



**GROW CIVIC**

CREATE YOUR OWN MAGIC

REQUEST FORM  
CIVIL SOCIETY  
ORGANISATIONS  
(CSOS)



Funded by  
the European Union



sivil civic Χώρος  
alan space Πολιτών

## QUESTIONS ASKED DURING MIS REGISTRY

# CSO

- From the northern part of Cyprus
- From the Republic of Cyprus
- Multi-communal

NAME: \_\_\_\_\_

YEAR OF ESTABLISHMENT: \_\_\_\_\_

### REGION

- Famagusta
- Kyrenia
- Larnaca
- Lefka / Lefke
- Limassol
- Morphou
- Nicosia
- Paphos
- Trikomo / Iskele

### TYPE

- Registered association
- Registered foundation
- Unregistered citizen's initiative
- Unregistered multi-communal citizen's initiative
- Unregistered multi-communal platform/network/coalition
- Non-profit company
- Unregistered platform/network
- Registered professional/vocational association/chamber/union
- Unregistered professional/vocational initiative
- Labor union
- Other (please elaborate)

**NUMBER OF MEMBERS AND VOLUNTEERS:** \_\_\_\_\_

**Thematic field(s) of CSO** (maximum 3)

- |   |   |
|---|---|
| <input type="radio"/> Animal Rights                     | <input type="radio"/> Youth                               |
| <input type="radio"/> Arts                              | <input type="radio"/> Civil Society Environment Enabling  |
| <input type="radio"/> Children's Rights                 | <input type="radio"/> Culture and Cultural Heritage       |
| <input type="radio"/> Human Rights                      | <input type="radio"/> Democratic Rights                   |
| <input type="radio"/> LGBTI+ Rights                     | <input type="radio"/> Disability and Accessibility Rights |
| <input type="radio"/> Media Freedom                     | <input type="radio"/> Diversity and Inclusion             |
| <input type="radio"/> Nature, Environment, Ecology      | <input type="radio"/> Economic and Social Rights          |
| <input type="radio"/> Participatory and Good Governance | <input type="radio"/> Education                           |
| <input type="radio"/> Peace and Reconciliation          | <input type="radio"/> Elderly Rights                      |
| <input type="radio"/> Poverty Reduction                 | <input type="radio"/> Fight Against Human Trafficking     |
| <input type="radio"/> Refugee and Migrant Rights        | <input type="radio"/> Gender Equality and Women's Rights  |
| <input type="radio"/> Right to the City                 | <input type="radio"/> Health                              |
| <input type="radio"/> Rural Development                 | <input type="radio"/> Other (please elaborate): _____     |
| <input type="radio"/> Sports                            | _____   |
|   | _____   |

**MOBILE NO:** \_\_\_\_\_

**LAND LINE (IF AVAILABLE):** \_\_\_\_\_

**OFFICIAL E-MAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**WEB SITE:** \_\_\_\_\_

**FACEBOOK ACCOUNT/PAGE:** \_\_\_\_\_

**INSTAGRAM ACCOUNT:** \_\_\_\_\_

**TWITTER ACCOUNT:** \_\_\_\_\_

**YOUTUBE ACCOUNT:** \_\_\_\_\_

**NAME OF THE BOARD REPRESENTATIVE:** \_\_\_\_\_

**TITLE OF THE BOARD REPRESENTATIVE:** \_\_\_\_\_

**MOBILE NO OF THE REPRESENTATIVE:** \_\_\_\_\_

**E-MAIL OF THE REPRESENTATIVE:** \_\_\_\_\_

**Did you implement any EU funded projects in the last 5 years? If yes, how many and what are the names of the projects?**

**Did you implement any Grow Civic supported actions in the last 5 years? If yes, how many and what are the names of the action(s)?**



## PARTNER INFORMATION (IF APPLICABLE)

### CSO

- From the northern part of Cyprus
- From the Republic of Cyprus
- Multi-communal

NAME: \_\_\_\_\_

#### REGION

- Famagusta
- Kyrenia
- Larnaca
- Lefka / Lefke
- Limassol
- Morphou
- Nicosia
- Paphos
- Trikomo / İskele

#### TYPE

- Registered association
- Registered foundation
- Unregistered citizen's initiative
- Unregistered multi-communal citizen's initiative
- Unregistered multi-communal platform/network/coalition
- Non-profit company
- Unregistered platform/network
- Registered professional/vocational association/chamber/union
- Unregistered professional/vocational initiative
- Labor union
- Other (please elaborate)

**YEAR OF ESTABLISHMENT:** \_\_\_\_\_

**NUMBER OF MEMBERS AND VOLUNTEERS:** \_\_\_\_\_

**Thematic field(s) of CSO** (maximum 3)

- Animal Rights
- Arts
- Children's Rights
- Human Rights
- LGBTI+ Rights
- Media Freedom
- Nature, Environment, Ecology
- Participatory and Good Governance
- Peace and Reconciliation
- Poverty Reduction
- Refugee and Migrant Rights
- Right to the City
- Rural Development
- Sports
- Youth
- Civil Society Environment Enabling
- Culture and Cultural Heritage
- Democratic Rights
- Disability and Accessibility Rights
- Diversity and Inclusion
- Economic and Social Rights
- Education
- Elderly Rights
- Fight Against Human Trafficking
- Gender Equality and Women's Rights
- Health
- Other (please elaborate): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOBILE NO:** \_\_\_\_\_

**LAND LINE (IF AVAILABLE):** \_\_\_\_\_

**OFFICIAL E-MAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**WEB SITE:** \_\_\_\_\_

**FACEBOOK ACCOUNT/PAGE:** \_\_\_\_\_

**INSTAGRAM ACCOUNT:** \_\_\_\_\_

**TWITTER ACCOUNT:** \_\_\_\_\_

**YOUTUBE ACCOUNT:** \_\_\_\_\_

**NAME OF THE BOARD REPRESENTATIVE:** \_\_\_\_\_

**TITLE OF THE BOARD REPRESENTATIVE:** \_\_\_\_\_

**AGE:** \_\_\_\_\_

**GENDER**

Female

Male

Non-binary

Don't want to respond

**MOBILE NO OF THE REPRESENTATIVE:** \_\_\_\_\_

**E-MAIL OF THE REPRESENTATIVE:** \_\_\_\_\_

**Did you implement any EU funded projects in the last 5 years? If yes, how many and what are the names of the projects?**

**Did you implement any Grow Civic supported actions in the last 5 years? If yes, how many and what are the names of the action(s)**



# QUESTIONNAIRE FOR SUPPORT REQUEST

1. Name of action

2. Briefly summarize the action with its aims and activities (max. 300 words)

3. Do you have a partner? If yes, please select this partner(s) from the MIS registry?

4. To which support package you are directing your request?

- SEEDS - maximum 3.000 EUR - minimum 4 maximum 10 months
- ROOTS - maximum 5.000 EUR - minimum 6 maximum 10 months
- GROWTH - maximum 10.000 EUR
  - *with a partner CSO from the RoC* up to 12.000EUR
  - minimum 6 maximum 18 months
- SYNERGIES - maximum 5.000 EUR
  - *with a CSO partner from the RoC* up to 6.000EUR
  - minimum 6 maximum 12 months
- MOBILITY - maximum 12.000 EUR
  - *with a partner from the RoC* up to 15.000 EUR
  - minimum 6 maximum 18 months



## 5. Duration of action

## 6. Place(s) of action implementation (you can pick more than one)

- |                                      |                                    |                                   |  |
|--------------------------------------|------------------------------------|-----------------------------------|--|
| <input type="radio"/> Cyprus         | <input type="radio"/> France       | <input type="radio"/> Lithuania   | <input type="radio"/> Slovenia               |
| <input type="radio"/> Austria        | <input type="radio"/> Germany      | <input type="radio"/> Luxembourg  | <input type="radio"/> Sweden                 |
| <input type="radio"/> Belgium        | <input type="radio"/> Greece       | <input type="radio"/> Malta       | <input type="radio"/> Albania                |
| <input type="radio"/> Bulgaria       | <input type="radio"/> Hungary      | <input type="radio"/> Netherlands | <input type="radio"/> Bosnia and Herzegovina |
| <input type="radio"/> Croatia        | <input type="radio"/> Iceland      | <input type="radio"/> Norway      | <input type="radio"/> Kosovo                 |
| <input type="radio"/> Czech Republic | <input type="radio"/> Ireland      | <input type="radio"/> Poland      | <input type="radio"/> Montenegro             |
| <input type="radio"/> Denmark        | <input type="radio"/> Italy        | <input type="radio"/> Portugal    | <input type="radio"/> North Macedonia        |
| <input type="radio"/> Estonia        | <input type="radio"/> Latvia       | <input type="radio"/> Romania     | <input type="radio"/> Serbia                 |
| <input type="radio"/> Finland        | <input type="radio"/> Lichtenstein | <input type="radio"/> Slovakia    | <input type="radio"/> Türkiye                |

If in Cyprus please select the regions in which the action will be implemented?  
(You can pick more than one)

- |                                     |  |
|-------------------------------------|--|
| <input type="radio"/> Famagusta     | <input type="radio"/> Morphou          |
| <input type="radio"/> Kyrenia       | <input type="radio"/> Nicosia          |
| <input type="radio"/> Larnaca       | <input type="radio"/> Paphos           |
| <input type="radio"/> Lefka / Lefke | <input type="radio"/> Trikomo / İskele |
| <input type="radio"/> Limassol      |  |

**Thematic field(s) of the action?** (maximum 2)

- Animal Rights
- Arts
- Children's Rights
- Human Rights
- LGBTI+ Rights
- Media Freedom
- Nature, Environment, Ecology
- Participatory and Good Governance
- Peace and Reconciliation
- Poverty Reduction
- Refugee and Migrant Rights
- Right to the City
- Rural Development
- Sports
- Youth
- Civil Society Environment Enabling
- Culture and Cultural Heritage
- Democratic Rights
- Disability and Accessibility Rights
- Diversity and Inclusion
- Economic and Social Rights
- Education
- Elderly Rights
- Fight Against Human Trafficking
- Gender Equality and Women's Rights
- Health
- Other (please elaborate): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. To which of the Grow Civic objectives is your action most closely related?**

(Select up to two that are most relevant ones)

- Creation of new rights-based initiatives / organizations or enhancing the rights-based capacities of existing initiatives / organizations.
- Creation of new thematic mono-communal or multi-communal thematic or cross-thematic coalitions or building the rights-based capacities of existing coalitions.
- Protection and promotion of democracy, fundamental human rights, EU values and principles.
- Increasing outreach, visibility and multiplier effects of rights-based initiatives/ organizations and actions.
- Fostering multi-communal and/or multi-regional dialogue and collaboration.
- Strengthening organizational capacities for enhanced and sustainable rights-based action.
- Fostering and enhancing dialogue and collaboration with CSOs in EU Member States, EEA countries and/or the Instrument for Pre-Accession Assistance (IPA) region.

**9. What is the problem or need you identified? Please elaborate how you identified it, its reasons, implications and effects, based on as much data and information.**

**10. Who are the individuals, groups, or institutions (rights holders) affected by this problem or the need you identified? How will your action improve their situation?**

**11. Please explain your proposed solution to resolve this problem or address this need. How will the actions you are suggesting resolve the problem or address the need, and in what manner will the proposed activities be beneficial?**

**12. Who are the institutions, decision-makers, organisations, groups, etc. (duty bearers) who have responsibilities to address and solve the problem or need you identified and why? Ideally, what are the roles and responsibilities they should be fulfilling?**

**13. What will be your short- or long-term advocacy strategy towards these duty bearers to ensure that they fulfil their responsibilities to resolve the problem or address the need?**

**14. When your action is completed, what will be the concrete change you will make regarding the problem or the need you identified?**

**15. Are there other CSOs, activists or projects focusing on the problem or need that you will tackle in your action? If yes, can you explain how you would build synergies with them?**

**16. What kind of measures will you be taking to enhance the sustainability of the change you would achieve through this action?**

**17. Could you provide a concise explanation of how your action will contribute to and align with the intersectional priorities of Grow Civic, and in which way?**

- Inclusion of disadvantaged groups and/or organisations and individuals from rural areas
- Gender equality
- Protection of nature, environment, and ecology
- Ensuring youth participation
- Ensuring accessibility: addressing the needs of individuals and groups dealing with different types of disabilities
- Ensuring diversity and inclusivity

**18. Which activities will you be implementing to achieve the change you want?**

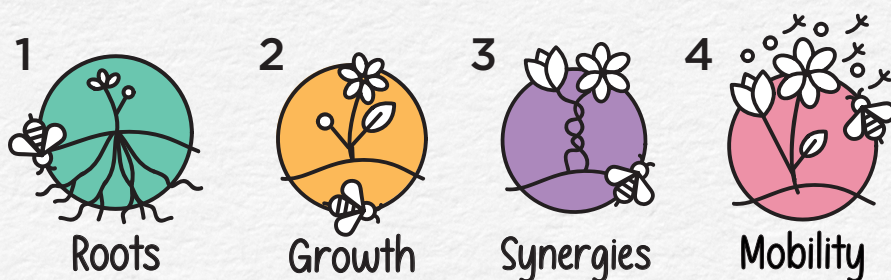
Please list each activity with all relevant information. If you will be using expert support in addition to the budgetary support, please indicate the type of expertise and indicative number of days you will need for each activity.

**Activity 1 (information required for each activity)**

<b>Name of activity</b>																																					
<b>Explanation of the activity</b>																																					
<b>Starting date of activity</b>	(Month and year)																																				
<b>Ending date of activity</b>	(Month and year)																																				
<b>Country/ies of activity</b>	<table border="0"> <tr> <td><input type="radio"/> Cyprus</td> <td><input type="radio"/> Hungary</td> <td><input type="radio"/> Portugal</td> </tr> <tr> <td><input type="radio"/> Austria</td> <td><input type="radio"/> Iceland</td> <td><input type="radio"/> Romania</td> </tr> <tr> <td><input type="radio"/> Belgium</td> <td><input type="radio"/> Ireland</td> <td><input type="radio"/> Slovakia</td> </tr> <tr> <td><input type="radio"/> Bulgaria</td> <td><input type="radio"/> Italy</td> <td><input type="radio"/> Slovenia</td> </tr> <tr> <td><input type="radio"/> Croatia</td> <td><input type="radio"/> Latvia</td> <td><input type="radio"/> Sweden</td> </tr> <tr> <td><input type="radio"/> Czech Republic</td> <td><input type="radio"/> Lichtenstein</td> <td><input type="radio"/> Albania</td> </tr> <tr> <td><input type="radio"/> Denmark</td> <td><input type="radio"/> Lithuania</td> <td><input type="radio"/> Bosnia and Herzegovina</td> </tr> <tr> <td><input type="radio"/> Estonia</td> <td><input type="radio"/> Luxembourg</td> <td><input type="radio"/> Kosova</td> </tr> <tr> <td><input type="radio"/> Finland</td> <td><input type="radio"/> Malta</td> <td><input type="radio"/> Montenegro</td> </tr> <tr> <td><input type="radio"/> France</td> <td><input type="radio"/> Netherlands</td> <td><input type="radio"/> North Macedonia</td> </tr> <tr> <td><input type="radio"/> Germany</td> <td><input type="radio"/> Norway</td> <td><input type="radio"/> Serbia</td> </tr> <tr> <td><input type="radio"/> Greece</td> <td><input type="radio"/> Poland</td> <td><input type="radio"/> Türkiye</td> </tr> </table>	<input type="radio"/> Cyprus	<input type="radio"/> Hungary	<input type="radio"/> Portugal	<input type="radio"/> Austria	<input type="radio"/> Iceland	<input type="radio"/> Romania	<input type="radio"/> Belgium	<input type="radio"/> Ireland	<input type="radio"/> Slovakia	<input type="radio"/> Bulgaria	<input type="radio"/> Italy	<input type="radio"/> Slovenia	<input type="radio"/> Croatia	<input type="radio"/> Latvia	<input type="radio"/> Sweden	<input type="radio"/> Czech Republic	<input type="radio"/> Lichtenstein	<input type="radio"/> Albania	<input type="radio"/> Denmark	<input type="radio"/> Lithuania	<input type="radio"/> Bosnia and Herzegovina	<input type="radio"/> Estonia	<input type="radio"/> Luxembourg	<input type="radio"/> Kosova	<input type="radio"/> Finland	<input type="radio"/> Malta	<input type="radio"/> Montenegro	<input type="radio"/> France	<input type="radio"/> Netherlands	<input type="radio"/> North Macedonia	<input type="radio"/> Germany	<input type="radio"/> Norway	<input type="radio"/> Serbia	<input type="radio"/> Greece	<input type="radio"/> Poland	<input type="radio"/> Türkiye
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<b>Region(s) of activity (if in Cyprus)</b>	<table border="0"> <tr> <td><input type="radio"/> Famagusta</td> <td><input type="radio"/> Morphou</td> </tr> <tr> <td><input type="radio"/> Kyrenia</td> <td><input type="radio"/> Nicosia</td> </tr> <tr> <td><input type="radio"/> Larnaca</td> <td><input type="radio"/> Paphos</td> </tr> <tr> <td><input type="radio"/> Lefka / Lefke</td> <td><input type="radio"/> Trikomo / İskele</td> </tr> <tr> <td><input type="radio"/> Limassol</td> <td></td> </tr> </table>	<input type="radio"/> Famagusta	<input type="radio"/> Morphou	<input type="radio"/> Kyrenia	<input type="radio"/> Nicosia	<input type="radio"/> Larnaca	<input type="radio"/> Paphos	<input type="radio"/> Lefka / Lefke	<input type="radio"/> Trikomo / İskele	<input type="radio"/> Limassol																											
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<input type="radio"/> Limassol																																					
<b>Target group(s) of activity (with indicative numbers for each target group)</b>																																					

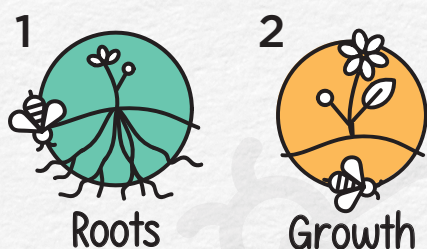
19. Answer only if you have partner(s), explain the roles, responsibilities, and contributions of each partner in implementing the action?

ANSWER IF YOU ARE REQUESTING SUPPORT FROM ;



20. Can you provide information about your capacity (e.g., information, experience, human resources, partnerships, networks, expertise) to justify that you are able to successfully undertake the proposed action?

ANSWER IF YOU ARE REQUESTING SUPPORT FROM ;



21. Which of the activities in your action plan target the duty bearers (as listed under question 12) with an aim to ensure they fulfil their responsibilities and duties regarding the problem or need you will be working on? (You can select more than one). For each activity selected, please briefly explain which duty-bearer(s) is targeted and how it will contribute to the aim.

**ANSWER IF YOU ARE REQUESTING SUPPORT FROM ;**



## Synergies

**22. If you are requesting support for a network/coalition, please provide information about the network/coalition you are proposing to work / engage with in your action.** Please also elaborate if the coalition/network you are proposing already exists and you will be strengthening its capacity, or will you be creating a new coalition/network?

**ANSWER IF YOU ARE REQUESTING SUPPORT FROM ;**



## Mobility

**23. Which CSOs or institutions in which EU Member State(s) or EU IPA country(ies) will you be networking with?** Please elaborate why you selected these organisations; what will their contribution be to the problem or need you are tackling?

**24. Do you have existing relationships with the proposed CSOs or institutions that you want to enhance; or will you be building new ones? Have you already contacted them and confirmed their initial interest in this action? Please elaborate.**

**25. Which of the activities in your action plan aims to share/disseminate the information and knowledge gained from the mobility activity? Please elaborate which stakeholders will be included / targeted in the dissemination activity(ies)? What will be the contribution/role of the EU-EEA-IPA CSOs/institutions in these activity(ies)?**





# BUDGET

Please select the relevant budget items provided in Annex 1.

Budget Item (please select from the list in annex 1)	Explanation	Unit	# of units	Cost of unit (EUR)	Total (EUR)
Activity 1	A leaflet summarizing the findings of the research will be printed - approximately 4 pages	Per copy	500	0.50	250
e.g. Printing					

## Activity 2




# EXPERT SUPPORT (if required)

<p><b>For which activity/ies you will be needing expert's support?</b></p>	
<p><b>Type of support you will need</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Consultancy / training expertise on thematic topics (e.g., human rights, health, youth participation, gender equality, environment protection)</li> <li><input type="radio"/> Consultancy / training on capacity building topics (e.g., organisational management, advocacy, fundraising, strategic planning, working with volunteers)</li> <li><input type="radio"/> Formal education</li> <li><input type="radio"/> Communication</li> <li><input type="radio"/> Legal issues</li> <li><input type="radio"/> Meeting / event facilitation</li> <li><input type="radio"/> Research and/or analysis</li> <li><input type="radio"/> Mentoring and coaching</li> <li><input type="radio"/> Information technology</li> </ul>
<p><b>Brief explanation of the support you will need from the expert</b></p>	
<p><b>Approximate number of expert days you will need</b> (for Seeds, Roots, Synergies and Mobility packages up to 8 days; for Growth package up to 10 days)</p>	

# ANNEX 1 – ELIGIBLE BUDGET ITEMS

## **COSTS FOR TRAVEL AND TRANSPORTATION**

- ✔ Travel and transportation expenses
- ✔ Per diems, subsistence allowances, accommodation costs
- ✔ Visa and passport costs

## **COSTS FOR THE ORGANISATION OF OR PARTICIPATION TO EVENTS**

- ✔ Rental fees for venues
- ✔ Catering costs
- ✔ Fees for participation in events (e.g., conferences, workshops, panels) and membership fees to networks
- ✔ Association/platform/network establishment costs
- ✔ Translation and interpretation services
- ✔ Special requirements (e.g., ambulance, childcare, PCR tests)
- ✔ Stationary costs and other material costs
- ✔ Equipment and furniture rentals
- ✔ Costs for exhibitions, stands
- ✔ Costs for photography
- ✔ Communication costs (mobile phone credits) required for event organisation



## **COSTS FOR VIDEO PRODUCTION AND POST-PRODUCTION**

- ✔ Film, documentary, video shooting (e.g., montage, formatting, editing, mounting), radio programs, podcasts
- ✔ Translation and interpretation services
- ✔ Advertisement costs

## **DESIGN, PRODUCTION OR PRINTING OF VISIBILITY/COMMUNICATION/PROMOTIONAL MATERIALS (e.g., books, reports, brochures, posters, reports, flyers, roll-ups, pennants, pens, website)**

- ✔ Design costs
- ✔ Printing costs
- ✔ Dissemination costs
- ✔ Translation services
- ✔ Advertisement costs
- ✔ Website costs (e.g., database, design, hosting)
- ✔ Purchasing and subscription fees of digital tools required for the action
- ✔ Design and management of digital and social media tools
- ✔ Studies, research, evaluation services





# GROW CIVIC

CREATE YOUR OWN MAGIC

## THANK YOU !



This publication has been produced within the context of the Civic Space Project. This project is funded by the European Union and implemented by a consortium led by GOPA PACE. The Contents of this publication are the sole responsibility of GOPA PACE led consortium and do not necessarily reflect the views of the European Union

