**GROW** **CIVIC LOCAL ACTION SUPPORT**

**REQUEST FORM**

1. **Basic Information**

| **#** | **Question** | **Answer** |
| --- | --- | --- |
| **1** | **Name of the Action** |  |
| **2** | **Start date** | dd/mm/yy  Actions should start maximum 1 month after the approval. Actions which do not start on time will be automatically cancelled. |
| **3** | **End date** | dd/mm/yy |
| **4** | **Total Duration of the action** | Maximum 4 months |
| **5** | **Thematic field of action – the main field** | Please see annex 1 |
| **6** | **Thematic field of action - secondary theme, if applicable** | Please see annex 1 |
| **7** | **District or districts where activities will take place** | Please see Annex 3 |
| **8** | **Which describes the request owner(s) of the action the best?** | 1. *Turkish Cypriot activist* 2. *Greek Cypriot activist partnering with a Turkish Cypriot activist* 3. *Turkish Cypriot CSO*     1. CSO working for public good/benefit[[1]](#footnote-0)    2. *The CSO requesting support is not working for public good/benefit but is partnering with a Turkish Cypriot CSO that works for public benefit* 4. *Greek Cypriot CSO partnering with a Turkish Cypriot CSO that works for public benefit* 5. *Multi-communal CSO working for public good/benefit* |
| **9** | **Total in-kind budget requested for the proposed action** | Category E – Local Actions Support - maximum 1,200 Euro |

1. **Contact Person**

| First and Last Name |  |
| --- | --- |
| Address |  |
| District *(See Annex 3)* |  |
| Primary E-mail |  |
| Secondary E-mail |  |
| Phone Number |  |
| Mobile Phone Number |  |

1. **Information about the request owner:**

| Name of CSO / activist |  |
| --- | --- |
| Address of CSO / activist |  |
| Name of CSO Representative |  |
| District | 1. Lefka/Lefke 2. Limassol/Limasol 3. Morphou/Güzelyurt 4. Paphos/Baf 5. Trikomo/İskele |
| Legal Status of the CSO (only for CSOs) | 1. Association 2. Foundation 3. Charity 4. Unregistered citizen’s initiative/group 5. Unregistered platform/network 6. Registered platform/network 7. Not-for-profit Cooperative 8. Not-for-profit company 9. Other (please explain) |
| Field of Work *(See Annex 1)* |  |
| Year of establishment/foundation (only for CSOs) |  |
| e-mail of CSO ( activist |  |
| Telephone no. of CSO / activist |  |
| Web And Social Media Accounts (if applicable) | * Web * Facebook * Instagram * Twitter * YouTube Channel * Other |

1. **Information about the partner: (Please answer only if relevant)**

**Note: 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 districts covered by the call for requests 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.

| Name of partner CSO / Activist |  |
| --- | --- |
| Address of partner CSO / Activist |  |
| e-mail of partner CSO / Activist |  |
| Telephone No. of partner CSO / Activist |  |
| District of partner CSO/ Activist *(See Annex-3)* |  |
| **Questions below are only to be filled if the partner is a CSO and not for Activist requesters/partners.** | |
| Name of partner CSO Representative |  |
| Legal Status of partner CSO | 1. Association 2. Foundation 3. Charity 4. Unregistered citizen’s initiative/group 5. Unregistered platform/network 6. Registered platform/network 7. Not-for-profit Cooperative 8. Not-for-profit company 9. Other (please explain) |
| Year of establishment/foundation of the partner CSO |  |
| Field of Work *(See Annex-1) of the partner CSO* |  |
| Is the partner CSO working for public good/benefit? | Yes ( )  No ( ) |
| Web And Social Media Accounts of the partner CSO (if applicable) | * Web * Facebook * Instagram * Twitter * YouTube Channel * Other |

1. **Relevance: Please explain the relevance of your action with the Grow Civic objectives. Important Note: Request should be related to at least one of the following objectives of the Grow Civic. Please provide information if your action is relevant to 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** | **How does your action relate with the objective(s)?** |
| --- | --- |
| 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. |  |
| 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. |  |
| 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. |  |

1. **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** | Why is the action needed? (What challenges/issues will the action address? |  |
| **2** | Please justify the need and provide information on how the action will create impact and/or contribute to the development of the thematic field of action or civil society development in general. |  |
| **3** | **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 rights[[2]](#footnote-1)). |  |
| **4** | **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? (*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.***)** | * **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***)?** |
| **5** | **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 benefit from the action results (beneficiaries)? How will the action contribute to improve their situation? (Please list all target groups and beneficiaries with approximate numbers) | Who do you expect to benefit directly or indirectly from your work? Please indicate if the action contributes to disadvantaged groups and/or regions. |
| **6** | Will your activity contribute to civil society-public civil society-private sector and/or civil society cooperation? If yes, how? |  |
| **7** | Have you previously benefited from Grow Civic? If yes, specify the Grow Civic code of your supported actions. |  |
| **8** | Have you benefited from any European Union support/funds other than Grow Civic? If yes, please indicate the last support you received. |  |
| **9** | Have you ever received support from any grant from any donor outside the European Union? If yes, please indicate the last support you received. |  |
| **10** | 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? (for example, expert’s support) |  |
|  | **Added Value(s) of the request for support**  Please note that the 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, ecology/environment protection, the inclusion of disadvantaged groups and contributing to the enabling environment for civil society. We strongly recommend you include the following added values in your action. | |
| **11** | Mutual learning, co-learning and experience sharing |  |
| **12** | Involvement of / Support to disadvantaged groups and/or people from rural areas |  |
| **13** | Measures to ensure gender equality (see [Civic Space Gender Mainstreaming Guideline](https://civicspace.eu/en/belgeler/ecology-mainstreaming-guideline) at https://civicspace.eu/en/belgeler/ecology-mainstreaming-guideline/) |  |
| **14** | Measures to ensure ecology/ environmental protection (see [Civic Space Ecology Mainstreaming Guideline](https://civicspace.eu/en/belgeler/ecology-mainstreaming-guideline/) at https://civicspace.eu/belgeler/gender-mainstreaming-guideline/) |  |
| **15** | Measures to ensure youth inclusion |  |
| **16** | Measures to ensure accessibility (ensuring special measures to ensure access of people with different disabilities) |  |

1. **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 maximum support amount that can be requested is 1,200 EUR and the minimum amount is 100 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*](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 6 above | please use budget lines listed in **Annex 2 of Grow Civic Guidelines** |  |  |  |  |
| Example: Activity 1 Conference | Accommodation costs | 10 people | 2 days | 20 EUR | 400 EUR |
| Activity 1 Conference | Catering costs | 20 people | 2 days | 10 EUR | 400 EUR |
| Activity 2 Social media campaign | Design costs of 2 visuals | 2 visuals |  | 75 EUR | 150 EUR |
| Activity 2 Social media campaign | Advertisement (on social media platforms) | 2 visuals | 1 time | 10 EUR | 20 EUR |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | **970 EUR** |

**Important Note:** The budget information input above is just an example to provide clear information for requesters. Please delete the exemplary lines on the budget and fill it with your relevant budget items.

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1. Public 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. [↑](#footnote-ref-0)
2. ***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> [↑](#footnote-ref-1)