



# Annex 3 – Training Application Form

Concept Note (CN) Development Trainings | Civic Space

## HOW TO FILL THIS FORM

- **Text fields:** Click inside a field and type your answer.
- **Checkboxes:** Click to tick the relevant box. Where only one selection is allowed, please tick exactly one option.
- **Save as PDF:** Use 'Save As' and keep the file as PDF (.pdf) before submitting.

## 1. Organisation Information

<b>1.1 Name of Organisation</b>	<input type="text"/>	
<b>1.2 Legal Status</b>	<input type="checkbox"/> Association <input type="checkbox"/> Foundation <input type="checkbox"/> NGO <input type="checkbox"/> Other – please specify below	
<b>1.2 If 'Other', please specify</b>	<input type="text"/>	
<b>1.3 Place of Registration</b>	<input type="text"/>	
<b>1.4 Year of Establishment</b>	<input type="text"/>	
<b>1.5 Main Areas of Work</b> <i>Maximum 100 words</i>	<input type="text"/>	
<b>1.6 Previously applied for EU funding via Calls for Proposals?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>1.6 If yes, programme / call (optional)</b>	<input type="text"/>	
<b>1.7 Previously received EU funding?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>1.7 If yes, project / programme (optional)</b>	<input type="text"/>	

## 2. Participant Information

Please attach a CV of the participant. Organisations may nominate more than one participant; participation is limited to one representative at any given time. Please list all participants and indicate which session each will attend.

<b>2.1 Name and Surname</b>	<input type="text"/>
<b>2.2 Position in the Organisation</b>	<input type="text"/>
<b>2.3 Email Address</b>	<input type="text"/>
<b>2.4 Phone Number</b>	<input type="text"/>
<b>2.5 Expected Role in Project Development</b> <i>e.g. drafting proposals, project management, financial management</i>	<input type="text"/>

## 3. Training Preference

Please select the training language you are applying for (**select exactly one**):

- Turkish language training
- English language training



## 4. Concept Idea

This section is essential. Please keep your answers concise, clear and focused. **Maximum 1 page total.**

<b>4.1 Problem to be Addressed</b>	<i>What is the key issue your organisation wants to address? Why is it important? Max. 120–150 words.</i>
<b>4.2 Proposed Intervention</b>	<i>What do you plan to do to address this problem? Max. 120–150 words.</i>
<b>4.3 Expected Results</b>	<i>What concrete changes do you expect your project to achieve? Max. 120–150 words.</i>
<b>4.4 Relevance to Priorities</b>	<i>How does your idea relate to the objectives or priorities of the Call? Max. 100 words.</i>

## 5. Motivation and Commitment

<b>5.1 Motivation for Participation</b>	<i>Why does your organisation want to participate in this training? Max. 120–150 words.</i>

5.2 Does your organisation intend to submit a Concept Note under the Call? (**select one**)

Yes

No

5.2 If yes, current stage of preparation (**select one**):

Initial idea

Concept being developed

Advanced stage



## 6. Declaration

By submitting this application, the organisation confirms that:

- It is a legally registered organisation
- The proposed participant is affiliated with the organisation
- The organisation intends to apply to the Call for Proposals
- The information provided is accurate

<b>Name of Authorised Representative</b>	
<b>Position</b>	
<b>Date</b>	
<b>Signature</b>	

## 7. Suggestions

*Suggestions or expectations regarding the training (optional).*

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## 8. Data Protection

I agree that the information provided may be used for the purpose of selection and organisation of the training.

