CONTRACTING AUTHORITY

 E-GOVERNANCE ACADEMY

KNOWCYBER GRANTS FOR THE WESTERN BALKANS CIVIL SOCIETY ORGANISATIONS

**ANNEX A.2.1 - INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION**

# INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION

## GENERAL INFORMATION

* Please fill in the table.

## DESCRIPTION OF THE ACTION *(max 4 pages)*

#### **2.1. DESCRIPTION**

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s) and outputs):

* Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication).
* Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
* Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact, making explicit the main assumptions and risks along this chain of results.
* State how the action will improve the situation of the target groups and final beneficiaries and the technical and management capacities of target groups and/or any local co-applicants and affiliated entity(ies).
* Identify and describe each activity to be undertaken to produce results, justifying the choice of activities. Do not repeat the action plan to be provided in Section 2.3 but demonstrate coherence and consistency of project design. List any publications proposed.
* Indicate the main studies conducted in view of defining the scope of the action.
* Describe/highlight eventual changes of the information provided in the concept note.

**2.2.** **IMPLEMENTATION APPROACH (METHODOLOGY)** *(max 2 pages)*

Please provide following information:

* the methods of implementation (including the main means proposed – e.g. materials, and supplies to be acquired or rented) and rationale for such methodology;
* the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
* the role and participation in the action of the various actors and stakeholders, and the reasons why these roles have been assigned to them;
* the planned monitoring arrangements and subsequent follow up, if applicable.

#### **2.3. INDICATIVE ACTION PLAN FOR IMPLEMENTING THE ACTION**

Please fill in **ANNEX E** to the guidelines for applicants.

* 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.
* The activities stated in the action plan should match those described in detail in Section 2.1. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.
* The action plan for 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. It must be divided into six-month periods.

**2.4.** **SUSTAINABILITY OF THE ACTION** *(max 2 pages)*

Please provide following information:

* Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Provide risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:
* Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
* Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of the action.
* Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
* Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?
* Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

#### **2.5. BUDGET, AMOUNT REQUESTED FROM THE CONTRACTING AUTHORITY AND OTHER EXPECTED SOURCES OF FUNDING**

Please fill in **ANNEX C** to the guidelines for applicants to provide information on:

* the budget of the action, for the total duration of the action;
* justification of the budget, and
* amount requested from the contracting authority and other expected sources of funding for the action for the total duration.
* Please note that the cost of the action and the contribution requested from the contracting authority must be stated in euros.

## EXPERIENCE

Fill in **ANNEX D** to the guidelines for applicants

The information in this section will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

* EXPERIENCE IN SIMILAR ACTIONS IN THE PAST 3 YEARS. Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by the lead applicant. *Max. 1 page per action.*
* EXPERIENCE IN OTHER ACTIONS IN THE PAST 3 YEARS. Please provide a detailed description of other actions managed by the lead applicant. *Max. 1 page per action and max. 10 actions.*