



GROW CIVIC
CREATE YOUR OWN MAGIC

In-kind Support Request Form





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Civic Space

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1. Basic Information

#	Question	Answer																														
1	Name of the Action																															
2	Action summary (Please provide a short summary of your action – max 300 words)																															
3	Support category (Please read the Guidelines to check eligibility conditions for each category)	<table border="1"> <thead> <tr> <th>Support Category</th> <th>Activist</th> <th>Activist (RoC)</th> <th>CSO</th> <th>CSO (RoC)</th> </tr> </thead> <tbody> <tr> <td>Category A – Standard Requests</td> <td></td> <td>N/A</td> <td></td> <td>N/A</td> </tr> <tr> <td>Category B – Collaboration and Coalition Building Requests</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category C – Scaling-up Requests</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Category D – EU Level Partnerships Request</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Category E – Local Actions Support</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Support Category	Activist	Activist (RoC)	CSO	CSO (RoC)	Category A – Standard Requests		N/A		N/A	Category B – Collaboration and Coalition Building Requests					Category C – Scaling-up Requests	N/A	N/A			Category D – EU Level Partnerships Request	N/A	N/A			Category E – Local Actions Support				
Support Category	Activist	Activist (RoC)	CSO	CSO (RoC)																												
Category A – Standard Requests		N/A		N/A																												
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Category C – Scaling-up Requests	N/A	N/A																														
Category D – EU Level Partnerships Request	N/A	N/A																														
Category E – Local Actions Support																																
4	Start date	<p>dd/mm/yy</p> <p>Actions should start maximum 1 month after the approval. Actions which do not start on time will be automatically cancelled.</p>																														
5	End date	dd/mm/yy																														
	Total Duration of the action	<p>Please note that the maximum implementation duration per support category is as follows:</p> <ul style="list-style-type: none"> • Category A – Standard Requests - maximum 16 months • Category B – Collaboration and Coalition Building Requests - maximum 12 months • Category C – Scaling-up Requests - maximum 12 months • Category D – EU Level Partnerships Request - maximum 16 months • Category E – Local Actions Support - maximum 4 months 																														
6	Thematic field of action – the main field	Please see Annex 1																														
7	Thematic field of action - secondary theme, if applicable	Please see Annex 1																														

8	Place(s) where the Action will be implemented (country) ¹ Actions in Cyprus, EU Member States, Countries covered under Instrument for Pre-Accession Assistance (IPA) are eligible ¹	
9	District or districts where activities will take place (<i>if the action is to be implemented in Cyprus</i>)	Please see Annex 3
10	Which describes the request owner(s) of the action the best?	<p>(1) Turkish Cypriot activist</p> <p>(2) Greek Cypriot activist partnering with a Turkish Cypriot activist</p> <p>(3) Turkish Cypriot CSO</p> <p>a. CSO working for public good/benefit²</p> <p>b. The CSO requesting support is not working for public good/benefit but is partnering with a Turkish Cypriot CSO that works for public benefit</p> <p>(4) Greek Cypriot CSO partnering with a Turkish Cypriot CSO that works for public benefit</p> <p>(5) Multi-communal CSO working for public good/benefit</p>
11	Total in-kind budget requested for the proposed action	<ul style="list-style-type: none"> • Category A – Standard Requests - maximum 3,000 Euro • Category B – Collaboration and Coalition Building Requests - maximum 4,000 Euro • Category C – Scaling-up Requests - maximum 5,000 Euro • Category D – EU Level Partnerships Requests - maximum 10,000 Euro • Category E – Local Actions Support - maximum 1,000 Euro

¹A The list of EU Member States is as follows: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, and Sweden. IPA countries are: Albania, Bosnia & Herzegovina, Republic of North Macedonia, Kosovo, Montenegro, Serbia and Turkey

²Public Good CSOs are those that are created and operated principally to engage in public good/benefit activities and that do not principally work for the interest or needs of its members, founders or persons/groups associated with them (e.g., chambers, unions, professional organizations). CSOs working and operating principally to promote or protect the rights and interests of socially disadvantaged person groups are also accepted as public good CSOs.

2. Contact Person

First and Last Name	
Address	
District <i>(See Annex 3)</i>	
Primary E-mail	
Secondary E-mail	
Phone Number	
Mobile Phone Number	

3. If you are requesting support as an Activist please fill in the following information:

Name of Activist	
Field of Work	Please select appropriate category of thematic working area which fits to your field of activism. <i>(See Annex 1)</i>
Please provide information about your prior knowledge/ research/civil society experience in relation to the action for which you are requesting support.	Important Note: Action/project experience is not a requirement for Grow Civic. Civic Space Team will provide necessary help to support activists without prior knowledge during the design and implementation phases.
Web and Social Media Accounts (if applicable)	<ul style="list-style-type: none"> • Web • Facebook • Instagram • Twitter • YouTube Channel • Other

4. If you are requesting support on behalf of a CSO, please fill in the following information:

Name of CSO	
Address of CSO	
Name of CSO Representative	
District <i>(See Annex 3)</i>	

<p>Legal Status of the CSO</p>	<ul style="list-style-type: none"> a) Association b) Foundation c) Charity d) Chamber e) Labour union f) Sports club g) Federation h) Confederation i) Unregistered citizen's initiative/group j) Unregistered platform/network k) Registered platform/network l) Not-for-profit Cooperative m) Professional Organisation n) Not-for-profit company o) Professional Unions (Birlik) p) Citizens' Committees, commissions and councils of 'municipalities' such as (e.g., youth children and women commissions). q) Rights-based committee(s) of bar associations/unions r) University centre on human rights, civil society, or related fields' s) Other (please explain)
<p>Field of Work <i>(See Annex 1)</i></p>	
<p>Please provide information about your organisation's prior knowledge/research/civil society experience in relation to the action for which you are requesting support.</p>	<p>Important Note: Action/Project experience is not a requirement for Grow Civic. Civic Space team will provide necessary help desk to support to CSOs without prior knowledge during design and implementation phases.</p>
<p>Year of establishment/ foundation</p>	
<p>E-mail of CSO</p>	
<p>Telephone no. of CSO</p>	
<p>Web And Social Media Accounts (if applicable)</p>	<ul style="list-style-type: none"> • Web • Facebook • Instagram • Twitter • YouTube Channel • Other

(Please answer only if applicable) If you are requesting support in partnership with others, please fill the following part to provide information about your partner: Important Note: The following organisations operating in the northern part of Cyprus can request support ONLY in partnership with a registered or un-registered civil society organisation working for public good/benefit: Trade unions, local cooperatives, professional unions or organisations; University centres related with civil society, human rights, or a relevant mission; commissions or councils of ‘municipalities’ (e.g., youth, children, women, disability, environment commissions/councils).

Registered or unregistered CSOs from the Republic of Cyprus can request support only in partnership with a registered or unregistered CSO working for public good/benefit in the northern part of Cyprus

Activists from the Republic of Cyprus can request support ONLY in partnership with activists or registered or unregistered CSOs working for public good/benefit in the northern part of Cyprus.

Name of CSO / Activist	
Address of CSO / Activist	
E-mail of CSO / Activist	
Telephone No. of CSO / Activist	
District (<i>See Annex 3</i>)	
Questions below are only to be filled if the partner is a CSO and not for Activist requesters/partners.	
Name of CSO Representative	
Legal Status of CSO	<ul style="list-style-type: none"> a) Association b) Foundation c) Charity d) Chamber e) Labour union f) Sports club g) Federation h) Confederation i) Unregistered citizen’s initiative/group j) Unregistered platform/network k) Registered platform/network l) Not-for-profit Cooperative m) Professional Organisation n) Not-for-profit company o) Professional Unions (Birlik) p) Citizens’ Committees, commissions and councils of ‘municipalities’ such as (e.g., youth children and women commissions). q) Rights-based committee(s) of bar associations/unions r) University centre on human rights, civil society, or related fields’ s) Other (please explain)

Year of establishment/ foundation	
Field of Work (See Annex 1)	
Is the partner CSO working for public good/benefit?	Yes () No ()
Web And Social Media Accounts (if applicable)	<ul style="list-style-type: none"> • Web • Facebook • Instagram • Twitter • YouTube Channel • Other

5. Relevance: Please explain relevance of your action with the Grow Civic objectives. Important Note: Request should be related at least one of the following objectives of the Grow Civic. Please provide information if your action is relevant with more than one objective.

Important Note: Please do not hesitate to ask help desk support to fill the form if you have difficulty in relating your action with the objectives.

Grow Civic Objectives	Briefly explain how your action relates with the Grow Civic objective(s)	Please indicate how the Grow Civic support will enhance/contribute to your capacity for action
To support mainstreaming of rights-based actions and actors including activists, citizens' initiatives and CSOs to promote and enhance democracy and human rights.		
To strengthen CSOs' capacities specifically on rights-based actions, visibility/communication, advocacy and organisational sustainability, and to support the creation of new initiatives or organisations having a rights-based agenda.		

<p>To foster and strengthen multi-communal dialogue and collaboration, and/or to support the development of mono or multi-communal thematic or cross thematic coalitions in line with the rights-based approach and EU values and principles.</p>		
<p>To foster and strengthen networking and partnership with CSOs in the EU Member States or the IPA region for joint rights-based agendas and actions.</p>		

6. Details of Action (Activities)

#		Please explain here the problem/issue that your request seeks to address (you might describe needs, background information and its context).
1	<p>Why is the action needed? (What challenges/issues will the action address? (Category A, B, C, D, E)</p>	
2	<p>How will the EU level partnership facilitate the achievement of the objectives of the action? Please justify the need and elaborate the sustainability for the long term? Please provide detailed information on EU level partners, their activities and possible contribution to your organisation. (Category D)</p>	
3	<p>Please justify the need and provide information how the action will create impact and/or contribute to the development of the thematic field of action and/or civil society development in Cyprus. <i>Important Note: Requests for Category B are expected to provide detailed information on partnership, collaboration or coalition building process.</i></p>	

4	<p>Objectives and Goals: Please describe the objectives/goals of your action and the ways it relates to the thematic field of rights in which you will work (e.g., human rights, environmental rights, animal rights³).</p>	
5	<p>Activities and timeline: Please list the activities you wish to carry out with the support to achieve the outcomes/results and aim(s) of your action? (<u>Describe the implementation phase of action proposed and please write about your plans for the future period (if applicable) after you complete the activities supported by Grow Civic. Please add as many rows as needed.</u>)</p>	<ul style="list-style-type: none"> • Name of Activity • Start and Finalisation Date (month(s) and if known exact date(s)) • Place(s) of Activity (please use districts listed in Annex 3) • Explanation (please give details of each activity proposed: e.g., how long, who will conduct, target group, means and methods, content, outputs) • Who will implement the activity (please specify expert support from Grow Civic pool of experts, and partners involvement and implementing bodies)? • Communication plan: Please describe how you will communicate the activity (if relevant)
6	<p>Please explain and provide details about the outcomes/ results and outputs of the action you request support for</p>	
7	<p>Who will benefit directly or indirectly from the activity to be supported? Who will be directly involved in the activities conducted (target groups) and who will be benefitting from the results of the action (beneficiaries)? How will the action contribute to improve their situation? (Please list all target groups and beneficiaries with approximate numbers)</p>	<p>Who do you expect to benefit directly or indirectly from your work? Please indicate if the action contributes to disadvantaged groups and/or regions.</p>
8	<p>Will your activity contribute to civil society-public civil society-private sector and/ or civil society civil society cooperation? If yes How?</p>	

³**Rights-based approach (RBA)** is extensive in scope, encompassing fundamental social, economic and cultural human rights and liberties, including animal and environmental rights. Rights-based action includes all the conducts and actions focused on the development of rights; from lobbying and advocacy, enabling the recognition of a right, to the provision of emergency action plans for people deprived of a right. Rights-based approach (RBA) is based on the universality and indivisibility of human rights and the principles of inclusion and participation in decision-making processes; non-discrimination, equality and equity; transparency and accountability. The approach is based on the identification of 'rights-holders' and corresponding 'duty-bearers' in specific contexts, and the promotion of their capacities to claim their rights and fulfil their duties respectively. More information can be found at <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%209489%202014%20INIT>

9	Have you previously benefited from Grow Civic? If yes, specify the Grow Civic code of your supported actions.	
10	Have you benefited from any European Union support/ funds other than Grow Civic? If yes, please indicate the last support you received.	
11	Have you ever received support from any grant from any donor outside the European Union? If yes, please indicate the last support you received.	
12	Do you need any support other than the technical and/ or in-kind support you will receive from Grow Civic in carrying out your proposed work?	
<p>Added Value(s) of the request for support</p> <p>Please note that following criteria are not obligatory. However, targeting the following cross cutting areas will strengthen your action and contributes to the programme objectives. These added values are part of Civic Space’s approach to mainstream gender, youth, accessibility, environment protection, inclusion of disadvantaged groups and contributing to the enabling environment for civil society. We strongly recommend you include the following added values to your action.</p>		
13	Mutual learning, co-learning and experience sharing	
14	Involvement of / Support to disadvantaged groups and/or people from rural areas	
15	Measures to ensure gender equality	
16	Measures to ensure environmental protection	
17	Measures to ensure youth inclusion	
18	Measures to ensure accessibility (ensuring special measures to ensure access of people with different disabilities)	

7. Budget Please write the approximate cost of the activity you wish to be supported

* Please see Grow Civic Guidelines for eligible and ineligible costs and **Annex 2** for the list of set budget items. No minimum support amount will be sought for actions that request only experts' support from the Civic Space pool of experts. Otherwise, the minimum amount of support that can be requested is 100 Euro. **Upper limits per category are as follows:**

- Category A – Standard Support - Maximum 3,000 Euro
- Category B – Collaboration and Coalition Building Support - Maximum 4,000 Euro
- Category C – Scaling-up Support - Maximum 5,000 Euro
- Category D – EU Level Partnerships Support – Maximum 10,000 Euro
- Category E – Local Actions Support - Maximum 1,000 Euro

* If you need to check EUR estimates for TL costs, you can use the InfoEuro rate that you can find at the following address, which can give you an indicative estimate: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Activity	Budget Item*	Total items /persons	Number of units	Unit price (EUR)	Total amount (EUR)
Please use the activity name and number mentioned under question 8 above	please use budget lines listed in Annex 2 of Grow Civic Guidelines				
Example ⁴ : Activity 1 Conference	Accommodation costs	20 people	2 days	20 EUR	800 EUR

⁴This is an example to provide clear information for requesters. Please fill the form with the budget information that is relevant with your activities and add as many rows as needed.