Support to projects of civil society organizations (CSOs) in Montenegro

within the framework of the programme

**Safeguarding Rights and Promoting Digital Citizenship - Montenegro Digital Shield (MDS)**

**Deadline for submitting applications: 3 November 2025**

**APPLICATION FORM**

Applications MUST be sent to the email info@cgo-cce.org **by 3 November 2025 at 12:00** in accordance with the instructions in the Guide.

|  |  |
| --- | --- |
| **Project name:** |  |
| **Place of project implementation:** |  |
| **Total project budget:** |  |
| **Name of the project applicant:** |  |

#### **I SUMMARY** (max 1 page/table, minimum font Arial 10)

|  |  |
| --- | --- |
| **Project name:** |  |
| **Place of implementation:** |  |
| **Project duration:** | <*months*> |
| **Total project budget:** |  |
| **Budget requested by this CfP:** |  |
| **Total requested budget based on this call in percentages:** | % |
| **Partner(s):** | Enter the name of the partner organization (\**add as many lines as there are partner organizations*), and if there are no partner organizations, just write N/A |
| **Objectives of the project:** | *<Overall objective>*  *<Specific Objectives>* |
| **Target group(s)[[1]](#footnote-1):** |  |
| **Final beneficiaries[[2]](#footnote-2):** |  |
| **Expected results:** |  |
| **Key activities:** |  |

**II PROJECT DESCRIPTION**

**1. Project relevance** (max 2 pages, Arial 10 font)

*Please include the following information:*

* ***What problem do you want to solve and why is addressing that problem important to your community?***

(Define the general framework of the problem that you intend to contribute to solving. Explain the specificity of the problem from the point of view of your organization. State how the described problem in the community reflects on your area of ​​activity and how you plan to participate in the change)

* ***How does that problem relate to the objectives and priorities of this CfP?***

(Indicate the direct connection of the project with the objectives and areas specified in the Guide. The project proposal must be in accordance with the objectives and at least one area defined by the competition)

* ***How relevant is your project proposal in relation to the needs of the country and the sector within which the activities are planned?***

(Describe briefly the current situation in the country, including the political, legislative and institutional context of the problem with an analysis of the problem in the given area and include, if you have, specific data)

**2. Description of the project and its effectiveness** (max 6 pages, Arial 10 font)

*Please include the following information:*

* 1. *What is the* ***overall and what is the specific objective*** *of this project?*

(Explain exactly what will change in your community in relation to the problem if you implement this project, and how it will benefit the target group - the local community)

* 1. *Who are the* ***target groups*** *of the project? How many people will be involved in the project?*

(Describe in detail the target groups, their needs and the expected number of those who will be directly involved. How will you inform, motivate and involve your target group?)

* 1. *Who are* ***the final beneficiaries****?*

(Describe who will benefit from the project, what criteria will be used to select project users/participants? How do you plan to involve your end users in the project?)

* 1. *What are the* ***expected results*** *of the project?*

(Clearly state and describe the results of the project, which should be measurable, i.e. that at the end of the project you can list and describe the results you have achieved, as well as that the results arise from your activity plan. Take care that the name of the results matches the results defined in the logical framework matrix)

* 1. *How will you know your project is successful?*

(Which **indicators** will be monitored to check whether you have successfully implemented the project - in relation to the project activities and to your target group? What information about the achieved results will you collect and in what way?)

* 1. *What* ***activities*** *do you plan to achieve the results and achieve the project goal/s?*

(Identify and describe in detail each activity you will undertake to achieve the results and achieve the objectives. Make sure that the name and numbering of the activities match the data in the logframe matrix)

* 1. *What is the* ***sustainability*** *of the project?*

(Explain how sustainability will be ensured after the end of the action. At the same time, make a distinction between at least the following three dimensions of sustainability: **financial** sustainability - explain how much and from which source the project activities will be financed in the future. If there is a possibility that the project applicant, after the realization of the project, i.e. the expenditure of the funds obtained within the framework of this competition, will cover some costs, state it. There are projects and actions that do not require continuation. If this is the case with your project, state this fact and explain it. Then explain the **institutional level** of sustainability. that is, which structures and how will the results of the action survive after the end of the action? Does any institution or structure take "ownership" of the results of the project and ensure their duration after the implementation of the project. At the **policy level**, where applicable, explain whether, after the implementation of the project, there will be changes in legislation, methods, etc.)

* 1. *What are the methods of project implementation and the reasons for the proposed* ***methodology****?*

(For each activity that will be implemented by the project, propose a method of implementation and describe it briefly)

* 1. *What is the* ***organizational structure and team for the implementation of the proposed project****?*

(List all members of the project team by function - e.g. project coordinator, project assistant, financial manager, etc. In addition to defining the position, for each of them, briefly specify the responsibilities and responsibilities in the project. When it comes to a partner project, list the team members from the partner organization, also by function, not by name)

**III PROJECT DURATION AND ACTION PLAN**

The duration of the project will be **\_\_\_\_\_\_\_\_\_\_months**.

Enter the schedule of activities by months in the project in the table. Take care that the table must not contain specific dates or months, but only the months of the implementation of the project, from the first to the last, such as "month 1", "month 2", etc.

Project proposers are recommended to plan the estimated duration for each activity at the most likely duration, not at the shortest duration, taking into account all relevant factors that may affect the implementation plan. The activities listed in the action plan should correspond, in terms of numbering and name, with the activities described in section 2.6.

The applicant of the project proposal or one of the partners (responsible organization) should be responsible for the implementation of the project.

Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Month | | | | | | Responsible organization |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| Preparation of Activity 1 (name) |  |  |  |  |  |  | Project lead |
| Implementation of Activity 1 (name) |  |  |  |  |  |  | Partner |
| Preparation of Activity 2 (name) |  |  |  |  |  |  | Project lead and partner |
| Etc. |  |  |  |  |  |  |  |

**IV PROJECT BUDGET**

(the budget is filled in a separate Excel table that is part of the competition documentation)

**V LEAD APPLICANT**

|  |  |
| --- | --- |
| **Name of the lead applicant:** |  |
| **Abbreviated name of the lead applicant:** |  |
| **Registration number:** |  |
| **Date and place of registration:** |  |
| **Official address:** |  |
| **Person authorized to represent:** |  |
| **Phone number:** |  |
| **Mobile phone number:** |  |
| **E-mail address:** |  |
| **Website:** |  |
| **Number of employees:** |  |
| **Number of volunteers:** |  |
| **Experience in similar projects, in the last three years (2023-2025):[[3]](#footnote-3)** | Project name:  Duration:  Budget:  Donor:  Achieved results: |
| **Experience in similar projects, in the last three years (2023-2025):** | Project name:  Duration:  Budget:  Donor:  Achieved results: |
| **Experience in similar projects, in the last three years (2023-2025):** | Project name:  Duration:  Budget:  Donor:  Achieved results: |

**Any change in the address, phone number, mobile phone and especially e-mail must be sent in writing to the Centre for Civic Education (CCE), because the CCE will not be responsible if it cannot get in touch with the lead applicant for the reasons mentioned.**

**VI STATEMENT OF THE LEAD APPLICANT**

The lead applicant, the undersigned, confirms on behalf of the applicant, as well as the project partners (if any), that:

* undertakes all obligations stated in the Application Form and that it will act in accordance with the principles of good partnership practice;
* is directly responsible for the preparation and implementation of the project with its partners and will not act as an intermediary;
* meets all the requirements for submitting a project proposal, which are listed in the Guide under points 5.1 and 5.2. (if there are partners in the project);
* is aware that, in order to preserve the financial interests of the EU, their personal data may be subject to internal audit, the European Court of Auditors, or other EU institutions.

Finally, the project applicant is fully aware of the obligation to inform without delay the CCE, to which he submits this application, if the same application submitted to another donor receives support from that donor and after it was submitted to this competition.

Signed on behalf of the applicant of the project proposal:

|  |  |
| --- | --- |
| **Name and surname:** |  |
| **Position in the organisation:** |  |
| **Signature:** |  |
| **Date and place:** |  |

**VII PARTNERS OF THE LEAD APPLICANT**

**PARTNER DESCRIPTION**

This must be completed **for each partner organization** in accordance with section 5.2 of the Guide.

|  |  |
| --- | --- |
|  | Partner 1 |
| **Name of the partner organisation:** |  |
| **Abbreviated name:** |  |
| **Registration number:** |  |
| **Date and place of registration:** |  |
| **Person authorized for representation:** |  |
| **Official address:** |  |
| **Telephone (landline and mobile):** |  |
| **E-mail address:** |  |
| **Website:** |  |
| **Number of employees:** |  |
| **Number of volunteers:** |  |
| **History of cooperation with the project proposal submitter:** |  |

**Important: Along with this Application Form, it is necessary to submit a signed and stamped Partnership Declaration with the date for each partner in accordance with the given form.**

**VII PARTNER STATEMENT**

A partnership is a relationship between two or more organizations that involves shared responsibilities in carrying out activities. In order to ensure that the activities go according to plan, the CCE asks that all partners agree to the principles of good partnership practice, which are listed below.

1. The partner must read and understand their role in the project before the project proposal is submitted under this competition.
2. With this statement, the Partner authorizes the applicant of the project proposal to sign the contract with the Centre for Civic Education (CCE), as the Contracting Authority, and represents him in all dealings with the Contracting Authority in the context of project implementation.
3. The submitter of the project proposal must regularly consult the partner and inform him about the progress of the project.
4. The Partner must receive copies of the reports - narrative and financial - that have been submitted to the Contracting Authority.
5. Proposals for essential changes in the project (eg activities, partners, etc.) should be agreed with the partner before submitting the proposal to the Contracting Authority. When such an agreement cannot be reached, the applicant of the project proposal must state this when submitting the request for approval of changes to the Contracting Authority.

I have read and approved the content of the project proposal submitted to the Contracting Authority. I undertake to act in accordance with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name and surname:** |  |
| **Organisation:** |  |
| **Position in the organisation:** |  |
| **Signature:** |  |
| **Date and place:** |  |

**IX ASSOCIATES OF THE LEAD APPLICANT**

This must be completed for each associate organization within the meaning of section 5.3 of the Guide.

|  |  |
| --- | --- |
|  | Associate 1 |
| **Full name:** |  |
| **Legal status:** |  |
| **Official address:** |  |
| **Contact person:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |
| **Website:** |  |

**X CONTROL LIST**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | Filled in by the lead applicant |
| **Name of the applicant of the project proposal** |  |
| **Date, place and registration number** |  |
| **Partner 1[[4]](#footnote-4)** | Name:  Date, place and registration number: |
| **Partner 2** | Name:  Date, place and registration number: |

|  |  |  |
| --- | --- | --- |
| **BEFORE SENDING YOUR PROJECT PROPOSAL, CHECK THAT EACH OF THE FOLLOWING ITEMS IS FULFILLED AND COMPLIES WITH THE FOLLOWING CRITERIA:** | **Filled by lead applicant** | |
| **Project name:** | **Yes** | **No** |
| **1. The correct application form was used (prepared for this CfP)** |  |  |
| **2. The statements of the project proposal submitter are properly filled out and signed** |  |  |
| **3. The electronic version of the project proposal was sent to the email** [**info@cgo-cce.org**](mailto:info@cgo-cce.org) |  |  |
| **4. Each partner completed and signed a partnership declaration.**  **If you do not have a partner, write N/A (not applicable)** |  |  |
| **5. The budget is attached and presented in the requested format, expressed in EUR** |  |  |
| **6. The duration of the project is between 5 and 12 months** |  |  |
| **7. The requested amount is between 10,000 and 17,500 EUR** |  |  |
| **8. The following additional scanned documents are attached for the project applicant and partner (technical documentation):**   * **Decision on organization registration** * **Statute of the organization** * **Financial report for 2024 submitted to the Tax Administration** |  |  |

1. "Target group(s)" are groups/entities on which the project will have a direct impact, in relation to the objectives of the project. [↑](#footnote-ref-1)
2. "Final beneficiaries" are those who have long-term and/or indirect benefits from the project at the level of society or sector. [↑](#footnote-ref-2)
3. List a maximum of five projects (add lines if a maximum of five projects are listed) that you consider to be relevant to this competition [↑](#footnote-ref-3)
4. Add rows for each partner [↑](#footnote-ref-4)