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| **GRANT AWARD PROCEDURE**  **Stage one** |
| **CONCEPT NOTE**  **(APPENDIX I)** |

Call for proposals for local initiatives on

Open government and human rights at the local level in Ukraine

**HOW TO COMPLETE THE CONCEPT NOTE?**

Complete each box with the information requested. The size of the box will adapt to the volume of text typed. Note the text length requirement outlined in the description of each section.

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

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| **1. Local authority** | |
| Official name ► |  |
| Full address ► |  |
| Internet site (if any) ► |  |
| Name(s) of the person(s) entitled to enter into legally binding commitments on behalf of the applicant (indicate name(s) and position(s)) ► |  |

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| **1.1. Partner NGO (if applicable)** | |
| Official name ► |  |
| Full address ► |  |
| Internet site (if any) ► |  |
| Date on which the applicant was founded ► |  |

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

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| **3.** **Project overview** Please provide a description of the project as follows: | |
| Title ► | Click here to enter text. |
| Anticipated duration ► (*maximum nine months in the period December 2023 – August 2024)* | Click here to enter text. |
| Topic to be addressed: ►  a) Developing and introducing open government principles and democratic innovations;  b) Application of a human rights-based approach to strengthen the voice of underrepresented groups, including IDPs, youth and women, in policy making | Select one of the topics |

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| Goal / aim ► | Click here to enter text. |
| Objectives ► | Click here to enter text. |
| Expected results ► | Click here to enter text. |
| Estimated budget ► | Click here to enter text. |

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| **4.** **Local initiative description (maximum 1 page)** | |
| Present the overall objective of the local initiative summary and existing challenges that you want to address within the grant. Specify actions to be implemented to achieve objectives and work towards sustainability ▼ |
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| **5. 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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| **6. 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 ► | **Done in:** |
| **On:** |
| Signature and official stamp of the applicant organisation ► |  |