

## APPLICATION FORM

### FORM SUBMISSION INSTRUCTIONS

**Before completing this application form, please carefully read the guidelines to the second call for proposals.**

Fields marked with an asterisk (\*) are mandatory. Your application will not be accepted if a mandatory field is not completed.

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 **13 May 2022** to: [info@acp-ue-culture-cac.eu](mailto:info@acp-ue-culture-cac.eu)

**Deadline for submissions: Tuesday, 6 June 2022 at 11:59 pm (GMT)**

## NAME OF LEAD APPLICANT

Organisation name \*

Name of the legal representative of the organisation \*

Biography of the legal representative of the organisation \*

Max. 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 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/network and since when.

Field of activity \*

B Briefly describe the main areas of activity of the organization and the cultural sector of the CCI (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 centrale Consortium.

Name	Position and Organisation	Email, telephone number

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

Upload the official document(s) proving that your organisation legally exists for at least three years - (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, English, Spanish or Portuguese. If documents are written in other languages, an official translation in French, English, Spanish or Portuguese must also be uploaded.

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

Select file	File selected
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## CO-APPLICANTS

The lead partner must have at least one co-applicant (see guidelines).

### 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) responsible in particular for culture, employment, vocational training, business development, and trade.

### 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 (max. 700 characters including spaces).

Co-applicant 2 (optional)

(This section is mandatory only if the lead applicant has more than 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) responsible in particular for culture, employment, vocational training, business development, and trade.

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 (max. 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) responsible in particular for culture, employment, vocational training, business development, and trade.

**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)

Briefly describe other activities organised in cooperation between the lead partner and co-applicant 3 (max. 700 characters including spaces).

Please check this box if the project has more than 3 partners.

## CONTACT PERSON FOR THE LEAD APPLICANT

First name \*

Surname \*

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

Phone number \*

Other phone number

Email \*

Postal address \*

City \*

Post code \*

Country \*

## PREVIOUS PROJECTS

### Previous projects \*

Projects implemented by the lead partner over the last three years, amounting to at least 50% of the grant amount requested.

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

### Documentation of previous projects \*

Upload the official document(s) proving 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, English, Spanish or Portuguese. If documents are written in other languages, an official translation in French, English, Spanish or Portuguese must also be uploaded.

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

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

## PROJECT INFORMATION

Please ensure that you complete the following sections carefully, taking into account the 'Evaluation criteria' section of the guidelines

Project title \*

Acronym (if applicable)

Priority axes \*

Please indicate the axis(es) you are applying for (see guidelines of the 2nd call for proposals). The application may cover one or more axes:

Axis 1

Axis 3

Axis 2

Axis 4

Location \*

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

Project duration \*

The project must be implemented between **1 September 2022** and **30 August 2024**.

(Duration: minimum 12 months and maximum 24 months)

Start date (month 2022)

End date (month 2023/2024)

Total months

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 objectives of your project (max. 1000 characters including spaces).

**Project description \***

Describe (max. 2000 characters including spaces):

- How the project meets the objectives and priorities of the call for proposals ;
- Its main activities, including in terms of outputs and outcomes ;
- Its complementarity with other previous or ongoing actions/projects in the country or region and the local context.

**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, sustainability and evaluation \***

Describe how you plan to achieve the results, how they will be evaluated, and the indicators used to do so. Indicate how do these results contribute to achieving the objectives of the lot you are applying for. Finally, the strategies proposed to ensure the sustainability of the project in relation to its objectives and to increase its impact on the beneficiaries (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 requirements for EU external actions](#)<sup>1</sup>

**PROJECT LOGICAL FRAMEWORK**

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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.

Summarise the project general and specific 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. Once it is completed, upload it here.

File selected

## 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 95% 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 state only in numbers. Do not use letters, punctuation, spaces or signs

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

The ACP-EU Culture Programme – Créer en Afrique centrale grant will cover up to 80% of the total eligible project costs. In exceptional and duly justified cases, the contribution may amount to up to 95% of the total costs.

Please state only in numbers. Do not use letters, punctuation, spaces or signs. Please note that the requested amount must be between a **minimum of EUR 35 000 and a maximum of EUR 100 000**.

### Annual accounts

The lead partner, for proposals where the amount of European funds requested is higher than EUR 70 000 will have to present the annual accounts for the years 2020 and 2021 audited or with receipt of presentation to the competent tax authorities.

 File selected

### Detailed budget (EUR) \*

Download the following file: **Budget**. Fill in the different fields of the table and indicate the activities and budget items related to mobility, networking and capacity building.

Once it is completed, upload it here.

 File selected

### 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.

Please state only in numbers. Do not use letters, punctuation, spaces or signs.

Cost	Amount
Human resources	<input type="text"/>
Travel and subsistence	<input type="text"/>
Consumables and supplies	<input type="text"/>
Rental	<input type="text"/>
Other costs, services	<input type="text"/>
Mobility activities	<input type="text"/>
Indirect costs	<input type="text"/>

**Financial resources (EUR)\***

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 INFORMATION (or ADDITIONAL)

To submit other supporting documents, you can choose one of the following two methods:

Upload

Upload the files you want to submit.

*(Documents should be merged into one file. 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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<b>Submit application</b>
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