



Annex 2 – Grow Civic Service Provider Application Form

Civic Space Project | Call for Service Providers

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 / Applicant Information

Name of Applicant / Organisation		
Type of Applicant	Legal entity	Individual professional
Country / Locality of Registration		
Registration Number (if applicable)		
Address		
Website / Portfolio (if available)		
Contact Person		
Email Address		
Telephone Number		

2. Service Lots and Expertise

Please indicate the lot(s) for which you are applying and briefly describe the services you can provide under each lot. You may apply to more than one lot.

Lot	Service Category	Apply?	Description of Services Offered
Lot 1	Studies, Research and Policy Analysis		
Lot 2	Communication and Campaign Production		
Lot 3	Graphic Design, Audiovisual and Creative Production		
Lot 4	Publications, Translation and Knowledge Products		
Lot 5	Facilitation, Moderation and Event Support		
Lot 6	Digital Tools and Online Communication		
Lot 7	Event Logistics and Operational Support		



3. Service Location

Select all that apply.

Across Cyprus (both communities)

Greek Cypriot community

Turkish Cypriot community

Online / remote services

Specific locality (if physical presence required)

4. Relevant Experience

Please provide two examples of similar services delivered during the last three years, relevant to the selected lot(s).

#	Description of Service	Client / Organisation	Year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Links to publications, portfolios or examples of work (optional)

5. Indicative Price Ranges

Please indicate indicative price ranges for the services offered. Consult the guidance notes for indicative price ranges.

Lot	Service Description	Unit	Price Range (EUR)	Conditions / Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Availability

Typical lead time – select exactly one:

Within a few days

Within 1–2 weeks

Within 3–4 weeks

Longer – please specify below

If longer, please specify:



7. Languages

Service delivery languages – select all that apply:

English

Greek

Turkish

Other language(s) – please specify:

8. Experience with the Turkish Cypriot Community

Prior experience with the Turkish Cypriot community? – select one:

Yes

No

If yes, short description:

9. Keywords / Service Tags

Please list up to five keywords describing your specific services or expertise (e.g. policy research, video production, simultaneous interpretation, web development, catering).

Keyword 1

Keyword 2

Keyword 3

Keyword 4

Keyword 5

10. Short Catalogue Profile

*This profile may be published in the Grow Civic Service Provider Catalogue on the Civic Space project website. **Maximum 150 words.***

11. Declaration

Full Name

Position (if applicable)

Date

Signature

I confirm that the information provided is accurate and complete, and agree that the organisation name, service description and areas of expertise may be published in the Grow Civic Service Provider Catalogue.



Reminder – Minimum Eligibility Requirements

- Be legally registered or otherwise authorised to provide the proposed services in their locality of establishment.
- Have the legal capacity to enter into service agreements and issue invoices for the services provided.
- Demonstrate at least two years of operational experience (for organisations) or at least three years of relevant professional experience (for individual professionals).
- Demonstrate relevant experience through at least two examples of similar services delivered during the last three years.
- Demonstrate the capacity to deliver the proposed services in a timely and reliable manner.

For organisations: please attach your registration document and company portfolio.

For individuals: please attach a CV (template provided).

