learners' profiles
- d. Alumni network (if any): its role and number of members
- e. The structure of your organisation and the sections working in the field of this application
- f. The staff members in charge of the projects/activities related to this call (please provide their CVs) ▼

#### 5. Actions of the applicant

Indicate below (max 5000 characters)

- a. What do you consider as the main strengths and assets of your organisation, taking account of the specific context in which it is operating? Please illustrate your answers with concrete examples.
- b. Describe the main projects completed or being carried out by your organisation in the field of competences for democratic culture.
- c. Describe the activities of your organisation going beyond the scope of this call ▼

#### 6. Project objectives

Please define the objectives your organisation wants to achieve by promoting the Competences for Democratic Culture: ▼

Objectives	Competences for Democratic Culture addressed
Objective 1	
Objective 2	
Objective 3	

*Please feel free to add more objectives if relevant*

Please provide further information about each of the objectives (max:1000 characters per objective; please repeat the table below for each objective): ▼

**Objective 1**

<i>Title: What do you want to achieve?</i>
<i>Rationale: How is this objective linked with the needs and challenges you have identified within your context?</i>
<i>Timing: When do you expect to see results for this objective?</i>
<i>Measuring progress: How do you intend to track and evaluate your progress on this objective?</i>

**Objective 2**

<i>Title: What do you want to achieve?</i>
<i>Rationale: How is this objective linked with the needs and challenges you have identified within your context?</i>
<i>Timing: When do you expect to see results for this objective?</i>
<i>Measuring progress: How do you intend to track and evaluate your progress on this objective?</i>

**Objective 3**

<i>Title: What do you want to achieve?</i>
<i>Rationale: How is this objective linked with the needs and challenges you have identified within your context?</i>
<i>Timing: When do you expect to see results for this objective?</i>
<i>Measuring progress: How do you intend to track and evaluate your progress on this objective?</i>

*Please feel free to add information on more objectives if relevant*

Briefly describe the **process for defining the objectives** of your project (who was involved in the discussions, the insights and outcomes etc.; max 1000 characters): ▼

## 7. Activities

For each activity, indicate the title, duration, specific objectives, brief description, implementation means, evaluation means (if any) and target group(s) (max: 3000 characters per activity) ▼

### Activity 1

Title:  
 Target group:  
 Start date and end date:  
 Description (preparation and monitoring, practical arrangements, contents, methods...):  
 Staff involved (how are roles going to be shared):  
 Strategy to document the activity  
 Strategy to share the outputs (within your organisation, with your learners and partners, with the CoE)

### Activity 2

Title:  
 Target group:  
 Start date and end date:  
 Description (preparation and monitoring, practical arrangements, contents, methods...):  
 Staff involved (how are roles going to be shared):  
 Strategy to document the activity  
 Strategy to share the outputs (within your organisation, with your learners and partners, with the CoE)

### Activity 3

Title:  
 Target group:  
 Start date and end date:  
 Description (preparation and monitoring, practical arrangements, contents, methods...):  
 Staff involved (how are roles going to be shared):  
 Strategy to document the activity  
 Strategy to share the outputs (within your organisation, with your learners and partners, with the CoE)

*Please feel free to add information on more activities if relevant*

## 8. Project outputs

Please use this table to summarise your proposal, linking objectives, activities and outputs

Objectives	Activities	Outputs/deliverables
Objective 1		
Objective 2		
Objective 3		
...		
...		

**NOTE:** An activity can be related to one or more objectives

## 9. Expected results and sustainability of the project

Indicate below how you plan to participate in the network of Schools of Political Studies of the Council of Europe. How could you benefit from it and what could be your potential contribution? Which role could the network play in the long-term development of your organisation and its activities, beyond this first CDC Plan? (max: 4000 characters) ▼

### 10. Grantee operational capacity

Indicate below how the applicant intends to implement the proposed activities (where applicable, indicate the involvement of third parties including providers) (max 2000 characters) ▼

### 11. Grantee financial capacity

Indicate below any information reflecting the applicant's financial capacity, such as turnover or equivalent (annual budget) for the last 3 (three) years, net earnings (if any), total balance sheet or budget, or medium and long-term debt (if any) ▼

Indicate below grants obtained from States or international institutions during the last 3 (three) years (if any) ▼

### 12. 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 (max 2000 characters) ▼

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### 13. Declaration

By signing this form I, the undersigned, authorised to represent the Grantee, 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.

### 14. 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 ▼

## 15. Signature

Complete the table below and sign in the last box:

### **GRANTEE:**

First Name and Name of the Signatory ►	
Title or position of the Signatory in the applicant organisation ►	
Place and date of signature ►	<b>Done in:</b> <b>On:</b>
Signature and official stamp of the applicant organisation ►	