**ANNEX 1**

APPLICATION FORM – EXPRESSION OF INTEREST

OPEN CALL FOR SUB-GRANTING

Ref.: 2022/441-515/SG1

1. **General information**

|  |  |
| --- | --- |
| Applicant |  |
| Partner (if applicable) |  |
| Budget |  |
| Duration |  |
| Location |  |

1. **APPLICANT**
   1. **General information**

|  |  |
| --- | --- |
| Official name |  |
| Abbreviation |  |
| Full address |  |
| Legal form |  |
| Date and place of registration |  |
| Registration number |  |
| VAT |  |
| Web site and social media profiles |  |
| Contact person |  |
| Contact person’s position within organization |  |
| Contact person’s e-mail |  |
| Contact person’s phone number |  |

**2.2.** **Financial, professional and operational capacities of the applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List the annual budget and sources of funding for the last three years or for the last two years | Year | Budget  (EUR) | Source of financing | |
| 2020 |  |  | |
| 2021 |  |  | |
| 2022 |  |  | |
| State the number of permanent and temporary staff in the last three years or for the last two years | Year | Permanent staff | Temporary staff | Volunteers |
| 2021 |  |  |  |
| 2022 |  |  |  |
| 2023 |  |  |  |
| List your premises and equipment |  | | | |
| State if you have accreditations, licenses, certificates, etc. (e.g. NAPOR accreditation for quality assurance or others) |  | | | |

**2.3. Experience of the applicant in completed or ongoing projects**

List previous experience in completed or ongoing projects in the given area in the last three years (2021, 2022 and 2023)

Add a new table for each project.

|  |  |
| --- | --- |
| Project title |  |
| Duration |  |
| Budget |  |
| Source of financing |  |
| Role within the project (lead/partner/associate) |  |
| Short description of the project |  |

1. **PARTNER (IF APPLICABLE)**
   1. **General information**

|  |  |
| --- | --- |
| Official name |  |
| Abbreviation |  |
| Full address |  |
| Legal form |  |
| Date and place of registration |  |
| Registration number |  |
| VAT |  |
| Legal representative |  |
| Web site and social media profiles |  |
| Contact person |  |
| Contact person’s position within organization |  |
| Contact person’s e-mail |  |
| Contact person’s phone number |  |
| Previous experience in youth work especially in all/some aspects of Gender mobile youth club methodology |  |
| Partner’s role in Gender mobile youth club |  |

1. **GENDER MOBILE YOUTH CLUB** 
   1. **Please describe your experience in youth work. Also describe if you have experience in all/some aspects of Gender mobile youth club methodology (see section 2.2. in the Guidelines)**

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* 1. **As you had the opportunity to read Gender mobile youth clubs will be implemented in the most deprived areas as a service for young people in those areas. Please describe 2 local communities in which you plan to implement Gender mobile youth club activities. Explain the reasons for choosing those communities.**

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* 1. **Describe how you will approach the implementation of the proposed Gender mobile youth club methodology to achieve expected indicators and. Explain how you will respond to the needs and abilities of the target groups. How will you motivate and engage local communities and young people to participate? Explain technical capacities (equipment and tools) and human resources that you will engage. Here you describe the role of the partner (if applicable).**

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* 1. **Elaborate how you will make sure to use the benefits of the program for multiplying effects.**

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* 1. **Please elaborate what instruments you will use to evaluate the success of the program.**

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* 1. **How do you plan to provide visibility of the program?**

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1. **TEAM MEMBERS**

List the members of the project team (involved in the project) including project management (if applicable) and youth workers, that will implement the youth work activities within Gender mobile youth club.

If the experts will be hired through a public competition, state within the column “name and surname” that you will do so later, and fill in the "position" and desired "qualifications" fields in the table below.

In that case, CVs must be submitted later.

|  |  |  |
| --- | --- | --- |
| **Name and surname** | **Position/Role** | **Qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Applicant’s eligibility criteria** | **Yes** | **No** |
| 1. | Proof of registration with the relevant state authority |  |  |
| 2. | Statute |  |  |
| 3. | Financial statements for the last 3 fiscal years (2020, 2021, 2022) if applicable or only for the last 2 years (2021, 2022) |  |  |
| 4. | Statement signed by the applicant (part of the application form) |  |  |
| 5. | Short biographies of persons involved in the project |  |  |
| 6. | The application is sent in electronic form and within the deadline |  |  |
| 7. | The applicant used the application forms published in the guidelines of this call for sub-granting (Annex 1: Application form) |  |  |
| 8. | The applicant used the budget template published in the guidelines of this call (Annex 2: Budget) |  |  |
| 9. | Application is typed in Times New Roman; font 12 |  |  |
| 10. | Application is submitted in English |  |  |
| 11. | The applicant and partner (if applicable) were established and operate in Serbia |  |  |

1. **STATEMENT OF THE APPLICANT**

The lead applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present call for expression of interest, representing any partner within application, hereby declares that:

* has sufficient financial and operational capacities to carry out the proposed program;
* certifies the legal statutes of the applicant and partner are reported in this application;
* have the professional competences and qualifications reported in this application;
* is directly responsible for the preparation, management and implementation of the program and is not acting as intermediary;
* is not in a situation that prevents him from concluding contracts. In addition, the applicant understands and accepts that if he participates in the process despite being in such a situation, he may be excluded from the further procedure;
* the applicant and each partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 3.2. of the guidelines for applicants;
* the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants; if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable).
* The applicant fulfills the requirements in accordance with the criteria established in the Guidelines;
* If recommended for the allocation of funds, the applicant agrees to the terms of the contract;
* The project applicant accepts that, for the purpose of protecting the financial interests of the EU, his personal data may be forwarded to internal audit bodies, the European Court of Auditors, the Commission for Financial Irregularities or the European Anti-Fraud Office;
* The applicant is aware of the obligation to immediately inform the Contracting Authority to which he submits this application, if the same application has been submitted to other European Commission projects, European Union institutions or other institutions (local, national or international) and implemented/approved by those institutions after submitting this application for the allocation of funds.

The applicant accepts that, if found responsible of misinterpretation of any of the points above, the application may be canceled immediately.

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| **Name of the repsonsible person** |  |
| **Title** |  |
| **Place and date** |  |
| **Stamp and signature** |  |