

## FIRST CALL FOR PROPOSALS

### APPLICATION FORM

#### FORM SUBMISSION INSTRUCTIONS

**Before completing this application form, please carefully read the guidelines to the first call for proposals.** Fields with an asterisk (\*) are mandatory. Your application will not be admitted if any mandatory fields are empty. Forms filled in by hand are not admitted.

Please do not exceed the maximum number of characters for each field.

Please also attach the right file size and type for each field in the form.

It may take some time to upload the files required. Do not close your browser session until you receive confirmation that the form has been uploaded and your application has been sent.

Queries about applications can be sent by email before 9 April 2021 to: [info@acp-ue-culture-cac.eu](mailto:info@acp-ue-culture-cac.eu)

**Deadline for submissions: Tuesday 8 June 2021 at 12:00 (GMT)**

#### PROJECT TITLE \*

#### ACRONYM (if applicable)

#### AXIS 4

Please state which axis(es) you are applying for (see guidelines to the first call for proposals)

Axis 1

Axis 2

Axis 3

Axis 4

## NAME OF LEAD APPLICANT

Organisation name \*

Name of the legal representative of the organisation \*

Biography of the legal representative of the organisation \*

Maximum 500 characters including spaces.

Organisation type \*

The following is a non-exhaustive list of eligible organisation types: companies in the various for-profit CCI sectors (including SMEs/SMIs, cooperatives, social and solidarity economy (SSE)) and CSOs in the CCI; public and private cultural and artistic institutions; public and private training centres; chambers of commerce and trades; public administrations (local, national, regional) responsible in particular for culture, employment, vocational training, business development, and trade.

Registration year \*

Organisation headquarters (city and country) \*

Geographic coverage\*

State which African countries the organisation has previous experience in.

Affiliation/membership (if applicable)

State whether the organisation is affiliated with a national, regional or international organisation/network and since when.

Field of activity \*

Briefly describe the main areas of activity of the organisation and the CCI sector (max. 1000 characters including spaces).

**Organisational goals and objectives \***

State the goals and objectives of the organisation (max. 1000 characters including spaces).

**Role of the organisation in the project \***

Describe the role of the lead applicant in implementing the project (max. 1000 characters including spaces).

**Website (or social networks, blog, etc.) \***

Please state if the organisation does not have one.

**References \***

Please name two people who can present the organisation. They must not be part of the lead partner or co-applicant teams, or members of the Créer en Afrique central Consortium.

Name	Position and Organisation	Email, telephone number

**Legal registration document of the organisation \***

Upload the official document(s) that prove your organisation legally exists - (eg. register or official gazette, VAT number, etc.). Please note that a registration receipt will not be admitted. All official documents must be submitted in French, Spanish or Portuguese. If documents are written in other languages, an official translation in French, Spanish or Portuguese must also be uploaded.

Permitted file types: pdf, jpg, jpeg, bmp, gif, png. Maximum file size: 5Mb

Select file

File selected

## CO-APPLICANTS

The lead partner must have at least one co-applicant (see guidelines to the first call for proposals).

### Name of co-applicant 1 \*

### Organisation type \*

The following is a non-exhaustive list of eligible organisation types: companies in the various for-profit CCI sectors (including SMEs/SMIs, cooperatives, social and solidarity economy (SSE)) and CSOs in the CCI; public and private cultural and artistic institutions; public and private training centres; chambers of commerce and trades; public administrations (local, national, regional) in particular in charge of culture, employment and training,

### Registration year \*

### Headquarters (city and country) \*

### Geographic coverage \*

State in which African countries the organisation has already intervened or is intervening at the time of applying.

### Affiliation/membership (if applicable)

State whether the organisation is affiliated with a national, regional or international organisation or network.

### Goals and objectives of co-applicant 1 \*

State the goals and objectives of the organisation (max. 700 characters including spaces).

### Field of activity of co-applicant 1 \*

Briefly describe the main areas of activity of co-applicant 1 and the CCI sector (max. 700 characters including spaces).

**Website (or social networks, blog, etc.) \***

Please state if you do not have one.

**Email \***

**Experience of cooperating with the lead organisation (if applicable)**

Briefly describe other activities organised in cooperation between the lead partner and co-applicant 1 (maximum 700 characters including spaces).

**Co-applicant 2 (optional)**

(This section is mandatory only if the lead applicant has 1 partner).

**Organisation type**

The following is a non-exhaustive list of eligible organisation types: companies in the various for-profit CCI sectors (including SMEs/SMIs, cooperatives, social and solidarity economy (SSE)) and CSOs in the CCI; public and private cultural and artistic institutions; public and private training centres; chambers of commerce and trades; public administrations (local, national, regional) in particular in charge of culture, employment and training.

**Registration year**

**Organisation headquarters (city and country)**

**Geographic coverage**

State in which African countries the organisation has already intervened or is intervening at the time of applying.

**Affiliation/membership (if applicable)**

State whether the organisation is affiliated with a national, regional or international organisation or network.

**Goals and objectives of co-applicant 2**

State the goals and objectives of the organisation (max. 700 characters including spaces).

**Field of activity of co-applicant 2**

Briefly describe the main areas of activity of co-applicant 2 and the CCI sector (max. 700 characters including spaces).

**Website (or social networks, blog, etc.)**

Please state if you do not have one.

**Email**

**Experience of cooperating with the lead organisation (if applicable)**

Briefly describe other activities organised in cooperation between the lead partner and co-applicant 2 (maximum 700 characters including spaces).

### Co-applicant 3 (optional)

(This section is mandatory only if you have more than 2 partners).

### Organisation type

The following is a non-exhaustive list of eligible organisation types: companies in the various for-profit CCI sectors (including SMEs/SMIs, cooperatives, social and solidarity economy (SSE)) and CSOs in the CCI; public and private cultural and artistic institutions; public and private training centres; chambers of commerce and trades; public administrations (local, national, regional) in particular in charge of culture, employment and training.

### Registration year

### Organisation headquarters (city and country)

### Geographic coverage

State in which African countries the organisation has already intervened or is intervening at the time of applying.

### Affiliation/membership (if applicable)

State whether the organisation is affiliated with a national, regional or international organisation or network.

### Goals and objectives of co-applicant 3

State the goals and objectives of the organisation (max. 700 characters including spaces).

### Field of activity of co-applicant 3

Briefly describe the main areas of activity of co-applicant 3 and the CCI sector (max. 700 characters including spaces).

### Website (or social networks, blog, etc.)

Please state if you do not have one.

Email

Experience of cooperating with the lead organisation (if applicable)

In a few words describe other activities organised in cooperation between the lead partner and co-applicant 3 (maximum 700 characters including spaces).

## CONTACT PERSON FOR THE LEAD APPLICANT

First name\*

Middle name

Surname \*

Role in the organisation (legal representative, project coordinator, etc.) \*

Phone number \*

Other phone number

Email \*

Skype account

Postal address \*

City \*

Post code \*

Country \*

## PREVIOUS PROJECTS

### Previous projects \*

Projects implemented by the lead partner in the last two years (2019/2020) for an amount of at least 50% of the grant application.

Title	Type	Place	Year	Amount
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

### Documentation for previous projects \*

Upload the official document(s) to prove that your organisation has implemented the projects listed above - (project end certificate from the financing body; final report; final payment receipt, etc.). All official documents must be submitted in French, Spanish or Portuguese. If documents are written in other languages, an official translation in French, Spanish or Portuguese must also be uploaded.

Permitted file types: pdf, jpg, jpeg, bmp, gif, png. Maximum file size: 5Mb

File selected

### Has your organisation been a partner in an EU-funded project before? \*

Yes       No

If so, please complete the following fields for at least one of your previous projects.

Title	Identification number	Place	Year	Amount
<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"/>

Please provide a maximum of three links showing examples of your previous projects in relation to the current project. Use the 'title' field to state the project name. Please do not submit password-protected links or links to files exceeding 200Mb.

Title	Link
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## PROJECT INFORMATION

Project title \*

Acronym (if applicable)

Location \*

State the country(ies) where the project will be implemented.

Project duration \*

The project must be implemented between **1 September 2021 and 30 August 2023**.

(Duration: minimum 12 months and maximum 24 months)

Start date (month 2021)

End date (month 2022/2023)

Total months

**Please ensure that you complete the following sections carefully, taking into account the 'Evaluation criteria' section of the guidelines to the first call for proposals.**

Project summary \*

A brief project presentation (max. 1000 characters including spaces). Créer en Afrique centrale will use this description for communication purposes.

Project objectives \*

Please list and describe the general objective and the three specific objective(s) of your project (max. 1000 characters including spaces).

**Project description \***

Describe (max. 2000 characters including spaces):

1. How the project meets the objectives and priorities of the call for projects;
2. Its main activities, including in terms of outputs and outcomes;

**Target group(s) \***

Describe the direct beneficiaries and final beneficiaries of the project, how their needs were identified, how they are taken into account in the project implementation, and how the project intends to reach the target groups (max. 2000 characters including spaces).

**Added value \***

State the approaches and innovations proposed by the project with regard to the priorities of the call for proposals (max. 2000 characters including spaces).

**Partnership and team(s)\***

Describe the quality of the partnership and of the team planned to implement the project with regard to the priorities of the call for proposals (max. 2000 characters including spaces).

### Project methodology \*

Describe how you will implement the project: structure and arrangement of activities based on the logical framework, planned work methodologies, resources for implementation including the operational and financial capacity of the lead partner and co-applicants, schedule of activities and any other relevant information (max. 2000 characters including spaces).

### Project results and evaluation \*

Describe how you plan to achieve the results, how they will be evaluated, and the indicators used to do so. How do these results contribute to achieving the objectives of the lot you are applying for? What impacts are expected in the long term? (Max. 2000 characters including spaces.)

### Project communication \*

Describe how you will communicate and disseminate the project, the resources and materials you will use and any other relevant information (max. 1500 characters including spaces).

Please make reference to: [Communication and visibility of EU-funded external actions](#)<sup>1</sup>

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<sup>1</sup> The selected projects must also adhere to the specific Communication Guidelines for the Créer en Afrique centrale project, which will be attached to the contract.

## LOGICAL PROJECT FRAMEWORK \*

Summarise the general and specific project objectives, expected results and activities with their indicators (quantitative and qualitative) and verification sources (e.g. reports, surveys, lists of participants, etc.) that will be used for the project evaluation.

	Indicators	Verification sources
General objective		
Specific objective(s)		
Expected outcomes		
Activities		

## DECLARATION

Download the document: [Third-party declaration](#). Fill in the table and sign the document.  
When you have completed it, upload it here.

<input type="button" value="Select file"/>	File selected
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## PROJECT BUDGET

**In line with EU regulations, grants of the ACP-EU Culture Programme - Créer en Afrique centrale will cover up to 80% of the total eligible costs of the project. In duly justified exceptional cases, the contribution may cover up to 90% of the total eligible project costs. 10% of the budget must be allocated to mobility, capacity-building activities and/or networking events; 5% maximum to external audit costs, and 7% maximum to indirect costs.**

Total project budget (EUR) \*

Please do not use any letters, punctuation marks, separations or symbols.

Amount requested from the ACP-EU Culture Programme - Créer en Afrique centrale (EUR) \*

*The grant of the ACP-EU Culture Programme - Créer en Afrique centrale will cover up to 80% of the total eligible costs of the project. In duly justified exceptional cases, the contribution may cover up to 90% of the total eligible project costs.*

Please do not use any letters, punctuation marks, separations or symbols. Please note that the requested amount must be between a **minimum of EUR 35 000 and a maximum of EUR 105 000.**

### Annual accounts

For proposals with an application for European funding of over EUR 70 000, the lead partner must submit their annual accounts for 2019 and 2020, either audited or with proof of submission to the competent tax authorities.

File selected
<input type="button" value="Select file"/>

### Detailed budget (EUR) \*

Download the following file: **Budget**. Fill in the table and state the activities and budget items related to mobility, networking and capacity-building.

When you have completed it, upload it here.

File selected
<input type="button" value="Select file"/>

### Budget breakdown (EUR) \*

Please complete the table below with the breakdown of your **total budget**, including, but not limited to, the amount requested from Créer en Afrique centrale .

Costs include human resources, travel and daily subsistence allowance, communication, rental, mobility, capacity-building, indirect costs<sup>2</sup>.

Use numbers only, with no punctuation, separations or symbols. Do not use spaces.

Cost

Amount


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<sup>2</sup> See section 2 on financing provisions in the guidelines to the call for proposals.

**Financial resources (EUR)**\*(See guidelines, chapter 2, financing provisions, 2.3 co-financing)

Do you receive (or have you requested) funding from other donors?

Yes  No

Indicate any additional funding you have received or expect to receive for this project.

Source	Amount (EUR)	Status (confirmed / unconfirmed)
<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"/>

### **OTHER USEFUL (or ADDITIONAL) INFORMATION)**

You can choose one of the following two methods to submit other supporting documents:

Upload

Upload the files you want to submit.

*(Documents should be contained in one folder. Permitted file types: zip, rar, gz, tgz. Maximum file size: 10MB)*

Select file	File selected
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(The file will be uploaded after submitting your application.)

By submitting a link

Paste the link	Link selected
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**Submit application**