CONTRACTING AUTHORITY

 E-GOVERNANCE ACADEMY

KNOWCYBER GRANTS FOR THE WESTERN BALKANS CIVIL SOCIETY ORGANISATIONS

**ANNEX A.1 – GRANT APPLICATION FORM - CONCEPT NOTE**

**REFERENCE:** 001EGAGRANT

**DEADLINE FOR SUBMISSION OF CONCEPT NOTE:** 25 June 2024

|  |  |
| --- | --- |
| **NUMBER & TITLE OF LOT** |  |
| **TITLE OF THE ACTION:** |  |
| **NAME OF THE APPLICANT:** |  |
| **NATIONALITY OF THE APPLICANT**[[1]](#footnote-2) |  |

# CONCEPT NOTE

##  SUMMARY OF THE ACTION

### *<Fill in the table below>*

|  |  |
| --- | --- |
| **OVERALL OBJECTIVE(S) OF THE ACTION *(IMPACT)*** |  |
| **SPECIFIC OBJECTIVES OF THE ACTION *(OUTCOMES)*** |  |
| TARGET GROUP(S)[[2]](#footnote-3) |  |
| FINAL BENEFICIARIES[[3]](#footnote-4) |  |
| EXPECTED OUTPUTS |  |
| MAIN ACTIVITIES |  |

## DESCRIPTION OF THE ACTION

*<Cover all the points indicated in the guidelines, max 1000 words>*

*<insert text here>*

## RELEVANCE OF THE ACTION

*<max 800 words>*

### 3.1. RELEVANCE TO THE OBJECTIVES/ SPECIFIC PRIORITIES OF THE CALL FOR PROPOSALS

*<insert text here>*

### 3.2. RELEVANCE TO THE PARTICULAR NEEDS AND CONSTRAINTS OF THE TARGET COUNTRY AND/OR RELEVANT SECTORS

*<insert text here>*

### 3.3. DESCRIBE AND DEFINE THE TARGET GROUPS AND FINAL BENEFICIARIES, THEIR NEEDS AND CONSTRAINTS, AND STATE HOW THE ACTION WILL ADDRESS THESE NEEDS

*<insert text here>*

### 3.4. PARTICULAR ADDED-VALUE ELEMENTS

*<insert text here>*

## GRANT APPLICANT

|  |  |
| --- | --- |
| **NAME OF THE LEAD APPLICANT** |  |
| COUNTRY AND DATE OF REGISTRATION[[4]](#footnote-5) |  |
| LEGAL STATUS[[5]](#footnote-6) |  |
| **LEAD APPLICANT CONTACT DETAILS FOR THE PURPOSE OF THIS ACTION** |
| POSTAL ADDRESS OF THE ORGANISATION: |  |
| ORGANISATION EMAIL ADDRESS: |  |
| TELEPHONE:  |  |
| CONTACT PERSON FOR THIS ACTION: |  |
| CONTACT PERSON’S EMAIL: |  |

## PROJECT DETAILS

|  |  |
| --- | --- |
| **TITLE OF THE ACTION:** |  |
| **LOT NUMBER YOU ARE APPLYING TO:**  | *e.g. Lot n­º 2* |
| LOCATION(S) OF THE ACTION: | *Specify country(ies), region(s), area(s) or town(s) that will benefit from the action>* |
| TOTAL DURATION OF THE ACTION (*MONTHS*): | *months* |
| REQUESTED EGA CONTRIBUTION (*AMOUNT*) | *EUR* |
| REQUESTED EGA CONTRIBUTION AS A PERCENTAGE OF THE TOTAL ELIGIBLE COSTS OF THE ACTION (*INDICATIVE*)[[6]](#footnote-7) | *EUR* |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. [↑](#footnote-ref-2)
2. Target groups are groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-3)
3. Final beneficiaries are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-4)
4. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. [↑](#footnote-ref-5)
5. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-6)
6. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-7)