



**Contracting Authority:
The European Commission – DG Enlargement**

IPA 2009 – Civil Society Facility – Regional Programmes

"Support to Partnership Actions to Minorities/Vulnerable Groups Organisations"

Grant Application Form

Budget line: 22.020701

Reference: **EuropeAid/129897/C/ACT/MULTI**

Deadline for submission of concept notes and applications:
1 July 2010

| | |
|---|--|
| Title of the action: | Same Place, Different Lives |
| Number and title of lot | - |
| Location(s) of the action: | <i>Turkey, Marmara Region, Istanbul (Balat-Fener-Ayvansaray)</i> <i>Germany, Essen</i> <i>Serbia, Subotica</i> <i>The former Yugoslav Republic of Macedonia, Skopje</i> |
| Name of the applicant | Kadir Has University |
| Nationality of the applicant ¹ | Turkish Republic |

| | |
|------------|--|
| Dossier No | |
|------------|--|

(for official use only)

¹ The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation.

| | | |
|--|---|---|
| EuropeAid ID ² | 6000160655 | |
| Legal status ³ | <i>Non-Profit, University</i> | |
| Partner(s) ⁴ | Edukativni Centar Roma (ECR) - Serbia-Subotica; TAVAK - Germany-Essen; DERYA, The Former Yugoslavia Republic of Macedonia-Skopje; Trakya University, Turkey-Edirne | |
| Total eligible cost of the action (A) | Amount requested from the Contracting Authority (B) | % of total eligible cost of action (B/Ax100) |
| EUR 249.570 | EUR 199.656 | 80 % |
| Total duration of the action: | <i>20 months</i> | |

| | |
|--|--|
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| Website of the Organisation | http://www.khas.edu.tr |

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.

² To be inserted if the organisation is registered in PADOR. This number is allocated to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

³ E.g. non profit making, governmental body, international organisation

⁴ Add as many rows as partners

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the European Union grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)].

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PART A. CONCEPT NOTE

1. Relevance of the Action

Today's Balkans society is a composition of many multicultural elements. These elements are representing the rich history and social evolution of the European community. The common values of the EU towards a multicultural society in the European region with the motto of "fighting all kinds of discrimination against minorities or vulnerable groups" should be promoted and developed in the region. The Balkans has many conflicts in recent history on ethnic, religious and cultural matters. The understanding of minorities, respect to the cultural diversity and fighting against discrimination activities should be undertaken in order to prevent more conflicts and to provide a peaceful multicultural understanding environment with the horizon of EU values. Civil initiatives focused on structuring civil society dialogue and fighting against discrimination, has a crucial role to reach the EU social aquis. The communication of the CSO's who are operating in the region should be established and current dialogue channels between those organizations should be improved with the joint project implementation experiences. Best practices of the beneficiary countries and most importantly from EU member states should be shared between civil communities operating in the region. Different CSO's from different social, cultural, religious and ethnic communities should take joint initiatives to strengthen their bonds and dialogue in order to enhance their capacities and establish mutual understanding between different communities. These kinds of collaborations will help minorities to reach larger amount of people to explain their problems and thus will contribute to the efforts of cultural dialogue and mutual understanding in the region. Minorities in Balkan countries have many problems especially after formation of the nation-states in the region in 19th and 20th century. Many minority communities negatively affected from the political pressures and discriminations in order to establish monotype communities in those nation-states. Many minority communities in Turkey, FYROM, Serbia and Germany have faced many problems due those kinds of efforts in history. Some of the problems solved and some are being solved with recent actions which are being made mostly to fulfil EU aquis. But more and challenging problems are still on the table waiting to be solved by the initiatives from both political and civil operators. In order to contribute to the solution of those problems, CSO's from different minority groups should implement more projects and should raise awareness of the public on their problems. Istanbul, as an ancestor of a great multicultural history which is built in thousands of years with many different cultures, ethnicities and belief systems, has an important role as an example of many different cultures melting in one pot and produce mutual values. Istanbul's community is also a mirror of the rich multicultural history of all of Turkey and Balkans. With its habitat of many different minorities from different cultures the efforts to establish mutual understanding and cultural dialogue between minorities and dominant culture have an example effect to the rest of the Balkans and region.

Target Groups: 96 Participants for Trainings on 4 languages (Roman language, Armenian, Greek and Ladino), 216 Participants for Cultural Trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry. Project Partners and Associates, minority and vulnerable group NGOs (40 NGOs in total) members and representatives of NGOs, NGO activists (200 activists).

Final Beneficiaries: Minorities and vulnerable groups in Turkey and in IPA Countries, Researchers, Public Bodies, rights-based NGOs. Project partners Kadir Has University, ERC, Trakya University and the Associates from Jewish, Roman, Greek and Armenian Community in Turkey are the beneficiaries of the project. Minority groups and NGOs working for vulnerable groups (40 NGOs in total), members and representatives of NGOs, NGO activists (200 activists in Turkey) take place in the main target groups of the project. Around 20.000 Jewish, 70.000 Armenian, 2000 Greek and around 450.000 Roma minorities living in Turkey and 77.959 Turkish minorities living in FYROM and Rom minorities living in Serbia are also one of the final beneficiaries of the proposed project.

Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions will be established in the Kadir Has University in order to make researches on the current situations of the minorities in Turkey and neighbouring regions. As the only academic institution in the Fener-Balat-Ayvansaray region, the position and the approach of the university is essential. Most of the activities will take place in this region which has the multicultural history for thousands of years. Kadir Has University will make an academic research on the minorities' situation. Research, which will be undertaken by the Kadir Has University, will be published as a book and will be disseminated to the related bodies and public in order to help minority communities to raise awareness on their problems and needs. Cultural and language training courses will develop mutual understanding and dialogue efforts. Also these courses will contribute to the minorities to promote their culture and traditions to the other minorities and Turkish public. The NGO festival which will be implemented in the project will give all the minority associations in Turkey and neighbouring regions to promote their values and traditions. Their art, music, culture thus, a multicultural environment will be established in order to improve mutual dialogue, understanding and forming new joint collaborations

which will open a way to other new project implementation ideas and areas. Best practices will be shared in all these actions from study visits to festival organisation. All activities which will be implemented within the project activities will contribute to the situations and efforts of all the minorities in partner countries in order to prevent all kinds of discrimination. Thus all minority associations and populations in selected countries will be direct beneficiaries of the project and its activities. Proposed project is fully overlaps with the overall objective; *“to strengthen civil society within a participative democracy, stimulating a civil society friendly ‘environment’ and culture.”* And specific objectives *“to encourage the development of sustainable partnerships and networks among organisations in order to contribute to increased involvement and ownership among CSOs as well as citizens.”* The project and its activities will contribute to the project partners and associates to improve civil society dialogue between other similar civil organisations. Thus, civil societies capacity will be improved in order to stimulate a civil society friendly environment and culture.

2. Description of the action and its effectiveness

The overall objective of the project is; to encourage partnerships and networks among minority groups and NGOs in order to establish an intercultural dialogue and an exchange environment among different cultures, to establish platforms in order to respect the minority rights for the participatory democracy **Specific objectives:** To share and exchange the best practices, case studies and lessons learnt topics of EU partners with workshops in the field of minority rights, discrimination to vulnerable groups and to understand the values which EU is founded and the policies of EU; To ensure a better knowledge and understanding of countries in order to raise regional public awareness of cultural diversity and mutual areas of understanding, to meet the civil society organisations from Turkey, EU and West Balkan countries to strengthen regional cooperation and good neighbourly relations via meetings; To generate new understandings and practices stemming from the similarities and differences in the fields of art & culture by trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry and to include the public to witness and experience the resulting cultural and artistic outputs from different cultures; To conduct awareness raising about minorities by trainings, language courses, publications and NGO Festival; **Duration:** 20 Months

• Proposed activities and their effectiveness;

Proposed Activities: Preparaton of Multilingual Web Site; Kick off Meeting with the participation of Project partners; Advisory Committee Meetings; Conducting Trainings; Study Visits, Experience Sharing Meetings with Partners; Establishment of Strategic Intercultural Center on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and neighbouring regions; Research Activities, Focus Group Meetings; Networking Meetings Among NGOs; Publications; Organizing a wide ranged NGO Festival on the theme of minorities.

Effectiveness and Estimated Results: More than 300 participants attended training courses ; The capacities of NGOs working for minorities and vulnerable groups developed through networking meetings, focus group study visits ; More than 1000 participants attended the festival, awareness on minorities raised through events, publications, trainings and performances ; Networks among NGOs developed

Methodology: Preparation of Multilingual Web Site: Multilingual web site is crucial for disseminating outputs of the project and its activities and effects to masses. Multilingual web site will be used as a broadcasting area for the announcements which will be made during the project implementation process. Also news from the ongoing activities and the following activities will be published via website. Web site will also contribute to gather applicants to trainings in project and informing the public about the festival which will be held within the project. Web site will be vital for the PR and raising awareness activities. Multilingual site will be a display of the project and its aims. Conducting Trainings: Training subjects are chosen due to the needs and constrains of the target group. All trainings will be held in Kadir Has University and KHU will provide needed equipment and classes to perform trainings. 2 kinds of trainings will be implemented during the project. Cultural and Language courses will be implemented. Cultural Courses: The subjects of the courses are identified as; arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry. These courses will contribute to the efforts of sharing cultural values of all participating minorities. With the courses trainees will be informed and educated about the cultural heritage of the minorities. Cultural and artistic productions of minorities will be presented. Thus, maximum amount of cultural interchange is expected. The more cultural interchange will contribute mutual understanding and dialogue efforts of the region. Language Courses: The best way to understand the other cultures is learning the language of that culture. Language courses will be implemented to teach the minorities languages especially spoken around Fener – Balat - Ayvansaray area. 4 (Roman, Armenian, Greek and Ladino) courses will be implemented and courses will be open to public. Language courses will be a crucial activity to maintain dialogue and mutual understanding. The participants from different cultural back grounds will be trained thus the environment for maximum dialogue will be structured. Study Visits: Study visits between partner countries will be a good way to provide harmony and understanding between partner

organisations. During study visits partner associations representatives will be informed about the situation of the minorities of the selected countries. Thus, the general picture of the situation of the minorities in Balkan region and Germany will be revealed. Best practices will be shared and new ideas will be developed. Relationships between partner institutions will be improved and new project ideas and new mutual action areas will be evaluated between representatives of the project partners. Thus, civil society dialogue in the region will be improved with the actions of the project. Establishment of Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions; The centre will be crucial for the sustainability actions of the project. The centre which will be formed in the university body will be the only academic centre researching the minorities' situations and problems. Centres researchers will conduct new researches on minorities and will publish reports during and after the project. Reports will be updated and will be shared with public bodies and civil society organisations in order to identify the true situations, needs and constrains of the minorities of Turkey. Research Activities; Research activities will be made within the project activities to identify the true situation of the selected minorities especially living in Fener – Balat – Ayvansaray region. Focus group and interviews will be made to understand the situation and problems from first hand. All these research activities will be published. Research activities will sustain during following years of the project by the centre which will be formed in the Kadir Has University. Networking Meetings Among NGOs; Networking Meetings will provide a contribution the Turkish NGOs who are implementing activities on minorities. 4 meetings will be held in order to improve the capacity of cooperation between those kinds of NGOs. Maintaining civil society dialogue and developing new possible joint project areas will be some of the aims of this activity. With these kind of actions, the overall capacity and relations of the NGOs focused on minorities will be developed. Publications; To extend the multiplayer effects of the project and to disseminate the projects outputs to different parts of community. The way of publishing books is chosen. Researches results which will be made within the project activities will be published and disseminated to the related bodies in Turkey and Europe. Organizing a wide ranged NGO Festival on the theme of minorities; Festival will be a platform for the minorities to promote their cultural and historical values. NGOs will open stands in order to show and promote their activities. The festival area will be a place for all NGOs related to the issue will gather and share their opinions and ideas. Thus, new dialogue opportunities and project ideas is expected to be born.

- **Involvement of any implementing partners, their role and relationship to the applicant.**

Kadir Has University-Applicant: Univeristy will be in charge of planning organising and execution of all proposed activities as will be indicated in the grant contract. **Edukativni Centar Roma (ECR)-Partner** Serbia-Subotica; **TAVAK-Partner** Germany-Essen; **DERYA-Partner** The Former Yugoslavia Republic of Macedonia-Skopje; **Trakya University-Partner**,Turkey-Edirne

- **Other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.**

Partners will perceive their roles and responsibilities, leading to institutional ownership of the project. The local CSOs and the academics will have obtained opportunities to share experiences in an international environment and are expected demonstrate interest over activities. This is expected to create a local acceptance. This local perspective of cultural exchange is expected to benefit the decision making processes and policy making bodies positively. Associates: Civil Association “EVET”; Yenikoy Kud Dipo Surp Astvadzazin Armenian Church Foundation; BEYOĞLU RUM ORTODOKS CEMAATI KİLİSELERİ VE MEKTEPLERİ Foundation; 500.Year Foundation; Association for Research Development and Solidarity on Roma Culture (EDROM)

3. Sustainability of the action

Political, Economic and Social Risks

Participation of local people needs to be assured and the participants have to be informed on alterations in the schedules.The size of local participation depends on the efforts of partnering and associating organisations. Therefore, the project team will execute proper announcement and invitation processes for the local participants for trainings. In order achieve all coordination efficiency the project team will be given proper timing for preparations of occasions. The multinational characteristics of activities need to be communicated to target audiences. Promotion of project and its activities are considered as very crucial for the project. The project team will prepare a reach strategy at the beginning of the implementation process and will meet this strategy during the project.

Physical and Environmental Risks: Weather conditions may cause problems for open-field activities proposed for the festival in the university.Missing of flights by the participants may create financial and technical burdens for the project. The flight routes may be changed due to minor changes in the participants and departure cities.The project team is expected to make decisions regarding proper scheduling of specifically the open-field activities. Cooperation between partners and associations and continuous information flow with subcontractor service providers are essential to assure accurate

timing and scheduling of activities. The project team may secure the right to revise the schedule and make arrangements unless the flow of the project activities are disturbed and the participants are misinformed. The festival needs to be scheduled properly. Accordingly, alterations in the implementation plan may be required during the implementation process. The festival is planned to be held in fall or spring in order to enable participation of target audiences to full extent. Some rescheduling may be needed depending on the contracting period, or at least the flow of activities may need to be altered without disrupting the contract.

Preconditions & Assumptions The permissions for the establishment of Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions has been granted from the Institution of Higher Education. Starting the project implementation process with mutual agreement of partners and associates and delegation of main roles to these parties. The detailed action plan, timetable and the task definitions of the project staff are prepared. Adaptation of the project team to the project implementation process took place as soon as the project started. The reach strategy of the project is prepared and delegated to project partners effectively. Efficient dissemination of promotional materials and publicity of the project to target audiences via proper channels is assured. Enough application gathered for the training courses. There are enough applications for the Academic Article Contest on minority rights & discrimination. Required permissions granted for the language courses. All focus groups and interviews done with enough participation for the research. The technical team works in a well-organised manner collaboratively in order to prevent disruptions in the schedule of activities. Flexibility of flights and accommodation are secured for efficient reach of participants and execution of multi-participatory activities. Study trips to partner countries will be made without any visa registration problem. The technical team will communicate the schedule of activities; inform the participants on the on the program of workshops and discussions prior to finalization of the activity plans. The presentation and promotional materials will be prepared properly and the society will be informed on programs and participants. The travel organisations will be made properly and the participants will reach the partner cities with minimum problems and with efficient use of the budget. Call for applicants for language and culture courses will be implemented successfully and effectively. Focus groups and interviews will be conducted successfully with enough participation and successful students will be selected.

- **Financial Sustainability:** The project will be financially managed by the applicant organisation Kadir Has University and its partners. This means outputs of the project will also be sustained by Kadir Has University using sponsorships and advertising and funding schemes. Accordingly, the financial sustainability of the project will be managed with Kadir Has University's own resources and abilities to generate funds. Research centre which will be based in the university will be sustained by Kadir Has University. After project, research institute will continue working with the financial contribution of Kadir Has University. In addition, another financial aspect of the project is re-utilisation of the equipment and place that will be procured during the project. Additionally, the same approach will be followed in re-printing and redistribution of project outputs, bulletins and books

- **Institutional level Sustainability:** Kadir Has University, partners and associates are going to enhance their capacities after and during the implementation process of the project. Participant organizations will conduct sustainable relationships together. Research centre that is planned to be build within the actions of the project, will continue its services by the support and help of Kadir Has University. A book will be published along with the results of the research and survey activities about minorities. Book will be updated and re-published from time to time while research institute continues to work.

- **Policy level Sustainability:** it is expected that project and its outputs will help for the encouragement of the activists and representatives of governmental or private bodies to act. The project and the institutional partners will take the initiative and deliver the outputs to all involved agencies and CSOs. Accordingly, the policy making and implementing agencies such as Ministries or the local directorates of these ministries may use the produced publications, which can also be reproduced and distributed. With the multiplier effect of the project, there may be improvements in the practice of minority rights, combat against discrimination and freedom of rights

IV. ASSESSMENT GRID FOR CONCEPT NOTE

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

| | YES | NO |
|--|-----|----|
| 1. The submission deadline has been respected | | |
| 2. The Concept Note satisfies all the criteria specified in part 1 of the Checklist (Section II of the Concept Note). | | |
| The administrative verification has been conducted by: Date: | | |
| <u>DECISION 1:</u> The Committee has decided to recommend the Concept Note for Evaluation after having passed the Administrative check. | | |
| <u>DECISION 2:</u> The Committee has approved the Concept Note and asked pre-selected applicant to submit a full proposal after having pre-selected the best Concept Notes. | | |
| The evaluation of the Concept Note has been conducted by: Date: | | |

PART B. FULL APPLICATION FORM

THE ACTION

To be submitted by all applicants

| | |
|--|---|
| Reference of the Call for Proposals | EuropeAid/129897/C/ACT/MULTI |
| Title of the Call for Proposals | <i>"Support to Partnership Actions to Minorities/Vulnerable Groups Organisations"</i> |
| Name of the applicant | Kadir Has University |

1. DESCRIPTION

1.1. Title

Same Place, Different Lives

1.2. Location(s)

Turkey, Marmara Region, Istanbul, Cibali-Fener-Balat-Ayvansaray
Germany, Essen
Serbia, Subotica
The Former Yugoslav Republic of Macedonia, Skopje

1.3. Cost of the action and amount requested from the Contracting Authority

| Total cost of the action (A) | Amount requested from the Contracting Authority (B) | % of total eligible cost of action (B/Ax100) |
|------------------------------|---|--|
| EUR 249.570 | EUR 199.656 | 80 % |

[Where the financing in full of the action by the Contracting Authority is allowed by the Guidelines for Applicants, justify your request to benefit from such financing in full, by showing that it is **essential** to carry out the action]

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO

1.4. Summary (max 1 page)

| | |
|----------------------------------|--|
| Total duration of the action | 20 months |
| Objectives of the action | <p><i>Overall objective:</i> To encourage partnerships and networks among minority groups and NGOs in order to establish an intercultural dialogue and an exchange environment among different cultures, societies; to establish a platform to respect the minority rights for the participatory democracy.</p> <p>– <i>Specific objectives:</i> To share and exchange the best practices, case studies and lessons learnt topics of EU partners with workshops in the field of minority rights, maintaining discrimination to vulnerable groups and to understand the values which EU is founded and the policies of EU; to enable partner organizations and NGOs attending the networking meetings to have a sustainable connection for future cooperation in the fields of minority rights; to generate new understandings and practices stemming from the similarities and differences in the fields of art & culture by trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry and to include the public to witness and experience the resulting cultural and artistic outputs from different cultures, to conduct awareness raising on minorities by trainings, language courses, publications and NGO Festival.</p> |
| Partner(s) | Edukativni Centar Roma (ECR), Serbia-Subotica; TAVAK, Germany-Essen; DERYA, The Former Yugoslavia Republic of Macedonia-Skopje; Trakya University, Turkey-Edirne |
| Target group(s) ⁵ | 96 Participants for Trainings on 4 languages (Roman language, Armenian, Greek and Ladino), 216 Participants for Cultural Trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry. Project Partners and Associates, minority and vulnerable group NGOs (40 NGOs in total) members and representatives of NGOs, NGO activists (200 activists) |
| Final beneficiaries ⁶ | Minorities and vulnerable groups in Turkey and in IPA Countries, Researchers, Public Bodies, rights-based NGOs |
| Estimated results | More than 300 participants attended training courses ; The capacities of NGOs working for minorities and vulnerable groups developed through networking meetings, focus group study visits ; More than 1000 participants attended the festival, awareness on minorities raised through events, publications, trainings and performances ; Networks among NGOs developed |
| Main activities | Preparation of Multilingual Web Site; Kick off Meeting with the participation of Project partners; Advisory Committee Meetings; Conducting Trainings; Study Visits, Experience Sharing Meetings with Partners; Establishment of Strategic Intercultural Center on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and neighbouring regions; Research Activities, Focus Group Meetings; Networking Meetings Among NGOs; Publications; Organizing a wide ranged NGO Festival on the theme of minorities. |

⁵ “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level – See paragraph 2.3 in Section II for the list.

⁶ “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.

1.5. Objectives (max 1 page)

Throughout history, Anatolia has been a crossroads where various cultures coexisted in a peaceful manner. Byzantine and Ottoman legacies, which are very durable, even shaped modern Turkey. However with the establishment of nation state in Turkey, as in the Balkan countries, the distinct cultures and traditions of minority groups have been the target of nationalist ideologies and seen as an obstacle before national unification. As a result the cultures of minorities and vulnerable groups are not well-known by other groups of the society. Our project aims to ensure combining these cultures which were in the same pot in the history; to raise the awareness and the consciousness of public about the minority rights and to encourage civil society to work actively for respect of minority rights and against discrimination.

The overall objective of the project is; “to encourage partnerships and networks among minority groups and NGOs in order to establish an intercultural dialogue and an exchange environment among different cultures, to establish platforms in order to respect the minority rights for the participatory democracy”. The project also intends to improve the conceptualism of “European citizenship” across the NGOs from Turkey, Europe and Balkan countries focusing on diversity and disparities.

Thus, the projects aims to establish a framework of long term cooperation with the establishment of sustainable partnerships and networks among civil society organisations from different minority groups and promote dialogue among different societies for participatory democracy. For this goal, the project aims to increase the institutional capacities of organizations working in the field minorities and vulnerable groups by establishing a research centre within the university and providing cultural trainings.

Accordingly, the consortium established to implement the project aims to reach the following *specific objectives*:

- To share and exchange the best practices, case studies and lessons learnt topics of EU partners with workshops in the field of minority rights, discrimination to vulnerable groups and to understand the values which EU is founded and the policies of EU;
- To ensure a better knowledge and understanding of countries in order to raise regional public awareness of cultural diversity and mutual areas of understanding, to meet the civil society organisations from Turkey, EU and West Balkan countries to strengthen regional cooperation and good neighbourly relations via meetings;
- To enable partner organizations and NGOs attending the networking meetings to have a sustainable connection for future cooperation in the fields of minority rights;
- To generate new understandings and practices stemming from the similarities and differences in the fields of art & culture by trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry and to include the public to witness and experience the resulting cultural and artistic outputs from different cultures;
- To conduct awareness raising about minorities by trainings, language courses, publications and NGO Festival;
- As the only university in Balat, Fener, Ayvansaray region of Istanbul, to create a sustainable research centre (Strategic Intercultural Center on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and neighbouring regions) located within the grounds of Kadir Has University in order to be principal instrument in advancing the philosophy and implementation of activities and procedures directly related to furthering the Alliance of Civilizations;
- To continue the steps of EU initiatives on the recreation of Balat, Fener Ayvansaray region, which is one of the first big scale EU projects in Turkey, to provide support to ongoing projects by providing social activities and conducting research on the region.

1.6. Relevance of the action (max 3 pages)

Provide a detailed presentation and analysis of the problems and their interrelation at all levels.

Provide a detailed presentation and analysis of the problems and their interrelation at all levels.

Today's Balkans society is a composition of many multicultural elements. These elements are representing the rich history and social evolution of the European community. The common values of the EU towards a multicultural society in the European region with the motto of "fighting all kinds of discrimination against minorities or vulnerable groups" should be promoted and developed in the region. The Balkans has many conflicts in recent history on ethnic, religious and cultural matters. The understanding of minorities, respect to the cultural diversity and fighting against discrimination activities should be undertaken in order to prevent more conflicts and to provide a peaceful multicultural understanding environment with the horizon of EU values.

Civil society is one of the most important actors on establishing cultural dialogue and mutual understanding between different cultures. Civil initiatives focused on structuring civil society dialogue and fighting against discrimination, have a crucial role to reach the EU social *acquis*. The communication of the CSO's who are operating in the region should be established and current dialogue channels between those organizations should be improved with the joint project implementation experiences. Best practices of the beneficiary countries and most importantly from EU member states should be shared between civil communities operating in the region. Different CSO's from different social, cultural, religious and ethnic communities should take joint initiatives to strengthen their bonds and dialogue in order to enhance their capacities and establish mutual understanding between different communities. These kinds of collaborations will help minorities to reach larger amount of people to explain their problems and thus will contribute to the efforts of cultural dialogue and mutual understanding in the region.

Minorities in Balkan countries have many problems especially after formation of the nation-states in the region in 19th and 20th century. Many minority communities were negatively affected from the political pressure and discrimination which aimed at forming culturally homogeneous communities in those nation-states. Many minority communities in Turkey, FYROM, Serbia and Germany have faced many problems due those kinds of efforts in history. Some of the problems solved and some are being solved with recent actions which are being made mostly to fulfil EU *acquis*. But more and challenging problems are still on the table waiting to be solved by the initiatives from both political and civil operators. In order to contribute to the solution of those problems, CSO's from different minority groups should implement more projects and should raise awareness of the public on their problems.

Istanbul, as an ancestor of a great multicultural history which is built in thousands of years with many different cultures, ethnicities and belief systems, has an important role as an example of many different cultures melting in one pot and produce mutual values. Istanbul's community is also a mirror of the rich multicultural history of all of Turkey and Balkans. With its habitat of many different minorities from different cultures the efforts to establish mutual understanding and cultural dialogue between minorities and dominant culture have an example effect to the rest of the Balkans and region.

Provide a detailed description of the target groups and final beneficiaries and estimated number.

The target groups of the project are; 96 Participants who will attend to trainings on 4 languages (Roman language, Armenian, Greek and Ladino), 216 Participants who will attend Cultural Trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry. Also Project partners Kadir Has University, ERC, Trakya University and the Associates from Jewish, Roma, Greek and Armenian Community in Turkey are the beneficiaries of the project. Minority groups and NGOs working for vulnerable groups (40 NGOs in total), members and representatives of NGOs, NGO activists (200

activists in Turkey) take place in the main target groups of the project. Around 20.000 Jewish, 70.000 Armenian, 2000 Greek and around 450.000 Roma minorities living in Turkey and 77.959 Turkish minorities living in FYROM and Roma minorities living in Serbia are also one of the final beneficiaries of the proposed project.

Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups. Demonstrate the relevance of the action to the needs and constraints of the target country(ies) or region(s) in general and to the target groups/final beneficiaries in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries.

Proposed project and its activities will contribute to the efforts of minority CSO's in Turkey and Partner countries to explain their problems and raise public awareness on the minorities' situations in those countries. Study visits which will be implemented with the project activities will contribute to those efforts which aim to establish a network between CSO's in partner countries. These study visits will also provide a good opportunity to the regional minorities for promoting their culture and traditions to the professionals and representatives of partner associations. These visits will improve the dialogue between civil society organisations and will also contribute to mutual understanding efforts.

Also a Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions will be established in the Kadir Has University in order to make researches on the current situations of the minorities in Turkey and neighbouring regions. As the only academic institution in the Fener-Balat-Ayvansaray region, the position and the approach of the university is essential. Most of the activities will take place in this region which has the multicultural history for thousands of years. Kadir Has University will make an academic research on the minorities' situation. Research, which will be undertaken by the Kadir Has University, will be published as a book and will be disseminated to the related bodies and public in order to help minority communities to raise awareness on their problems and needs.

Cultural and language training courses will develop mutual understanding and dialogue efforts. Also these courses will contribute to the minorities to promote their culture and traditions to the other minorities and Turkish public.

The NGO festival which will be implemented in the project will give all the minority associations in Turkey and neighbouring regions to promote their values and traditions. Their art, music, culture thus, a multicultural environment will be established in order to improve mutual dialogue, understanding and forming new joint collaborations which will open a way to other new project implementation ideas and areas. Best practices will be shared in all these actions from study visits to festival organisation.

Demonstrate the relevance of the action to the objectives and priorities of the Guidelines.

All activities which will be implemented within the project activities will contribute to the situations and efforts of all the minorities in partner countries in order to prevent all kinds of discrimination. Thus all minority associations and populations in selected countries will be direct beneficiaries of the project and its activities.

Proposed project fully overlaps with the overall objective; *“to strengthen civil society within a participative democracy, stimulating a civil society friendly ‘environment’ and culture.”* And specific objectives *“to encourage the development of sustainable partnerships and networks among organisations in order to contribute to increased involvement and ownership among CSOs as well as citizens.”* The project and its activities will contribute to the project partners and associates to improve civil society dialogue between other similar civil organisations. Thus, civil societies capacity will be improved in order to stimulate a civil society friendly environment and culture.

Project aims;

- a professionally operating civil society sector, by enhancing capacity of the partner organisations.
- new CSO networks, common strategy and initiatives, by implementing study visits and organising festivals within the project.
- better quality of services and good dissemination of common values in the region, by establishing of a research institute and conducting researches and publishing on minorities situation and cultural identity.
- increased support of democratic issues, including raising awareness of relevant matters amongst citizens and public authorities by means of intercultural dialogue, by its activities which will be implemented with the participation of the related associations and government bodies. Also with the contribution of the project and its activities minority communities will find an opportunity to raise awareness to their cultural values and problems.

Also trans-border cooperation between CSOs which will be conducted within the project activities will have a positive impact of minorities and vulnerable groups in the region. Thus, contribution will be made to the efforts of fighting against discrimination and will activities are expected to positively effect to the current access to the social and cultural rights of the minorities.

1.7. Description of the action and its effectiveness (max 14 pages)

- **Expected results**

- **Situation of target groups/beneficiaries**

Representatives of CSOs involved in minority issues and vulnerable groups participated in workshops and network meetings. More than 300 participants attended the training programmes.

People interested in different cultures artistic and cultural events participated in trainings, attended language courses and took place in an intercultural environment focused on acquainting cultures.

- **Technical and management capacities of target groups and/or any local partners**

Partnering and associating organisations gained a significant experience on exchange and dissemination of local and global culture in the scope of a multi-participatory project. Organisations developed capacity against discrimination and respecting minority rights. More than 100 NGO activists attended the network meetings, focus group meetings. More than 1000 people attended the festival.

A sustainable cooperation base is established between organisations that are geographically distant to each other.

Foreseen publications

Content

- Research Outputs, Survey Report
- Survey Questionnaire Implementation and Evaluation Reports
- Bulletins on minorities (Case Study of Romans in Serbia)
- 2000 Copies of project book including all results of the project

Reporting-Control

- Agenda, Notes and Participant List of the Meetings
- Flight Tickets and Boarding Cards of Participants
- CVs, contracts and task descriptions of project personnel
- Detailed Activity Flow Chart
- Financial Plan
- Participant Lists to Workshops and trainings
- Program of the Festival
- Flight Tickets and Boarding Cards
- Records and Presentations of the Festival
- Interim and Final Technical Report
- Financial Report
- Expenditure Verification Report

Visibility

- 12 Project Banners
- Presentation posters in Turkish and English
- Invitation letters to CSOs and academics
- Programmes of Workshops and trainings
- 3 local newspaper advertisements - festival
- Press Releases
- 1000 festival posters in Turkish

Equipments

- Notebook PC
- Portable Projector and projector screen

➤ **Multiplier Effects**

The project focuses on exchange of cultures through dialogues, trainings in order to provide mutual understanding. In addition, the project outputs, mainly the books are expected to constitute a good sample for the situation of minorities in Turkey. This will extend the impact of the main project idea during and after the project through reaching further organisations during the project and with the forthcoming editions.

Activities

Preparation Activity 1: Establishment of Project Team, Revising the activity Schedule

After the “Same Place, Different Lives” Project is approved by the Contracting Authority, Kadir Has University will determine the roles of the project team and make essential preparations for the project office. The project team will be composed of a Project Coordinator, Project Coordinator Assistant, Public Relations Expert, Research Centre Officer, Researchers and an Accountant.

The project coordinator will be in charge of execution of the project activities according to the timetable. Project Coordinator will be responsible for establishing the relationships between the partnering organisations, financial follow up of the activities and the essential reporting with the Contracting Authority. The coordinator assistant will help the coordinator for the management of the project. Project assistant will be responsible for preparing reports, monthly progress reports, communication with technical support, organising events.

In the project, public relations expert will work to disseminate the news, work with media to inform about the activities of the research centre and university.

The coordination activities will take place in the management office of the university and partner organization’s offices.

At the beginning of the project implementation period, the project office will be allocated and organised for project activities. Two banners will be prepared for visibility purposes, in order to demonstrate the partnership for the project and the Commission’s contribution during the office preparation.

The project activity plan will be revised according to contracting date. The dates of the festival will be arranged. The festival will be organised in Spring or Autumn. Weather conditions are important for the impact of the festival.

Concrete Outputs

- Establishment of the Project Team and Office
- Determination of roles and tasks
- 2 Banners on Textile

Preparation Activity 2: Preparation of Advisory Committee

In the project, in order to have consultancy on the situations of minorities, needs and problems, an advisory committee will be established by 12 members from NGOs, related institutions and university. Advisory committee will meet in every 3 months and will be responsible for the inner evaluation of the project. Advisory committee will provide technical information about the situations of minorities and vulnerable groups, will monitor the project activities and will evaluate the scientific article contest applications.

Concrete Outputs

- 8 advisory committee meetings

Preparation Activity 3: Preparation of Trainings, Recruitment of Trainers

Conducting trainings is very important for increasing involvement of young people in the cultural exchange activities. Accordingly, a few equipments are required for trainings and for the research centre. A notebook PC will be bought for incorporation in research activities and in the trainings. Accordingly, a projector, a projector screen will be bought for the project.

There will be 4 language courses for 4 months for 24 participants. There will be Roman, Armenian, Greek and Ladino language courses. Although there are many minorities, there are not specific language courses. The courses will be important for people interested in minority languages, will be important for minorities to sustain their languages with teaching opportunity to youth.

The cultural and artistic courses will be on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry. Each course will include Armenian, Jewish, Roman and Greek traditions, cultural values. In total 216 participants will attend the weekend courses for 8 months. The courses will be conducted in Kadir Has University. In total, there will be 276 days of training including workshops.

Trainers will be recruited on man/day working basis and will be determined by project team and advisory committee

Concrete Outputs

- Equipments: Notebook PC, Projector and Projector Screen
- Methodology of trainings
- Recruitment of trainers

Preparation Activity 4: Preparaton of Multilingual Web Site and visual documents

The overall objective of Project is to establish a sustainable communication network between Turkish, German, Serbian and Macedonian organisations that practice minority issues. Accordingly, building up of a project partner's website that demonstrate the research outputs, results obtained from the workshops / trainings and that also present the partnering organisations is essential for the establishment of a long-term cooperation between the partners. The technical design of the website will be outsourced and the content other than the project-related materials will be decided and provided by the partnering associations.

Therefore, the preparation process involves technical preparations of the website and at the end of the third month the content obtained from the researches and workshops will be inserted in the website.

The web site will include all surveys and research on main targeted minority groups, Greek minority, Armenian minority, Roman minority and Jewish minority.

Concrete Outputs

- Multilingual web site

Preparation Activity 5: Announcements for Academic Article Contest Among Students

An essential objective of the information dissemination purposes is to receive attention from young academics dealing with minority issues and preventing discrimination to vulnerable groups. Accordingly, Kadir Has University proposes holding an academic publication contest among undergraduates and graduate students of related departments. Therefore, the announcement of the contest will be made in all universities. The announcements will be made through posters in the regarding school boards. Project associates MARA will support to announce the contest.

Outputs:

- 1000 Academic Publication Announcement Posters and brochures
- Sending Academic Publication Announcement Posters

Implementation Activity 1: Kick off Meeting with the participation of Project partners

The coordinator, researchers, and other members of the project team and advisory committee members will share the fundamental knowledge with their colleagues in order to enable sound management of the activities and tasks. In this period the detailed task descriptions and activity flows will also be prepared. The main documentation and reporting forms will be prepared for to be used in the process as well.

Representatives of the partnering organisations will hold an elementary meeting in Istanbul in order to acquaint with each other and prepare a decent execution plan for multi-participatory activities including the plans to reach target audiences and press, where relevant, during the process. The meeting will be held in Kadir Has University, representatives from associating organisations will take place in the meeting as

well. The promotional material such as the brochures and posters will be discussed and efficient promotional strategy will be made.

The project and the activities will be promoted both within Turkey and in partner countries. In order to efficiently promote the project, local advertisements will be made in local newspapers as a general announcement of the project. In addition, presentation posters will be printed and distributed in targeted districts.

Concrete Outputs:

- Agenda, Notes and Participant List of the Meeting
- Flight Tickets and Boarding Cards of Participants
- Reach Strategy
- CVs, contracts and task descriptions of project personnel
- Detailed Activity Flow Chart

Implementation Activity 2: Advisory Committee Meetings

Advisory Committee will get together in every 3 months in order to monitor the project activities, give technical supports on the experiences of the minorities faced, main problems, issues and needs.

Implementation Activity 3: Academic Contest for Students & Researchers

Advisory committee will determine the successful articles. Successful articles will be printed by the project team and the prizes will be given by the university as contribution in kind. Academic Publication Contest award ceremony will be conducted at the final project panel.

Implementation Activity 4: Conducting Trainings

The main activities of the project involves carrying out the thematic cultural and artistic trainings, workshops. The trainings will be organised by the project team and the music, digital arts, photography, movies will be the main sessions from professional trainers and art and culture operators that will be allotted by the partnering associations. Yet, the workshop participants will be students, treating the activities academically and having willingness for further professional development by more intercultural contact.

In order to establish a target audience for the trainings, the project team will prepare project posters announcing the trainings and invitation notices to be handed out. The posters will be put on billboards and the training invitation notices will be distributed by partners, volunteers and through web site and other communication tools. The project team will evaluate and determine the more than 300 participants to the trainings, 24 per each, according their willingness to participate in the workshops and level of knowledge on the relevant fields.

Concrete Outputs

- Participation Lists for the trainings
- Training Kits
- Presentations

Implementation Activity 5: Study Visits, Experience Sharing Meetings with Partners

The research and content preparation activities require a close contact between the partners. Accordingly the project teams and partners' representatives is expected to go to Germany, Macedonia and Serbia for visiting the partnering associations. The main purpose of the visit is to gather representatives of organisations in order to discuss over the progress of the research activities, to decide on the framework for the methodology to be followed during the workshops, to exchange ideas for the conduct of these workshops and to generate ideas for the situations of minorities. Accordingly, the representatives of the associations from Turkey, Serbia, Macedonia and Germany will attend the meetings for 12 days (6 days in Turkey, 2 days in Germany, 2 days in Macedonia and 2 days in Serbia).

Concrete Outputs

- Participation List for the Visits
- Records of the Visits

Implementaton Activity 6: Establishment of Strategic Intercultural Center

“Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions” will be established within Kadir Has University. The research centre will be crucial for the sustainability of the project and will be the only centre which focuses on the minorities. The centre will prepare reports on the situations of minorities regularly and will be one of the centre for cultural studies in Balat-Fener-Ayvansaray Region. The legal procedure for establishing a center will start in the 12. Month of the project and aims to finalize the legal process at the end of the project period. 1 project officer will be recruited in the centre and 5 researchers working specifiely on Romans, Greeks, Armenians, Jewish and Macedonian Turks.

Concrete Outputs

- Establishment of Research Centre on minorities
- Reports on Jewish, Armenian, Roman and Greeks in Turkey

Implementation Activity 7: Research Activities, Focus Group Meetings

Subcontracted researchers and part time researchers will conduct research in order to contribute in preparation of the training notes, and they will prepare content of the publications in cooperation with the advisory committee. The subcontracted researchers will have the opportunity to access information channels in cooperation with advisory committee.

Besides, the content that will be prepared is rather crucial in preparation of the informative publications. During the content research, the researchers are expected to provide detailed information with regards to the situations of minorities in EU candidacy period.

Concrete Outputs

- Research reports on Armenians, Romans, Greeks and Jewish community

Implementation Activity 8: Networking Meetings Among NGOs

To improve the dialogue on minority associations, foundations, think-thank organisations, institutions, thematic networking meetings will be organised. There will be 4 thematic networking meetings on Greek, Roman, Jewish and Armenian minorities. In the networking meetings, the problems, needs, common approaches will be determined. Networking meetings aim to increase dialogue among NGOs in order to act together as platforms.

Concrete Outputs

- Participation List for the Networking Meetings
- 4 reports of networking meetings

Implementation Activity 9: Publications (Bulletins and Book)

The project is an aggregate information dissemination project. Accordingly, many copies of the publications need to be distributed among the final key persons. The content material involves handouts to be distributed many occasions, in the workshops and brochures to be prepared at the end of the project research activities. All of the documents will be prepared due to the reporting received from the researchers. The book will be the one of the most detailed analysis on minorities in Turkey.

Concrete Outputs

- Bulletins – 8 Releases
- Book on minorities (2000 Copies)

Implementation Activity 10: Organizing a wide ranged NGO Festival on the theme of minority rights

The main objective of the project is to create a synergy among rights-based NGOs working for vulnerable groups, minority communities focused on Jewish people, Armenian minority, Greek People and Roman People. Festival will be an important tool to bring all groups together and share the cultural values. Accordingly, the Cultural Festival that will take place in an out-door place. It is expected to have more than 1000 participants to festival. NGOs will have stands to inform about their activities and provide information about the organizations.

The announcements of the festival will be made through printed material through newspapers advertisements in Turkey. The venues will be arranged, the program will be prepared and translation services will be contracted. These will be maintained by the technical project team. In addition, representatives from the partnering organisations will be hosted in Turkey for the festival and the arrangements for their travel will be made accordingly.

The festival will be sub-contracted to an organization firm with a tender process.

Implementation Activity 11: Evaluation, Reporting

The project is of 20 months. Accordingly, two interim technical reports and a final technical report will be prepared for internal and external control of the activities. These reports will be prepared by the project team. In addition, for the financial follow-up of the process, a financial audit report will be prepared by a Legally Authorised Auditor.

Concrete Outputs

- 2 Interim Narrative Reports
- 1 Final Narrative Report
- 1 Financial Audit Report

1.8. Methodology (max 4 pages)

- **Methods of implementation and reasons for the proposed methodology;**

The project will be coordinated and the activities will be executed in the proposed way. The main activities that could be detailed regarding the flow of the project are as follows.

Preparation of Multilingual Web Site:

Multilingual web site is crucial for disseminating outputs of the project and its activities and effects to masses. Multilingual web site will be used as a broadcasting area for the announcements which will be made during the project implementation process. Also news from the ongoing activities and the following activities will be published via website. Web site will also contribute to gather applicants to trainings in project and informing the public about the festival which will be held within the project. Web site will be vital for the PR and raising awareness activities. Multilingual site will be a display of the project and its aims.

Conducting Trainings:

Training subjects are chosen due to the needs and constrains of the target group. All trainings will be held in Kadir Has University and KHU will provide needed equipment and classes to perform trainings. 2 kinds of trainings will be implemented during the project. Cultural and Language courses will be implemented.

Cultural Courses: The subjects of the courses are identified as; arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry. These courses will contribute to the efforts of sharing cultural values of all participating minorities. With the courses trainees will be informed and educated about the cultural heritage of the minorities. Cultural and artistic productions of minorities will be presented. Thus, maximum amount of cultural interchange is expected. The more cultural interchange will contribute mutual understanding and dialogue efforts of the region.

Language Courses: The best way to understand the other cultures is learning the language of that culture. Language courses will be implemented to teach the minorities languages especially spoken around Fener – Balat - Ayvansaray area. 4 (Roman, Armenian, Greek and Ladino) courses will be implemented and courses will be open to public. Language courses will be a crucial activity to maintain dialogue and mutual understanding. The participants from different cultural back grounds will be trained thus the environment for maximum dialogue will be structured.

Study Visits:

Study visits between partner countries will be a good way to provide harmony and understanding between partner organisations. During study visits partner associations representatives will be informed about the situation of the minorities of the selected countries. Thus, the general picture of the situation of the minorities in Balkan region and Germany will be revealed. Best practices will be shared and new ideas will be developed. Relationships between partner institutions will be improved and new project ideas and new mutual action areas will be evaluated between representatives of the project partners. Thus, civil society dialogue in the region will be improved with the actions of the project.

Establishment of Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions;

The centre will be crucial for the sustainability actions of the project. The centre which will be formed in the university body will be the only academic centre researching the minorities' situations and problems. Centres researchers will conduct new researches on minorities and will publish reports during and after the project. Reports will be updated and will be shared with public bodies and civil society organisations in order to identify the true situations, needs and constrains of the minorities of Turkey.

Research Activities:

Research activities will be made within the project activities to identify the true situation of the selected minorities especially living in Fener – Balat – Ayvansaray region. Focus group and interviews will be

made to understand the situation and problems from first hand. All these research activities will be published. Research activities will sustain during following years of the project by the centre which will be formed in the Kadir Has University.

Networking Meetings Among NGOs:

Networking Meetings will provide a contribution the Turkish NGOs who are implementing activities on minorities. 4 meetings will be held in order to improve the capacity of cooperation between those kinds of NGOs. Maintaining civil society dialogue and developing new possible joint project areas will be some of the aims of this activity. With these kind of actions, the overall capacity and relations of the NGOs focused on minorities will be developed.

Publications:

To extend the multiplayer effects of the project and to disseminate the projects outputs to different parts of community. The way of publishing books is chosen. Researches results which will be made within the project activities will be published and disseminated to the related bodies in Turkey and Europe.

Organizing a wide ranged NGO Festival on the theme of minorities:

Festival will be a platform for the minorities to promote their cultural and historical values. NGOs will open stands in order to show and promote their activities. The festival area will be a place for all NGOs related to the issue will gather and share their opinions and ideas. Thus, new dialogue opportunities and project ideas is expected to be born.

At the end of the project outcomes will be disseminated to local, regional and national media in Turkey. The organisation and invitation of journalists as well as preparation of newsletters will be managed.

In addition, the procurement processes concerning purchases of Laptop computer, portable projector will be managed by the project team in line with the European Commission purchasing requirements. The visibility of the project will be considered carefully as well. All printed materials including the promotional materials and content materials will be designed respecting the visibility rules that will be issued. In addition to the materials that will be used during and after the project, the project will be promoted by project banners that will be situated in management offices of partnering and associating organisations. This also is expected to contribute in the reach of the project to target audiences.

- **Where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action. Give the main conclusions and recommendations of evaluations that might have been carried out;**

-

- **Where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the European Commission;**

-

- **Procedures for follow up and internal/external evaluation;**

The internal follow up will basically made by preparation of executive plans and following reach to them. In addition, the advisory committee and project team will hold meetings in order to have control over the executive process. All training materials, the academic article contest applications, lecture auditing, focus group and interview records will be used for internal evaluation of the project. In order to objectively evaluate the process, consultancy services will be received for these assessment activities.

In terms of external evaluation, the project will be monitored by the technical team and the process will be reported technically and financially upon request of the Contracting Authority. It is planned to prepare interim and final technical and financial reports for external evaluation of the process. In addition, financial verification will be made by an authorised public auditor via receipt of a reporting service.

Role and participation in the action of the various actors and stakeholders (local partner(s), target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;

| The Organisation | Role in the Project | Responsibilities |
|---|----------------------------|--|
| Kadir Has University | Applicant | Main coordinator, organiser and responsible for the project |
| Edukativni Centar Roma (ECR), Serbia-Subotica | Partner from Serbia | Responsible for the activities in Serbia, announcement and provide information on Roma minorities situation in Serbia. Will organize study trips to Serbia. |
| TAVAK, Germany-Essen | Partner from Germany | Responsible for the activities in Serbia, announcement and provide information on Roma minorities situation in Germany. Will organize study trips to Germany. Will share best practices in EU member states about the issue. |
| DERYA, The Former Yugoslavia Republic of Macedonia-Skopje | Partner from FYROM | Responsible for the activities in FYROM, announcement and provide information on Turkish minorities situation in FYROM. Will organize study trips to FYROM. |
| Trakya University, Turkey-Edirne | Partner from Turkey | Responsible for the activities in Turkey, announcement and provide information on Turkish minorities especially Roma situation in Edirne. Trakya University will also contribute to the academic research activities. |

- **Organisational structure and the team proposed for the implementation of the action**

The project will be coordinated by Kadir Has University from Istanbul with proper delegation to the local associates and partners regarding organisation and execution of local multi-participatory activities.

Experts

Project Coordinator: Personnel responsible for planning, coordination and execution of project activities. Coordinator will work part-time for 20 months during the project.

Public Relations Expert: Expert Responsible from planning and organisation of processes related with the content of the workshop and will work 80 Man/Day during the project.

Researchers: Academic researchers which will conduct research activities including focus groups and interviews. Researchers will evaluate the results of the outputs of the research activities and will publish a report on the analysis of the minorities in Fener – Balat –Ayvansaray region in Istanbul. 5 researchers will work for 120 Man/Day.

Trainers: Trainers will implement educations on cooking, art, painting, sculpture, handicrafts, music, folk dance, literature, poetry and languages (Roman, Armenian, Greek and Ladino) 13 trainers will work total sum of 352 Man/Day.

Technical Assistance

Project Assistant: Personnel responsible for all documentation, reporting and communication activities will work on part time basis for 20 months. The personnel will assist the project coordinator.

Accountant: Personnel responsible for financial follow-up and elementary reporting of the project activities. The personnel will work for 2 days per month, 24 days in total.

Project Officer in the Research Center: Full time officer who will work in the centre which will be formed in the Kadir Has University. Project officer will work 12 months.

- **Main means proposed for the implementation of the action**

In purchasing these equipments, appropriate ordering processes will be followed. The use of the equipment is as following:

Laptop Computer: The equipment will be used for coordination, presentation and documentation purposes.

Projector: The projector will be used during trainings and during the festival for presentation purposes.

- **Attitudes of all stakeholders towards the action in general and the activities in particular;**

Firstly, being the member of the consortium executing the project, all partners are expected to perceive their roles and responsibilities for the project correctly. This will lead institutional ownership of the activities and their results and effects to the target audiences. The target audiences in the essence of minorities and representatives of CSOs focused on minorities will have obtained opportunities to share experiences and conduct new relationships in an international environment. Accordingly, people and representatives of CSOs related to the issue are expected demonstrate interest over activities following appropriate reach activities. This is expected to create an acceptance environment for the project and its activities.

In addition, the outputs will be delivered to public authorities and policy making and implementation bodies in Turkey and EU. This local perspective of cultural exchange is expected to benefit the decision making processes positively as well.

1.9. Duration and indicative action plan for implementing the action

The duration of the action will be <20> months.

Applicants should not indicate a specific start up date for the implementation of the action but simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in section 1.7. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan will be drawn up using the following format:

| Year 1 | | | | | | | | | | | | | |
|--|------------|---|---|---|---|---|------------|---|---|----|----|----|---|
| | Semester 1 | | | | | | Semester 2 | | | | | | |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Preparation Activity 1: Establishment of Project Team, Revising the activity Schedule | | | | | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |
| Preparation Activity 2: Preparation of Advisory Committee | | | | | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |
| Preparation Activity 3: Preparation of Trainings, Recruitment of Trainers | | | | | | | | | | | | | Kadir Has University |
| Preparation Activity 4: Preparation of Multilingual Web Site and visual documents | | | | | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |
| Preparation Activity 5: Announcements for Academic Article Contest Among Students | | | | | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |

| Activity | Month 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Implementing body |
|--|----------|----|----|----|----|----|----|----|---|
| Implementation Activity 5: Study Visits, Experience Sharing Meetings with Partners | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA |
| Implementaton Activity 6: Establishment of Strategic Intercultural Center | | | | | | | | | Kadir Has University |
| Implementation Activity 7: Research Activities, Focus Group Meetings | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |
| Implementation Activity 8: Networking Meetings Among NGOs | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |
| Implementation Activity 9: Publications (Bulletins and Book) | | | | | | | | | Kadir Has University, Edukativni Centar Roma (ECR) |
| Implementation Activity 10: Organizing a wide ranged NGO Festival on the theme of minority rights | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |
| Implementation Activity 11: Evaluation, Reporting | | | | | | | | | Kadir Has University, TAVAK, Trakya University, Edukativni Centar Roma (ECR), DERYA, Project Associates |

1.10. Sustainability (max 3 pages)

Preconditions:

- The proposal is selected and the contract is signed with the Contracting Authority.
- The permissions for the establishment of Strategic Intercultural Centre on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and Neighbouring Regions has been granted from the Institution of Higher Education.
- Starting the project implementation process with mutual agreement of partners and associates and delegation of main roles to these parties.
- The detailed action plan, timetable and the task definitions of the project staff are prepared and delegated to project personnel.
- Adaptation of the project team to the project implementation process took place as soon as the project started.
- The reach strategy of the project is prepared and delegated to project partners effectively.
- Efficient dissemination of promotional materials and publicity of the project to target audiences via proper channels is assured.
- Enough applications gathered for the training courses.
- There are enough applications for the Academic Article Contest on minority rights & discrimination.
- Required permissions granted for the language courses.
- All focus groups and interviews done with enough participation for the research.

Assumptions:

During the implementation phase, the assumptions are as following:

- The technical team works in a well-organised manner collaboratively in order to prevent disruptions in the schedule of activities.
- Flexibility of flights and accommodation are secured for efficient reach of participants and execution of multi-participatory activities.
- Study trips to partner countries will be made without any visa registration problem.
- The technical team will communicate the schedule of activities; inform the participants on the program of workshops and discussions prior to finalization of the activity plans.
- The presentation and promotional materials will be prepared properly and the society will be informed on programs and participants.
- The travel organisations will be made properly and the participants will reach the partner cities with minimum problems and with efficient use of the budget.
- Call for applicants for language and culture courses will be implemented successfully and effectively.
- Focus groups and interviews will be conducted successfully with enough participation and successful students will be selected.

Physical and Environmental Risks

- Weather conditions may cause problems for open-field activities proposed for the festival in the university.

- Missing of flights by the participants may create financial and technical burdens for the project.
- The flight routes may be changed due to minor changes in the participants and departure cities.

The project team is expected to make decisions regarding proper scheduling of specifically the open-field activities. Cooperation between partners and associations and continuous information flow with subcontractor service providers are essential to assure accurate timing and scheduling of activities. The project team may secure the right to revise the schedule and make arrangements unless the flow of the project activities are disturbed and the participants are misinformed.

- The festival needs to be scheduled properly. Accordingly, alterations in the implementation plan may be required during the implementation process.

The festival is planned to be held in fall or spring in order to enable participation of target audiences to full extent. Some rescheduling may be needed depending on the contracting period, or at least the flow of activities may need to be altered without disrupting the contract.

Political, Economic and Social Risks

- Participation of local people needs to be assured and the participants have to be informed on alterations in the schedules.

The size of local participation depends on the efforts of partnering and associating organisations. Therefore, the project team will execute proper announcement and invitation processes for the local participants for trainings. In order to achieve all coordination efficiency the project team will be given adequate time for preparations of occasions.

- The multinational characteristics of activities need to be communicated to target audiences.

Promotion of project and its activities are considered as very crucial for the project. Accordingly, the project team will prepare a communication strategy which will reach target audiences on his project, at the beginning of the implementation process and will meet this strategy during the project.

Sustainability

- Financial Sustainability

The project will be financially managed by the applicant organisation Kadir Has University and its partners. This means outputs of the project will also be sustained by Kadir Has University using sponsorships, and advertising and funding schemes. Accordingly, the financial sustainability of the project will be managed with Kadir Has University's own resources and abilities to generate funds.

Research centre which will be based in the university will be sustained by Kadir Has University. After project, research institute will continue working with the financial contribution of Kadir Has University.

In addition, another financial aspect of the project is re-utilisation of the equipment and place that will be procured during the project. Additionally, the same approach will be followed in re-printing and redistribution of project outputs, bulletins and books

- Institutional level Sustainability

Kadir Has University, partners and associates are going to enhance their capacities after and during the implementation process of the project. Participant organizations will conduct sustainable relationships together.

Research centre that is planned to be build within the actions of the project, will continue its services by the support and help of Kadir Has University.

A book will be published along with the results of the research and survey activities about minorities. This book will be updated and re-published from time to time while research institute continues to work.

The printed materials in different languages will be reissued with different themes and with different geographical focus. And all these sustainable actions will be managed by the applicant organisation.

- Policy level Sustainability

Our project is not a dedicated objective to change policy level implementations. However, it is expected that project and its outputs will help for the encouragement of the activists and representatives of governmental or private bodies to act.

The project and the institutional partners will take the initiative and deliver the outputs to all involved agencies and CSOs. Accordingly, the policy making and implementing agencies such as Ministries or the local directorates of these ministries may use the produced publications, which can also be reproduced and distributed. With the multiplier effect of the project, there may be improvements in the practice of minority rights, combat against discrimination and freedom of rights

- Environmental Sustainability

There is not any environmental sustainability activity in the project.

1.11. Logical framework

Please fill in Annex C⁷ to the Guidelines for applicants.

2. BUDGET FOR THE ACTION

Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Sections 1.3, 2.1.4 and 2.2.5).

3. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

Please note that there are two different sheets to be completed

[Please mention here below the contributions in kind to be provided (please specify), if any (maximum 1 page).]

Contribution in Kind:

- Training Rooms in Kadir Has University
- Transportations from Airports to Meeting Places will be provided by Kadir Has University staff, drivers and vans
- Sightseeing tours for participants will be provided by the university
- Performances , concerts and seminars will be provided by project supporters, volunteers as contribution in kind. All of the performers and artists will work on voluntary basis.

⁷ Explanations can be found at the following address:
http://ec.europa.eu/europeaid/reports//index_en.pdf

4. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years. This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

| Project title: | | Sector (see section 2.2 of section II): | | | |
|---|---------------------------------|--|--|--------------------------------------|--|
| Location of the action | Cost of the action (EUR) | lead manager or partner | Donors to the action (name)⁸ | Amount contributed (by donor) | Dates (from dd/mm/yyyy to dd/mm/yyyy) |
| ... | ... | ... | ... | ... | ... |
| Objectives and results of the action | | | | | |
| | | | | | |

⁸ If the Donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

THE APPLICANT

| | |
|--|----------------------|
| EuropeAid ID number⁹ | 6000160655 |
| Name of the organisation | Kadir Has University |

Information requested under this point need only be given in cases where there have been modifications or additions as compared to the information given in the Concept note form.

5. IDENTITY

| | |
|---|--|
| Legal Entity File number¹⁰ | |
| Abbreviation | |
| Registration Number (or equivalent) | |
| Date of Registration | |
| Place of Registration | |
| Official address of Registration | |
| Country of Registration¹¹/ Nationality¹² | |
| E-mail address of the Organisation | |
| Telephone number: Country code + city code + number | |
| Fax number: Country code + city code + number | |
| Website of the Organisation | |

⁹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

¹⁰ If the applicant has already signed a contract with the European Commission

¹¹ For organisations. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

¹² For individuals. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

Point 2, 3 and 4 o section II below must only be filled in by applicants who have been granted derogations from registration in PADOR.
All other applicants must encode this information under their PADOR registration.

6. PROFILE

| | |
|---|---|
| Legal status | |
| Profit-Making | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| NGO | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Value based¹³ | <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral |
| Is your organisation linked with another entity? | <input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organization / network entity ¹⁴ <input type="checkbox"/> No, independent |

2.1. Category

| Category ¹⁵ | Public | Private |
|------------------------|---|--|
| | <input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation | Implementation Agency University/Education Research Institute Think Tank Foundation Association Media Network/Federation Professional and/or Industrial Organisation Trade Union Cultural Organisation Commercial Organisation Other Non State Actor |

¹³ Please choose only one set of values.

¹⁴ E.g. confederation / federation /alliance

¹⁵ Please specify 1) the Sector to which your organisation belongs, as defined in its statutes (or equivalent document): Public (established and/or funded by a public body) OR Private (established and/or funded by a private entity); 2) in the appropriate column, the Category to which your organisation belongs (ONE CHOICE ONLY).

2.2. Sector(s)¹⁶

| | | | |
|--------------------------|-----|-------|--|
| <input type="checkbox"/> | 11 | | Education |
| <input type="checkbox"/> | | 111 | Education, level unspecified |
| <input type="checkbox"/> | | 11110 | Education Policy & Admin. Management |
| <input type="checkbox"/> | | 11120 | Education Facilities And Training |
| <input type="checkbox"/> | | 11130 | Teacher Training |
| <input type="checkbox"/> | | 11182 | Educational Research |
| <input type="checkbox"/> | 112 | | Basic education |
| <input type="checkbox"/> | | 11220 | Primary Education |
| <input type="checkbox"/> | | 11230 | Basic life skills for youth and adults |
| <input type="checkbox"/> | | 11240 | Early childhood education |
| <input type="checkbox"/> | 113 | | Secondary education |
| <input type="checkbox"/> | | 11320 | Secondary education |
| <input type="checkbox"/> | | 11330 | Vocational Training |
| <input type="checkbox"/> | 114 | | Post-secondary education |
| <input type="checkbox"/> | | 11420 | Higher Education |
| <input type="checkbox"/> | | 11430 | Advanced Tech. & Managerial Training |
| <input type="checkbox"/> | 12 | | Health |
| <input type="checkbox"/> | | 121 | Health, general |
| <input type="checkbox"/> | | 12110 | Health Policy & Admin. Management |
| <input type="checkbox"/> | | 12181 | Medical education/training |
| <input type="checkbox"/> | | 12182 | Medical Research |
| <input type="checkbox"/> | | 12191 | Medical Services |
| <input type="checkbox"/> | 122 | | Basic health |
| <input type="checkbox"/> | | 12220 | Basic Health Care |
| <input type="checkbox"/> | | 12230 | Basic Health Infrastructure |
| <input type="checkbox"/> | | 12240 | Basic Nutrition |
| <input type="checkbox"/> | | 12250 | Infectious Disease Control |
| <input type="checkbox"/> | | 12261 | Health Education |
| <input type="checkbox"/> | | 12281 | Health Personnel Development |
| <input type="checkbox"/> | 13 | | Population programmes |
| <input type="checkbox"/> | | 130 | Population polices/programs and reproductive health |
| <input type="checkbox"/> | | 13010 | Population Policy And Admin. Mgmt |
| <input type="checkbox"/> | | 13020 | Reproductive Health Care |
| <input type="checkbox"/> | | 13030 | Family planning |
| <input type="checkbox"/> | | 13040 | Std Control Including HIV/Aids |
| <input type="checkbox"/> | | 13081 | Personnel development for population & reproductive health |
| <input type="checkbox"/> | 14 | | Water Supply and Sanitation |
| <input type="checkbox"/> | | 140 | Water supply and sanitation |
| <input type="checkbox"/> | | 14010 | Water Resources Policy/Admin. Mgmt |
| <input type="checkbox"/> | | 14015 | Water Resources Protection |
| <input type="checkbox"/> | | 14020 | Water supply & sanitation - Large systems |
| <input type="checkbox"/> | | 14030 | Basic drinking water supply & basic sanitation |
| <input type="checkbox"/> | | 14040 | River Development |
| <input type="checkbox"/> | | 14050 | Waste Management/Disposal |
| <input type="checkbox"/> | | 14081 | Education & training in water supply and sanitation |
| <input type="checkbox"/> | 15 | | Government and Civil Society |
| <input type="checkbox"/> | | 151 | Government and civil society, general |
| <input type="checkbox"/> | | 15110 | Economic and development policy/planning |

¹⁶ Please tick the box for each sector your organisation has been active in the past 7 years. The sectors come from the DAC list set up by the OECD.

| | | | | |
|--------------------------|----|-----|-------|---|
| <input type="checkbox"/> | | | 15120 | Public sector financial management |
| <input type="checkbox"/> | | | 15130 | Legal and judicial development |
| <input type="checkbox"/> | | | 15140 | Government administration |
| <input type="checkbox"/> | | | 15150 | Strengthening civil society |
| <input type="checkbox"/> | | | 15161 | Elections |
| <input type="checkbox"/> | | | 15162 | Human Rights |
| <input type="checkbox"/> | | | 15163 | Free Flow Of Information |
| <input type="checkbox"/> | | | 15164 | Women's equality organisations and institutions |
| <input type="checkbox"/> | | 152 | | Conflict prevention an resolution, peace and security |
| <input type="checkbox"/> | | | 15210 | Security system management and reform |
| <input type="checkbox"/> | | | 15220 | Civilian peace-building, conflict prevention and resolution |
| <input type="checkbox"/> | | | 15230 | Post-conflict peace-building (UN) |
| <input type="checkbox"/> | | | 15240 | Reintegration and SALW control |
| <input type="checkbox"/> | | | 15250 | Land mine clearance |
| <input type="checkbox"/> | | | 15261 | Child soldiers (prevention and demobilisation) |
| <input type="checkbox"/> | 16 | | | Other Social Infrastructure and Service |
| <input type="checkbox"/> | | | 16010 | Social/welfare services |
| <input type="checkbox"/> | | | 16020 | Employment policy and admin. mgmt. |
| <input type="checkbox"/> | | | 16030 | Housing policy and admin. management |
| <input type="checkbox"/> | | | 16040 | Low-cost housing |
| <input type="checkbox"/> | | | 16050 | Multisector aid for basic social services |
| <input type="checkbox"/> | | | 16061 | Culture and recreation |
| <input type="checkbox"/> | | | 16062 | Statistical capacity building |
| <input type="checkbox"/> | | | 16063 | Narcotics control |
| <input type="checkbox"/> | | | 16064 | Social mitigation of HIV/AIDS |
| <input type="checkbox"/> | 21 | | | Transport and Storage |
| <input type="checkbox"/> | | 210 | | Transport and storage |
| <input type="checkbox"/> | | | 21010 | Transport Policy & Admin. Management |
| <input type="checkbox"/> | | | 21020 | Road Transport |
| <input type="checkbox"/> | | | 21030 | Rail Transport |
| <input type="checkbox"/> | | | 21040 | Water Transport |
| <input type="checkbox"/> | | | 21050 | Air Transport |
| <input type="checkbox"/> | | | 21061 | Storage |
| <input type="checkbox"/> | | | 21081 | Education & Training In Transport & Storage |
| <input type="checkbox"/> | 22 | | | Communications |
| <input type="checkbox"/> | | 220 | | Communications |
| <input type="checkbox"/> | | | 22010 | Communications Policy & Admin. Mgmt |
| <input type="checkbox"/> | | | 22020 | Telecommunications |
| <input type="checkbox"/> | | | 22030 | Radio/Television/Print Media |
| <input type="checkbox"/> | | | 22040 | Information and communication technology (ICT) |
| <input type="checkbox"/> | 23 | | | Energy |
| <input type="checkbox"/> | | 230 | | Energy generation and supply |
| <input type="checkbox"/> | | | 23010 | Energy Policy And Admin. Management |
| <input type="checkbox"/> | | | 23020 | Power Generation/Non-Renewable Sources |
| <input type="checkbox"/> | | | 23030 | Power Generation/Renewable Sources |
| <input type="checkbox"/> | | | 23040 | Electrical Transmission/Distribution |
| <input type="checkbox"/> | | | 23050 | Gas distribution |
| <input type="checkbox"/> | | | 23061 | Oil-Fired Power Plants |
| <input type="checkbox"/> | | | 23062 | Gas-Fired Power Plants |
| <input type="checkbox"/> | | | 23063 | Coal-Fired Power Plants |
| <input type="checkbox"/> | | | 23064 | Nuclear Power Plants |
| <input type="checkbox"/> | | | 23065 | Hydro-electric Power Plants |
| <input type="checkbox"/> | | | 23066 | Geothermal energy |

| | | | | |
|--------------------------|----|-----|-------|--|
| <input type="checkbox"/> | | | 23067 | Solar energy |
| <input type="checkbox"/> | | | 23068 | Wind power |
| <input type="checkbox"/> | | | 23069 | Ocean power |
| <input type="checkbox"/> | | | 23070 | Biomass |
| <input type="checkbox"/> | | | 23081 | Energy education/training |
| <input type="checkbox"/> | | | 23082 | Energy research |
| <input type="checkbox"/> | 24 | | | Banking and Financial Services |
| <input type="checkbox"/> | | 240 | | Banking and financial services |
| <input type="checkbox"/> | | | 24010 | Financial Policy & Admin. Management |
| <input type="checkbox"/> | | | 24020 | Monetary institutions |
| <input type="checkbox"/> | | | 24030 | Formal Sector Financial Institutions |
| <input type="checkbox"/> | | | 24040 | Informal/Semi-Formal Financial intermediaries |
| <input type="checkbox"/> | | | 24081 | Education/trng in banking & fin. services |
| <input type="checkbox"/> | 25 | | | Business and Other Services |
| <input type="checkbox"/> | | 250 | | Business and other services |
| <input type="checkbox"/> | | | 25010 | Business support services and institutions |
| <input type="checkbox"/> | | | 25020 | Privatisation |
| <input type="checkbox"/> | 31 | | | Agriculture, Forestry and Fishing |
| <input type="checkbox"/> | | 311 | | Agriculture |
| <input type="checkbox"/> | | | 31110 | Agricultural Policy And Admin. Mgmt |
| <input type="checkbox"/> | | | 31120 | Agricultural development |
| <input type="checkbox"/> | | | 31130 | Agricultural Land Resources |
| <input type="checkbox"/> | | | 31140 | Agricultural Water Resources |
| <input type="checkbox"/> | | | 31150 | Agricultural inputs |
| <input type="checkbox"/> | | | 31161 | Food Crop Production |
| <input type="checkbox"/> | | | 31162 | Industrial Crops/Export Crops |
| <input type="checkbox"/> | | | 31163 | Livestock |
| <input type="checkbox"/> | | | 31164 | Agrarian reform |
| <input type="checkbox"/> | | | 31165 | Agricultural alternative development |
| <input type="checkbox"/> | | | 31166 | Agricultural extension |
| <input type="checkbox"/> | | | 31181 | Agricultural Education/Training |
| <input type="checkbox"/> | | | 31182 | Agricultural Research |
| <input type="checkbox"/> | | | 31191 | Agricultural services |
| <input type="checkbox"/> | | | 31192 | Plant and post-harvest protection and pest control |
| <input type="checkbox"/> | | | 31193 | Agricultural financial services |
| <input type="checkbox"/> | | | 31194 | Agricultural co-operatives |
| <input type="checkbox"/> | | | 31195 | Livestock/Veterinary Services |
| <input type="checkbox"/> | | 312 | | Forestry |
| <input type="checkbox"/> | | | 31210 | Forestry Policy & Admin. Management |
| <input type="checkbox"/> | | | 31220 | Forestry development |
| <input type="checkbox"/> | | | 31261 | Fuel wood/charcoal |
| <input type="checkbox"/> | | | 31281 | Forestry education/training |
| <input type="checkbox"/> | | | 31282 | Forestry research |
| <input type="checkbox"/> | | | 31291 | Forestry services |
| <input type="checkbox"/> | | 313 | | Fishing |
| <input type="checkbox"/> | | | 31310 | Fishing Policy And Admin. Management |
| <input type="checkbox"/> | | | 31320 | Fishery development |
| <input type="checkbox"/> | | | 31381 | Fishery education/training |
| <input type="checkbox"/> | | | 31382 | Fishery research |
| <input type="checkbox"/> | | | 31391 | Fishery services |
| <input type="checkbox"/> | 32 | | | Industry, Mining and Construction |
| <input type="checkbox"/> | | 321 | | Industry |
| <input type="checkbox"/> | | | 32110 | Industrial Policy And Admin. Mgmt |

| | | | | |
|--------------------------|----|-----|-------|--|
| <input type="checkbox"/> | | | 32120 | Industrial development |
| <input type="checkbox"/> | | | 32130 | Small and medium-sized enterprises (SME) development |
| <input type="checkbox"/> | | | 32140 | Cottage industries and handicraft |
| <input type="checkbox"/> | | | 32161 | Agro-Industries |
| <input type="checkbox"/> | | | 32162 | Forest industries |
| <input type="checkbox"/> | | | 32163 | Textiles - leather & substitutes |
| <input type="checkbox"/> | | | 32164 | Chemicals |
| <input type="checkbox"/> | | | 32165 | Fertilizer plants |
| <input type="checkbox"/> | | | 32166 | Cement/lime/plaster |
| <input type="checkbox"/> | | | 32167 | Energy manufacturing |
| <input type="checkbox"/> | | | 32168 | Pharmaceutical production |
| <input type="checkbox"/> | | | 32169 | Basic metal industries |
| <input type="checkbox"/> | | | 32170 | Non-ferrous metal industries |
| <input type="checkbox"/> | | | 32171 | Engineering |
| <input type="checkbox"/> | | | 32172 | Transport equipment industry |
| <input type="checkbox"/> | | | 32182 | Technological research and development |
| <input type="checkbox"/> | | 322 | | Mineral resources and mining |
| <input type="checkbox"/> | | | 32210 | Mineral/Mining Policy & Admin. Mgmt |
| <input type="checkbox"/> | | | 32220 | Mineral Prospection And Exploration |
| <input type="checkbox"/> | | | 32261 | Coal |
| <input type="checkbox"/> | | | 32262 | Oil and gas |
| <input type="checkbox"/> | | | 32263 | Ferrous metals |
| <input type="checkbox"/> | | | 32264 | Non-ferrous metals |
| <input type="checkbox"/> | | | 32265 | Precious metals/materials |
| <input type="checkbox"/> | | | 32266 | Industrial minerals |
| <input type="checkbox"/> | | | 32267 | Fertilizer minerals |
| <input type="checkbox"/> | | | 32268 | Offshore minerals |
| <input type="checkbox"/> | | 323 | | Construction |
| <input type="checkbox"/> | | | 32310 | Construction Policy And Admin. Mgmt |
| <input type="checkbox"/> | 33 | | | Trade and Tourism |
| <input type="checkbox"/> | | 331 | | Trade policy and regulation |
| <input type="checkbox"/> | | | 33110 | Trade Policy And Admin. Management |
| <input type="checkbox"/> | | | 33120 | Trade facilitation |
| <input type="checkbox"/> | | | 33130 | Regional trade agreements (RTAs) |
| <input type="checkbox"/> | | | 33140 | Multilateral trade negotiation |
| <input type="checkbox"/> | | | 33181 | Trade education & training |
| <input type="checkbox"/> | | 332 | | Tourism |
| <input type="checkbox"/> | | | 33210 | Tourism Policy And Admin. Management |
| <input type="checkbox"/> | 41 | | | General Environment Protection |
| <input type="checkbox"/> | | 410 | | General environmental protection |
| <input type="checkbox"/> | | | 41010 | Environmental Policy And Admin. Mgmt |
| <input type="checkbox"/> | | | 41020 | Biosphere protection |
| <input type="checkbox"/> | | | 41030 | Bio-diversity |
| <input type="checkbox"/> | | | 41040 | Site Preservation |
| <input type="checkbox"/> | | | 41050 | Flood Prevention/Control |
| <input type="checkbox"/> | | | 41081 | Environmental education/training |
| <input type="checkbox"/> | | | 41082 | Environmental research |
| <input type="checkbox"/> | 43 | | | Other multisector |
| <input type="checkbox"/> | | 430 | | Other multisector |
| <input type="checkbox"/> | | | 43010 | Multisector Aid |
| <input type="checkbox"/> | | | 43030 | Urban Development And Management |
| <input type="checkbox"/> | | | 43040 | Rural Development |
| <input type="checkbox"/> | | | 43050 | Non-agricultural alternative development |

| | | | | | |
|--------------------------|----|-----|-------|--|--|
| <input type="checkbox"/> | | | 43081 | | Multisector education/training |
| <input type="checkbox"/> | | | 43082 | | Research/scientific institutions |
| <input type="checkbox"/> | 51 | | | | General budget support |
| <input type="checkbox"/> | | 510 | | | General budget support |
| <input type="checkbox"/> | | | 51010 | | General budget support |
| <input type="checkbox"/> | 52 | | | | Development food aid/food security |
| <input type="checkbox"/> | | 520 | | | Development food aid/food security assistance |
| <input type="checkbox"/> | | | 52010 | | Food Aid / Food Security Programmes |
| <input type="checkbox"/> | 53 | | | | Other commodity assistance |
| <input type="checkbox"/> | | 530 | | | Other commodity assistance |
| <input type="checkbox"/> | | | 53030 | | Import support (capital goods) |
| <input type="checkbox"/> | | | 53040 | | Import support (commodities) |
| <input type="checkbox"/> | 60 | | | | Action relating to debt |
| <input type="checkbox"/> | | 600 | | | Action relating to debt |
| <input type="checkbox"/> | | | 60010 | | Action relating to debt |
| <input type="checkbox"/> | | | 60020 | | Debt forgiveness |
| <input type="checkbox"/> | | | 60030 | | Relief of multilateral debt |
| <input type="checkbox"/> | | | 60040 | | Rescheduling and refinancing |
| <input type="checkbox"/> | | | 60061 | | Debt for development swap |
| <input type="checkbox"/> | | | 60062 | | Other debt swap |
| <input type="checkbox"/> | | | 60063 | | Debt buy-back |
| <input type="checkbox"/> | 72 | | | | Emergency and distress relief |
| <input type="checkbox"/> | | 720 | | | Emergency and distress relief |
| <input type="checkbox"/> | | | 72010 | | Material relief assistance and services |
| <input type="checkbox"/> | | | 72040 | | Emergency food aid |
| <input type="checkbox"/> | | | 72050 | | Relief coordination; protection and support services |
| <input type="checkbox"/> | 73 | | | | Reconstruction relief and rehabilitation |
| <input type="checkbox"/> | | 730 | | | Reconstruction relief and rehabilitation |
| <input type="checkbox"/> | | | 73010 | | Reconstruction relief and rehabilitation |
| <input type="checkbox"/> | 74 | | | | Disaster prevention and preparedness |
| <input type="checkbox"/> | | 740 | | | Disaster prevention and preparedness |
| <input type="checkbox"/> | | | 74010 | | Disaster prevention and preparedness |
| <input type="checkbox"/> | 91 | | | | Administrative costs of donors |
| <input type="checkbox"/> | | 910 | | | Administrative costs of donors |
| <input type="checkbox"/> | | | 91010 | | Administrative Costs |
| <input type="checkbox"/> | 92 | | | | Support to NGO |
| <input type="checkbox"/> | | 920 | | | Support to NGO |
| <input type="checkbox"/> | | | 92010 | | Support to national NGOs |
| <input type="checkbox"/> | | | 92020 | | Support to international NGOs |
| <input type="checkbox"/> | | | 92030 | | Support to local and regional NGOs |
| <input type="checkbox"/> | 93 | | | | Refugees |
| <input type="checkbox"/> | | 930 | | | Refugees (in donor countries) |
| <input type="checkbox"/> | | | 93010 | | Refugees (in donor countries) |
| <input type="checkbox"/> | 99 | | | | Unallocated/unspecified |
| <input type="checkbox"/> | | 998 | | | Unallocated/unspecified |
| <input type="checkbox"/> | | | 99810 | | Sectors Not Specified |
| <input type="checkbox"/> | | | 99820 | | Promotion of Development Awareness |

2.3. Target group(s)

- All
- Child soldiers
- Children (less than 18 years old)
- Community Based Organisation(s)
- Consumers
- Disabled
- Drug consumers
- Educational organisations (school, universities)
- Elderly people
- Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
- Indigenous peoples
- Local authorities
- Migrants
- Non Governmental Organisations
- Prisoners
- Professional category
- Refugees and displaced
- Research organisations/Researchers
- SME/SMI
- Students
- Urban slum dwellers
- Victims of conflicts/catastrophies
- Women
- Young people
- Other (please specify):

7. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience by Sector (for each sector selected in 2.2.)

| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated Amount (in thousand Euros) in the past 7 years |
|--------|--|---|---|--|
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |

3.2. Experience by Geographical area (country or region)

| By Geographical area (country or region) | Year(s) of Experience | Number of Projects in this geographical area in the past 7 years | Estimated Amount (in thousand Euros) invested in this geographical area in the past 7 years |
|--|---|---|--|
| | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |

Indicative list of regions

- Europe EU
- Europe non-EU
- Eastern Europe
- Central America
- South America
- South-East Asia
- North-East Asia
- South Asia
- Central Asia
- Mediterranean
- Gulf Countries
- Eastern Africa
- Central Africa
- Western Africa
- Southern Africa
- Indian Ocean
- Caribbean
- Pacific

Cross-reference of experience by Sector and by Geographical area:

| Sector(s) (as selected in 2.2) | Geographical area(s) (country or region, as identified previously) |
|-----------------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |

3.3. Resources

3.3.1 Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in thousand Euros

| Year | Turnover or equivalent | Net earnings or equivalent | Total balance sheet or budget | Shareholders' equity or equivalent | Medium and long-term debt | Short-term debt (< 1 year) |
|-----------------|------------------------|----------------------------|-------------------------------|------------------------------------|---------------------------|----------------------------|
| N ¹⁷ | | | | | | |
| N-1 | | | | | | |
| N-2 | | | | | | |

3.3.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

| Year | Source | Percentage (total for a given year must be equal to 100%) | Number of fee-paying members (only for source = Member's fees) |
|------|--|---|--|
| N | <input type="checkbox"/> EU | | N/A |
| N | <input type="checkbox"/> Member States Public Bodies | | N/A |
| N | <input type="checkbox"/> Third Countries Public Bodies | | N/A |
| N | <input type="checkbox"/> United Nations | | N/A |
| N | <input type="checkbox"/> Other International Organisation(s) | | N/A |
| N | <input type="checkbox"/> Private Sector | | N/A |
| N | <input type="checkbox"/> Member's fees | | |
| N | <input type="checkbox"/> Other (please specify): | | N/A |
| N | Total | 100% | N/A |

¹⁷ N = previous financial year

| Year | Source | Percentage (total for a given year must be equal to 100%) | Number of fee-paying members (only for source = Member's fees) |
|-------|--|---|--|
| N – 1 | <input type="checkbox"/> EU | | N/A |
| N – 1 | <input type="checkbox"/> Member States Public Bodies | | N/A |
| N – 1 | <input type="checkbox"/> Third Countries Public Bodies | | N/A |
| N – 1 | <input type="checkbox"/> United Nations | | N/A |
| N – 1 | <input type="checkbox"/> Other International Organisation(s) | | N/A |
| N – 1 | <input type="checkbox"/> Private Sector | | N/A |
| N – 1 | <input type="checkbox"/> Member's fees | | |
| N – 1 | <input type="checkbox"/> Other (please specify): | | N/A |
| N – 1 | Total | 100% | N/A |
| N – 2 | <input type="checkbox"/> EU | | N/A |
| N – 2 | <input type="checkbox"/> Member States Public Bodies | | N/A |
| N – 2 | <input type="checkbox"/> Third Countries Public Bodies | | N/A |
| N – 2 | <input type="checkbox"/> United Nations | | N/A |
| N – 2 | <input type="checkbox"/> Other International Organisation(s) | | N/A |
| N – 2 | <input type="checkbox"/> Private Sector | | N/A |
| N – 2 | <input type="checkbox"/> Member's fees | | |
| N – 2 | <input type="checkbox"/> Other (please specify): | | N/A |
| N – 2 | Total | 100% | N/A |

| Year | Name of approved auditor | Period of validity |
|-------|--------------------------|-------------------------------|
| N | | From dd/mm/yyyy to dd/mm/yyyy |
| N – 1 | | From dd/mm/yyyy to dd/mm/yyyy |
| N – 2 | | From dd/mm/yyyy to dd/mm/yyyy |

3.3.3. Number of staff (full-time equivalent) (please tick one option for each type of staff):

| Type of staff | Paid | Unpaid |
|---|--|--|
| HQ Staff: recruited and based in Headquarters (located in Developed Country) | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A |
| Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A |
| Local staff: recruited and based in Developing Country | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A |

8. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

| Name | Profession | Function | Country of Nationality | On the board since |
|------|------------|----------|------------------------|--------------------|
| Mr | | | | |
| Ms | | | | |

PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

9. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

| | |
|--|------------------------------|
| | Partner 1 |
| EuropeAid ID number ¹⁸ | RS-2008-BBQ-2909679292 |
| Full legal name | Edukativni Centar Roma (ECR) |

Partners that are registered in PADOR do not need to fill in the rest of this section which is **marked in grey**.

| | |
|--|--|
| Date of Registration | 30.09.2005 |
| Place of Registration | Subotica, Serbia |
| Legal status ¹⁹ | Non profit making, non governmental organisation |
| Official address of Registration ²⁰ | Skerliceva 35, 24000 Subotica, Serbia |
| Country of Registration ²¹ / Nationality ²² | Serbia |
| Contact person | Stevan Nikolic |
| Telephone number: country code + city code + number | +381 24 554 697 |
| Fax number: country code + city code + number | +381 24 527 474 |
| E-mail address | ec-roma@eunet.rs |

¹⁸ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm

¹⁹ E.g. non profit making, governmental body, international organisation

²⁰ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

²¹ For organisations

²² For individuals

| | |
|--|--|
| Number of employees | 5 |
| Other relevant resources | Fully equipped office with two rooms, volunteers, partner local NGOs in Vojvodina |
| Experience of similar actions, in relation to the role in the implementation of the proposed action | Jointly prepared and implemented an awareness raising related to early childhood education related project with the applicant in 2005; Jointly prepared and implementing an EU EIDHR funded project: Integration and Empowerment of Minority Children and Youth in Albania and Serbia 2006 - 2009 |
| History of cooperation with the applicant | Five years of joint implementation of projects related to minority rights, early childhood education, establishment of partnerships and networks between civil society and relevant local/central administration |
| Role and involvement in preparing the proposed action | Joint preparation of baseline data, needs assessment, joint preparation of the proposal in terms of individual activities needed to achieve the objective of the action. |
| Role and involvement in implementing the proposed action | Preparing multicultural magazine "Vojvodjanski mozaik" with young people from 8 national minorities from Vojvodina, attending project activities, festival and study visits, organizing a study visit in Serbia. |

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

10. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

| | |
|-----------------|---------------------------------|
| Name: | Stevan Nikolic |
| Organisation: | Edukativni centar Roma (ECR) |
| Position: | Chairman of the Executive Board |
| Signature: | |
| Date and place: | June 25 th , 2010 |

PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

11. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

| | |
|--|-------------------|
| | Partner 2 |
| EuropeAid ID number ²³ | 999616914 |
| Full legal name | Trakya University |

Partners that are registered in PADOR do not need to fill in the rest of this section which is **marked in grey**.

| | |
|--|---|
| Date of Registration | 28 March 1983 |
| Place of Registration | Edirne |
| Legal status ²⁴ | With the Turkish Legalisation; Law Number 2809, Published in Official Journal, Number 18003 |
| Official address of Registration ²⁵ | Trakya Universites Rektorlugu 22050 Karaağaç, Edirne, Turkey |
| Country of Registration | Turkish Republic |
| Contact person | Assist.Prof. Dr.Nezih Musaoğlu |
| Telephone number: country code + city code + number | +90 284 223 33 00 |
| Fax number: country code + city code + number | +90 284 223 33 00 |
| E-mail address | nmusaoglu@yahoo.com |
| Number of employees | 10 |

²³ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm

²⁴ E.g. non profit making, governmental body, international organisation

²⁵ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

| | |
|--|---|
| Other relevant resources | - |
| Experience of similar actions, in relation to the role in the implementation of the proposed action | Edirne and Yambol in Brand City Scale – Phare Programme, Cross Border Project – DU/7018 Traditional Sports – A Reminder of Common Past and History – PHARE Programme, BG2004/016-715.02.01 Commencement of collaboration between technical colleges in Yambol and Edirne, PHARE Programme Joint Small Project BG2005-632.02.01.08 |
| History of cooperation with the applicant | First joint project |
| Role and involvement in preparing the proposed action | Exchange of ideas Study Visits |
| Role and involvement in implementing the proposed action | Exchange of past experience and demonstration of activities Monitoring the project progress Participation to project activities, research support in Edirne with Roma People on minority rights Participation in the production process of printed materials Providing lectures in the training sessions |

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

7. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
8. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
9. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
10. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
11. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
12. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

| | |
|-----------------|--|
| Name: | |
| Organisation: | |
| Position: | |
| Signature: | |
| Date and place: | |

PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

12. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

| | |
|--|--|
| | Partner 2 |
| EuropeAid ID number ²⁶ | - |
| Full legal name | ORGANIZATION OF TURKISH WOMEN IN MACEDONIA „DERYA,, |

Partners that are registered in PADOR do not need to fill in the rest of this section which is **marked in grey**.

| | |
|--|--|
| Date of Registration | 01.12.1999 |
| Place of Registration | SKOPJE,MACEDONIA |
| Legal status ²⁷ | legal registration no. 914/99 |
| Official address of Registration ²⁸ | St. “ August Cesarec” 3-5/6 |
| Country of Registration ²⁹ / Nationality ³⁰ | MACEDONIA,MACEDONIAN |
| Contact person | SUZANA MUSLI |
| Telephone number: country code + city code + number | 0038970225791 |
| Fax number: country code + city code + number | 0038922622354 |
| E-mail address | suzanamusli@hotmail.com |

²⁶ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm

²⁷ E.g. non profit making, governmental body, international organisation

²⁸ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

²⁹ For organisations

³⁰ For individuals

| | |
|--|---|
| | deryamkd@mt.net.mk |
| Number of employees | 20 volunteers |
| Other relevant resources | Technical facilities in Macedonia, experience on minority rights |
| Experience of similar actions, in relation to the role in the implementation of the proposed action | <p>Our organization has implemented many successful projects:</p> <p>Activities of women in Kosovo, financed by SOROS; 1999 .</p> <p>Seminar for sex equality, financed by OXFAM;</p> <p>Interethnic tolerance, financed by Fridrih Ebert;</p> <p>Let's build confidence – Framework agreement, financed by American Embassy.</p> <p>Basics for managing a project cycle, financed by ECMI, 2003</p> <p>„Let's build trust”, financed by ECMI, workshops on topics conflicts, solving conflicts, post-conflict stress, in duration of 3 months, financed by ECMI, 2003</p> <p>Let's build trust- continuance of the project, financed by Caritas and Anadollic Foundation for Development, 2003</p> <p>Integration of the women in the society, financed by the Norwegian Embassy, 2003</p> <p>Round tables on topic „ Framework convention for minority rights”, „Framework agreement”, „Minority rights” and „Influence of politic in education”, financed by ECMI, 2003</p> <p>Two day seminar „Training for strategic planning and preparing of action plan”, for 13 multiethnic NGO-s, financed by ECMI,</p> <p>Computer courses, financed by Anatolian Foundation for Development,</p> <p>„Violence” , four workshops, financed by ECMI</p> <p>Project „Framework convention for minority protection”, in duration of 7 months, financed by US Embassy,</p> <p>Project „ Violence against women”, in duration of 5 months, financed by ECMI,</p> <p>Project “Parliamentary elections 2006”, financed by US Embassy,</p> |
| History of cooperation with the applicant | The association had contacts with Kadir Has University previously on project activities, research and surveys in Macedonia |
| Role and involvement in preparing the proposed action | Shared experiences of Turk in Macedonia in order to provide detail analysis and project activities on minority groups. Attended the problem analysis sessions. |
| Role and involvement in | The association will actively take part in many activities of the |

| | |
|---|---|
| implementing the proposed action | project. Association will take in advisory board, project team, will be responsible to organize study visits in Macedonia, will perform activities and events in the Festival, will provide experts and consultants for trainings and meetings, will share the experiences and lessons learnt on minorities in Macedonia. |
|---|---|

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

13. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

13. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
14. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
15. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
16. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
17. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
18. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

| | |
|-----------------|--|
| Name: | |
| Organisation: | |
| Position: | |
| Signature: | |
| Date and place: | |

PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

14. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

| | |
|--|-----------|
| | Partner 3 |
| EuropeAid ID number ³¹ | |
| Full legal name | |

Partners that are registered in PADOR do not need to fill in the rest of this section which is **marked in grey**.

| | |
|---|--|
| Date of Registration | |
| Place of Registration | |
| Legal status ³² | |
| Official address of Registration ³³ | |
| Country of Registration ^{34/} Nationality ³⁵ | |
| Contact person | |
| Telephone number: country code + city code + number | |
| Fax number: country code + city code + number | |
| E-mail address | |
| Number of employees | |

³¹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm

³² E.g. non profit making, governmental body, international organisation

³³ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

³⁴ For organisations

³⁵ For individuals

| | |
|--|--|
| Other relevant resources | |
| Experience of similar actions, in relation to the role in the implementation of the proposed action | |
| History of cooperation with the applicant | |
| Role and involvement in preparing the proposed action | |
| Role and involvement in implementing the proposed action | |

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

15. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

19. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
20. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
21. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
22. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
23. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
24. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

| | |
|-----------------|--|
| Name: | |
| Organisation: | |
| Position: | |
| Signature: | |
| Date and place: | |

ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

| | |
|--|---|
| | Associate 1 |
| Full legal name | Association for Research Development and Solidarity on Roma Culture (EDROM) |
| EuropeAid ID number³⁶ | TR-2009-BNZ-2405188370 |
| Country of Registration | TURKEY |
| Legal status³⁷ | NGO (Association) |
| Official address | Mithatpasa mah. Orhaniye cd. No:31 Kat:3 Edirne |
| Contact person | Erdinc Cekic |
| Telephone number: country code + city code + number | +90 284 212 4 128 |
| Fax number: country code + city code + number | +90 284 212 40 66 |
| E-mail address | Edrom70@mynet.com |
| Number of employees | 3 |
| Other relevant resources | - |
| Experience of similar actions, in relation to role in the implementation of the proposed action | Title : Strengthening to Roma Voice programme –Ducth Foreign Affairs – Big Matra Cup Department-Europen Instrument for Democracy and Human Rights Turkey Programme 2009 |
| History of cooperation with the applicant | The project will be the first joint activity with Kadir Has University |
| Role and involvement in preparing the proposed action | EDROM attended needs assessment meetings, provided information about the |

³⁶ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

³⁷ E.g. non profit making, governmental body, international organisation

| | |
|---|---|
| | situation of Roma people in Turkey |
| Role and involvement in implementing the proposed action | EDROM will be the facilitator in the field, will provide technical assistance and consultancy on Roma Rights. |

ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

| | |
|--|--|
| | Associate 2 |
| Full legal name | 500. YIL VAKFI |
| EuropeAid ID number³⁸ | - |
| Country of Registration | Turkey |
| Legal status³⁹ | Foundation, NGO |
| Official address | Percemli Sokak, Karakoy - Istanbul, |
| Contact person | A. Naim Guleryuz |
| Telephone number: country code + city code + number | 90 212 2926333 90 212 292 6334 |
| Fax number: country code + city code + number | 90 212 2444474 |
| E-mail address | info@muze500.com |
| Number of employees | 2 |
| Other relevant resources | Donations |
| Experience of similar actions, in relation to role in the implementation of the proposed action | Research conducted, number of articles and books published, several lectures in Turkey and abroad for 20 years |
| History of cooperation with the applicant | - |
| Role and involvement in preparing the proposed action | Preparation of the explanation of the project part relevant with the Turkish Jews. 500. Yil Foundation has many experiences on Turkish Jews. |
| Role and involvement in implementing the proposed action | Establishment and operation of the prospected research unit and its products (books, researchs, survey reports), Participating the Advisory Council, providing events for the Festival |

³⁸ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

³⁹ E.g. non profit making, governmental body, international organisation

**ASSOCIATES OF THE APPLICANT
PARTICIPATING IN THE ACTION**

| | |
|--|---|
| | Associate 2 |
| Full legal name | BEYOĞLU RUM ORTODOKS CEMAATİ KİLİSELERİ VE MEKTEPLERİ VAKFI |
| EuropeAid ID number⁴⁰ | |
| Country of Registration | TURKEY |
| Legal status⁴¹ | MINORITY FOUNDATION |
| Official address | GALATASARAY EMİR NEVRUZ ÇIKMAZI NO: 6 BEYOĞLU İSTANBUL |
| Contact person | STAVRO HAYALOĞLU |
| Telephone number: country code + city code + number | +90 212 2441184 |
| Fax number: country code + city code + number | +90 212 2441579 |
| E-mail address | zekeriya_karadas@hotmail.com |
| Number of employees | 51 |
| Other relevant resources | The rent from the houses that belong to the foundation and the donations from different people |
| Experience of similar actions, in relation to role in the implementation of the proposed action | The foundation has experience on the needs, problems, and main constraints on Greek minorities in Turkey |
| History of cooperation with the applicant | The foundation had similar experiences with Kadir Has University |
| Role and involvement in preparing the proposed action | Provided information on Greeks in Turkey, main problems and justification |
| Role and involvement in implementing the proposed action | Will be the consultant on Greek Rights, provide technical information, statistics and data on minorities in Turkey for the research and books |

⁴⁰ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

⁴¹ E.g. non profit making, governmental body, international organisation

ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

| | Associate 1 |
|--|---|
| Full legal name | Yenikoy Kud Dipo Surp Astvadzazin Armenian Church Foundation |
| EuropeAid ID number⁴² | |
| Country of Registration | TURKEY |
| Legal status⁴³ | Minority Foundation |
| Official address | Salihaga Sokak No:19 Yenikoy Sariyer Istanbul |
| Contact person | Ayk NALBANTKAZAROĞLU |
| Telephone number: country code + city code + number | +90-212/2624870 +90-536/4175061 |
| Fax number: country code + city code + number | +90-212/2624870 |
| E-mail address | ayk@kazaroglu.com |
| Number of employees | 2 (Church Officer, Vartabed) |
| Other relevant resources | Immovable rent incomes of Foundation |
| Experience of similar actions, in relation to role in the implementation of the proposed action | Worked on minority rights and against discrimination |
| History of cooperation with the applicant | None |
| Role and involvement in preparing the proposed action | The foundation assisted to improve the project's events which are related with Armenians. |
| Role and involvement in implementing the proposed action | Yenikoy Kud Dipo church lead to find an expert and provide infrastructure for events. These experts are responsible to present this event list which is related with Armenians. |

⁴² This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

⁴³ E.g. non profit making, governmental body, international organisation

ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

| | |
|--|---|
| | Associate 1 |
| Full legal name | Civil Association “EVET” |
| EuropeAid ID number⁴⁴ | n/a |
| Country of Registration | Bulgaria |
| Legal status⁴⁵ | Non- profit organization |
| Official address | Bulgaria, Sofia, region Oborishte, 18 “Vitosha” blvd., floor 7 |
| Contact person | Ergin Mumun Emin |
| Telephone number: country code + city code + number | 00359 887 38 97 08 |
| Fax number: country code + city code + number | 00 359 2 980 32 11 |
| E-mail address | evet@mail.bg |
| Number of employees | n/a |
| Other relevant resources | 22 regional branches in Bulgaria and 1474 members from the whole country |
| Experience of similar actions, in relation to role in the implementation of the proposed action | Civil Association “EVET” was a partner in the project “Training program in the ways of working of the EU (policies and project tools) of the NGOs and municipal authorities in South- West Planning Region” Contract No CSDO 2005-049 PHARE Program, Civil Association “EVET” has organized seminars for research and discussion of minority problems. The seminars were held in the following municipal and regional centers of the territory of Bulgaria as Varna, Kurdjali, Bourgass, Haskovo, Targovishte, Razgrad, Vratca etc/all regions with |

⁴⁴ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

⁴⁵ E.g. non profit making, governmental body, international organisation

| | |
|--|---|
| | <p>minority group population/</p> <p>Civil Association “EVET” participates in the seminars “Policies for development of local government reform in the regions with minority group population in Bulgaria” witch is a part of BCRA project “Local government reform. New policies”.</p> <p>Civil Association “EVET” realize project “Beyoglu, Istanbul and Sofia, Sredec” for fourth year trough the program “Youth action” in Sofia municipality, witch is a multicultural and youth exchange of students from Bulgaria and Turcey.</p> <p>Civil Association ‘EVET’ was a partner in a project “Out of dereference to the different.” Our partners are Bulgarian school of politics and The National Council for cooperation on ethnic and demographic issues.</p> |
| <p>History of cooperation with the applicant</p> | <p>The project will be the first cooperation area between Evet and Kadir Has University</p> |
| <p>Role and involvement in preparing the proposed action</p> | <p>The association shared the experiences in Bulgaria and provided technical assistance on preparation of the project proposal</p> |
| <p>Role and involvement in implementing the proposed action</p> | <p>The association will work for the dissemination of the project outputs in Bulgaria, inform, represent and participate the events of the project</p> |

**ASSOCIATES OF THE APPLICANT
PARTICIPATING IN THE ACTION**

| | Associate 2 |
|--|-------------|
| Full legal name | |
| EuropeAid ID number⁴⁶ | |
| Country of Registration | |
| Legal status⁴⁷ | |
| Official address | |
| Contact person | |
| Telephone number: country code + city code + number | |
| Fax number: country code + city code + number | |
| E-mail address | |
| Number of employees | |
| Other relevant resources | |
| Experience of similar actions, in relation to role in the implementation of the proposed action | |
| History of cooperation with the applicant | |
| Role and involvement in preparing the proposed action | |
| Role and involvement in implementing the proposed action | |

⁴⁶ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

⁴⁷ E.g. non profit making, governmental body, international organisation

CHECKLIST

EUROPEAID/129897/C/ACT/MULTI - SUPPORT TO PARTNERSHIP ACTIONS TO MINORITIES/VULNERABLE GROUPS ORGANISATIONS – BUDGET LINE 22.020701

| | |
|---|---|
| ADMINISTRATIVE DATA | To be filled in by the applicant |
| Name of the Applicant | Kadir Has University |
| EuropeAid ID number | 6000160655 |
| Nationality⁴⁸/Country⁴⁹ and date of registration | Turkish Republic |
| Legal Entity File number⁵⁰ | |
| Legal status⁵¹ | Non-Profit – Universty |
| Partner 1 | Name/EuropeAid ID number: Edukativni Centar Roma (ECR) Serbia-Subotica Nationality/Country of registration: Serbia-Subotica Legal status: NGO |
| Partner 2 | Name/EuropeAid ID number: TAVAK Nationality/Country of registration: Germany - Essen Legal status: NGO |
| NB: Add as many rows as partners | |
| | Name/EuropeAid ID number: DERYA Nationality/Country of registration: The Former Yugoslavia Republic of Macedonia-Skopje Legal status: NGO |

⁴⁸ For individuals

⁴⁹ For organisations

⁵⁰ If the applicant has already signed a contract with the European Commission

⁵¹ E.g. non profit making, governmental body, international organisation...

| | |
|--|---|
| | Name/EuropeAid ID number: Trakya University Nationality/Country of registration: Turkey-Edirne Legal status: University |
|--|---|

| BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA: | To be filled in by the applicant | |
|---|---|-----------|
| Title of the Proposal: Same Place, Different Lives | Yes | No |
| PART 1 (ADMINISTRATIVE) | Yes | |
| 1. The correct grant application form, published for this call for proposals, has been used | Yes | |
| 2. The Declaration by the applicant has been filled in and has been signed | Yes | |
| 3. The proposal is typed and is <in English, French, Portuguese or in Spanish> | Yes | |
| 4. One original and <X copy(ies)> are included | Yes | |
| 5. An electronic version of the proposal (CD-Rom) is enclosed | Yes | |
| 6. Each partner has completed and signed a partnership statement and the statements are included. [if partnership is not mandatory: <Please indicate “Not applicable” (NA) if you have no partner>] | Yes | |
| 7. The budget is presented in the format requested, is expressed <in €/national currency> and is enclosed | Yes | |
| 8. The logical framework has been completed and is enclosed | Yes | |
| PART 2 (ELIGIBILITY) | Yes | |
| 9. The duration of the action is equal to or lower than <X months> (the maximum allowed) | Yes | |
| 10. The duration of the action is equal to or higher than <X months> (the minimum allowed) | Yes | |
| 11. The requested contribution is equal to or higher than <X EURO/other currency> (the minimum allowed) | Yes | |
| 12. The requested contribution is equal to or lower than <X EURO/other currency> (the maximum allowed) | Yes | |
| 13. The requested contribution is equal to or higher than <X %>of the total eligible costs (minimum percentage required) | Yes | |
| 14. The requested contribution is equal to or lower than <X %> of the total eligible costs (maximum percentage allowed) | Yes | |

DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that

the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;

the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;

the applicant is directly responsible for the preparation, management and implementation of the action with its partners, if any, and is not acting as an intermediary;

the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

the applicant and each partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;

the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;

if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);

the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the last 12 months:

-

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

| | |
|------------------|--|
| Name | |
| Signature | |
| Position | |
| Date | |

ASSESSMENT GRID
(TO BE USED BY THE CONTRACTING AUTHORITY)

| | YES | NO |
|---|-----|----|
| STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK | | |
| 1. The submission deadline has been respected | | |
| 2. The Application form satisfied all the criteria specified in part 1 of the Checklist (Section V of Part B of the Grant application form). | | |
| The administrative verification has been conducted by: Date: | | |
| DECISION 1: The Committee has recommended the Concept Note for Evaluation after having passed the Administrative check. | | |
| STEP 2 : EVALUATION OF THE CONCEPT NOTE | | |
| DECISION 2: The Committee has approved the Concept Note and decided to proceed with the evaluation of the full proposal after having pre-selected the best Concept Notes. | | |
| The evaluation of the Concept Note has been conducted by: Date: | | |
| STEP 3: EVALUATION OF THE FULL APPLICATION FORM | | |
| DECISION 3: | | |
| A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope. | | |
| B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals | | |
| The verification of the proposal has been conducted by: Date: | | |
| STEP 4: ELIGIBILITY VERIFICATION | | |
| 3. The Application form satisfied all the criteria specified in part 2 of the Checklist (Section V of Part B of the Grant application form). | | |
| 4. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any) | | |
| a. The applicant's statutes | | |
| b. The statutes or articles of association of <u>all partners</u> | | |
| c. The applicant's external audit report (if applicable) | | |
| <to be inserted when the Contracting Authority is the European Commission> d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested. | | |
| <to be inserted when the Contracting Authority is the European Commission> e. A Financial Identification form (see annex E of the Guidelines for Applicants). | | |
| f. Copy of the applicant's latest accounts. | | |
| The assessment of the eligibility has been conducted by: Date: | | |
| DECISION 4: The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines. | | |

LOGICAL FRAMEWORK

| | Intervention Logic | Objectively Verifiable Indicators of Achievement | Sources and Means of Verification | Assumptions |
|---------------------------|---|--|---|--------------------|
| Overall Objectives | <p>To encourage partnerships and networks among minority groups and NGOs in order to establish an intercultural dialogue and an exchange environment among different cultures, societies; to establish a platform to respect the minority rights for the participatory democracy.</p> | <ul style="list-style-type: none"> • Presentation materials used for the project (Posters, Handouts, Local News Ads, News releases) • The content and program of the workshops & Trainings • Notes and records of the workshops & Trainings | <ul style="list-style-type: none"> • The cultural Festival is held with participation of targeted audiences. • The project outputs are presented to the society and decision making bodies. • The project implementation process is completed and the process is reported technically and financially by the technical team and by and external auditor. | |

| | | | | |
|----------------------------------|--|--|---|---|
| <p>Specific Objective</p> | <p>To share and exchange the best practices, case studies and lessons learnt topics of EU partners with workshops in the field of minority rights, maintaining discrimination to vulnerable groups and to understand the values which EU is founded and the policies of EU; to enable partner organizations and NGOs attending the networking meetings to have a sustainable connection for future cooperation in the fields of minority rights; to generate new understandings and practices stemming from the similarities and differences in the fields of art & culture by trainings on arts, paintings, sculpture, handicrafts, music, folk dance, literature and poetry and to include the public to witness and experience the resulting cultural and artistic outputs from different cultures, to conduct awareness raising on minorities by trainings, language courses, publications and NGO Festival.</p> | <ul style="list-style-type: none"> • The Cultural Festival is held in with participation of targeted audiences. • The project outputs are presented to the society and decision making bodies. • The project implementation process is completed and the process is reported technically and financially by the technical team and by and external auditor. | <p>Content</p> <ul style="list-style-type: none"> ○ Research Outputs, Survey Report ○ Survey Questionnaire and Implementation and Evaluation Reports ○ Bulletins on minorities (Case Study of Romans in Serbia) ○ 2000 Copies of project book including all results of the project <p>Reporting-Control</p> <ul style="list-style-type: none"> ○ Agenda, Notes and Participant List of the Meetings ○ Flight Tickets and Boarding Cards of Participants ○ CVs, contracts and task descriptions of project personnel ○ Detailed Activity Flow Chart ○ Financial Plan ○ Participant Lists to Workshops and trainings ○ Program of the Festival ○ Flight Tickets and Boarding Cards ○ Records and Presentations of the Festival | <p>Risks</p> <ul style="list-style-type: none"> • Unavailability of adequate accommodation venues. • Weather conditions may cause problems for open-field activities proposed for workshops and the festival. • Participation of local people needs to be assured and the participants has to be informed on alterations in the schedules. • The multinational characteristics of activities need to be communicated to target audiences. • Missing of flights by the participants may create financial and technical burdens for the project. • The flight routes may be changed due to minor changes in the participants. • The festival needs to be scheduled properly. Accordingly, alterations in the implementation plan may be required during the implementation process. |
|----------------------------------|--|--|---|---|

| | | | | |
|--------------------------------|--|--|--|--|
| <p>Expected Results</p> | <p>More than 300 participants attended training courses ; The capacities of NGOs working for minorities and vulnerable groups developed through networking meetings, focus group study visits ; More than 1000 participants attended the festival, awareness on minorities raised through events, publications, trainings and performances ; Networks among NGOs developed</p> | <ul style="list-style-type: none"> ● The project partners made joint decisions on the flow of the project. ● The project is presented properly. ● The workshops are promoted using proper media. ● The workshops took place with participation of targeted audiences. ● The workshops and their impact on developing intercultural dialogue are evaluated with questionnaire implementation. ● The journal and the project movie are prepared. ● The project festival took place in a multi-participatory environment. ● The project outcomes are disseminated to target audiences and to policy making agencies on art and culture. ● The project outcomes are disseminated to society via use of press media. | <p>Content</p> <ul style="list-style-type: none"> ○ Research Outputs, Survey Report ○ Survey Questionnaire Implementation and Evaluation Reports ○ Bulletins on minorities (Case Study of Romans in Serbia) ○ 2000 Copies of project book including all results of the project <p>Visibility</p> <ul style="list-style-type: none"> ○ 12 Project Banners ○ Presentation posters in Turkish and English ○ Invitation letters to CSOs and academics ○ Programmes of Workshops and trainings ○ 3 local newspaper advertisements - festival ○ Press Releases ○ 1000 festival posters in Turkish | <ul style="list-style-type: none"> ● The technical team works in a well-organised manner collaboratively in order to prevent disruptions in the schedule of activities. ● Flexibility of flights and accommodation venues are secured for efficient reach of target audiences and execution of multi-participatory activities. ● The technical team will communicate the schedule of activities; inform the participants on the program of workshops and discussions prior to finalization of the activity plans. ● The presentation and promotional materials will be prepared properly and the society will be informed on programs and participants. ● The travel organisations will be made properly and the participants will reach the venues with minimum problems and with efficient use of the budget. |
| | <p>Preparation of Multilingual Web Site; Kick off Meeting with the participation of Project partners; Advisory Committee Meetings; Conducting Trainings; Study</p> | <p>Tools:</p> <p>Human Resources:</p> <ul style="list-style-type: none"> ○ Project Coordinator ○ Project Assistant ○ Accountant ○ Project Officer | <p>What are the Sources of Information about Action Progress?</p> <ol style="list-style-type: none"> 1. Project book is prepared and distributed 2. Cultural Festival is held, more than | <p>Pre-Conditions</p> <ul style="list-style-type: none"> ● The proposal is selected and the contract is signed with the Contracting Authority. ● Starting the project implementation process with |

| | | | | |
|--------------------------|--|--|--|--|
| <p>Activities</p> | <p>Visits, Experience Sharing Meetings with Partners; Establishment of Strategic Intercultural Center on the Social, Cultural and Economic Issues of Minorities and Vulnerable Groups in Turkey and neighbouring regions; Research Activities, Focus Group Meetings; Networking Meetings Among NGOs; Publications; Organizing a wide ranged NGO Festival on the theme of minorities.</p> | <ul style="list-style-type: none"> ○ Researchers ○ Public Relations Expert <p>Equipments:</p> <ul style="list-style-type: none"> ○ Notebook PC ○ Portable Projector | <p>1000 participants attended</p> <p>3. Press Conference is held in Kadir Has University</p> <p>4. The publications will be distributed efficiently and the outcomes will be communicated to targeted audiences.</p> <p>Costs:</p> <p>Human Resources: 114.670 Euro Travel: 14.770 Euro Equipment and Supplies: 6.300 Euro Local Office: 0 Euro Other Costs, services: 92.510 Euro Administrative Costs: 16.320 Euro TOTAL: 249.570 Euro</p> | <p>mutual agreement of partners and associates and delegation of main roles to these parties.</p> <ul style="list-style-type: none"> ● The detailed action plan, timetable and the task definitions of the project staff are prepared and delegated to project personnel. ● Adaptation of the project team to the project implementation process took place as soon as the project started. ● The reach strategy of the project is prepared and delegated to project partners effectively. ● Efficient dissemination of promotional materials and publicity of the project to target audiences via proper channels is assured. |
|--------------------------|--|--|--|--|

Annex III. Budget for the Action¹

| Costs | All Years | | | | Year 1 ² | | | |
|--|------------|------------|--------------------|-----------------------------|---------------------|------------|--------------------|----------------|
| | Unit | # of units | Unit rate (in EUR) | Costs (in EUR) ³ | Unit | # of units | Unit rate (in EUR) | Costs (in EUR) |
| 1. Human Resources | | | | | | | | |
| 1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴ | | | | | | | | |
| 1.1.1 Technical | Per month | | | | Per month | | | |
| 1.1.1.1. Project Coordinator (Part Time) | Per Month | 20 | 1250 | 25000 | Per Month | 12 | 1250 | 15000 |
| 1.1.1.2. Project Assistant (Part Time) | Per Monh | 20 | 750 | 15000 | Per Monh | 12 | 750 | 9000 |
| 1.1.1.3. Project Officer in the Research Center | Per Month | 12 | 750 | 9000 | Per Month | 4 | 750 | 3000 |
| 1.1.1.4. Public Relations Expert | Man/Day | 80 | 105 | 8400 | Man/Day | 48 | 120 | 5760 |
| 1.1.1.5. Researchers (5 Researchers) | Man/Day | 120 | 105 | 12600 | Man/Day | 72 | 105 | 7560 |
| 1.1.1.6. Trainers (Workshops for Cooking Instructions) | Man/Day | 20 | 105 | 2100 | Man/Day | 20 | 105 | 2100 |
| 1.1.1.7. Trainers (Vocational Courses Covering art, painting, sculpture, handicrafts, music, folk dance, literature and poetry) (8 Months every weekend) | Man/Day | 64 | 105 | 6720 | Man/Day | 40 | 105 | 4200 |
| 1.1.1.8. Language Courses - (4 languages X 4 Months X 3 Days in a week) | Man/Day | 192 | 60 | 11520 | Man/Day | 120 | 60 | 7200 |
| 1.1.1.9. Advisory Board Members Consultation Payments (12 members X 8 meetings) | Man/Day | 96 | 75 | 7200 | Man/Day | 60 | 75 | 4500 |
| 1.1.2 Administrative/ support staff | Per month | | | | Per month | | | |
| 1.1.2.1. Accountant | Man/Day | 80 | 45 | 3600 | Man/Day | 48 | 45 | 2160 |
| 1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff) | Per month | | | | Per month | | | |
| 1.3 Per diems for missions/travel ⁵ | | | | | | | | |
| 1.3.1 Abroad (staff assigned to the Action) | Per diem | | | | Per diem | | | |
| 1.3.1.1. Per diems for project partners study visits to Germany (6 Participants X 3 Days) | Per diem | 18 | 105 | 1890 | Per diem | 18 | 105 | 1890 |
| 1.3.1.2. Per diems for project partners study visits to Serbia (6 Participants X 3 Days) | Per diem | 18 | 105 | 1890 | Per diem | 18 | 105 | 1890 |
| 1.3.1.3. Per diems for project partners study visits to FYROM (6 Participants X 3 Days) | Per diem | 18 | 105 | 1890 | Per diem | 0 | 105 | 0 |
| 1.3.1.4. Per Diems for project partners visit to Turkey for Kick-off Meeting, Opening Ceremony and Final Proect Festival (6 person X 6 Days) | Per diem | 36 | 85 | 3060 | Per diem | 12 | 85 | 1020 |
| 1.3.2 Local (staff assigned to the Action) | Per diem | | | 0 | Per diem | | | 0 |
| 1.3.3 Seminar/conference participants | Per diem | | | 0 | Per diem | | | 0 |
| 1.3.3.1. Festival Participants from Abroad for the performances in the festival and NGO Representatives (40 person X 2 days) | Per diem | 80 | 60 | 4800 | Per diem | 0 | 60 | 0 |
| Subtotal Human Resources | | | | 114670 | | | | 65280 |
| 2. Travel⁶ | | | | | | | | |
| 2.1. International travel | Per flight | | | | Per flight | | | |
| 2.1.1. Travel Costs From Germany to Turkey (2 person X 2 Visits) | Per flight | 4 | 359 | 1436 | Per flight | 4 | 359 | 1436 |
| 2.1.2. Travel Costs From Macedonia to Turkey (2 person X 2 visits) ₂₀₀₈ | Per flight | 4 | 300 | 1200 | Per flight | 4 | 300 | 1200 |

| | | | | | | | | |
|--|-------------|------|------|--------------|-------------|------|------|-------------|
| 2.1.3. Travel Costs From Serbia to Turkey (2 person X 2 visits) | Per flight | 4 | 300 | 1200 | Per flight | 4 | 300 | 1200 |
| 2.1.4. Travel Costs From Turkey to Germany (2 person) | Per flight | 2 | 359 | 718 | Per flight | 2 | 359 | 718 |
| 2.1.5. Travel Costs From Macedonia to Germany (2 person) | Per flight | 2 | 300 | 600 | Per flight | 2 | 300 | 600 |
| 2.1.6. Travel Costs From Serbia to Germany (2 person) | Per flight | 2 | 300 | 600 | Per flight | 2 | 300 | 600 |
| 2.1.7. Travel Costs From Turkey to Macedonia (2 person) | Per flight | 2 | 300 | 600 | Per flight | 0 | 300 | 0 |
| 2.1.8. Travel Costs From Serbia to Macedonia (2 person) | Per Car | 2 | 100 | 200 | Per Car | 0 | 100 | 0 |
| 2.1.9. Travel Costs From Germany to Macedonia (2 person) | Per flight | 2 | 300 | 600 | Per flight | 0 | 300 | 0 |
| 2.1.10. Travel Costs From Turkey to Serbia (2 person) | Per flight | 2 | 300 | 600 | Per flight | 2 | 300 | 600 |
| 2.1.11. Travel Costs From Germany to Serbia (2 person) | Per flight | 2 | 300 | 600 | Per flight | 2 | 300 | 600 |
| 2.1.12. Travel Costs From Macedonia to Serbia (2 person) | Per Car | 2 | 100 | 200 | Per Car | 2 | 100 | 200 |
| 2.1.13. Travel Costs of Festival Events & Performances Participants (24 person) | Per flight | 24 | 259 | 6216 | Per flight | 0 | 259 | 0 |
| 2.2 Local transportation | Per month | | | 0 | Per month | | | 0 |
| 2.2.1. Bus travels for the participants of the festival (NGO Representatives) | Unit | 120 | 30 | 3600 | Unit | 0 | 30 | 0 |
| Subtotal Travel | | | | 14770 | | | | 7154 |
| 3. Equipment and supplies⁷ | | | | | | | | |
| 3.1 Purchase or rent of vehicles | Per vehicle | | | | Per vehicle | | | |
| 3.1.1. Rent of Van for the festival | Per day | 4 | 200 | 800 | Per day | 0 | 200 | 0 |
| 3.2 Furniture, computer equipment | | | | | | | | |
| 3.2.1. Notebook Computer for the Centre | Unit | 1 | 900 | 900 | Unit | 1 | 900 | 900 |
| 3.2.2. Projector for the Centre | Unit | 1 | 1000 | 1000 | Unit | 1 | 1000 | 1000 |
| 3.3 Machines, tools... | | | | 0 | | | | 0 |
| 3.4 Spare parts/equipment for machines, tools | | | | 0 | | | | 0 |
| 3.5 Other (please specify) | | | | 0 | | | | 0 |
| 3.5.1. Training Materials (Cooking Workshops, training tools) | Unit | 24 | 150 | 3600 | Unit | 24 | 150 | 3600 |
| Subtotal Equipment and supplies | | | | 6300 | | | | 5500 |
| 4. Local office | | | | | | | | |
| 4.1 Vehicle costs | Per month | | | | Per month | | | |
| 4.2 Office rent | Per month | | | | Per month | | | |
| 4.3 Consumables - office supplies | Per month | | | | Per month | | | |
| 4.4 Other services (tel/fax, electricity/heating, maintenance) | Per month | | | | Per month | | | |
| Subtotal Local office | | | | 0 | | | | 0 |
| 5. Other costs, services⁸ | | | | | | | | |
| 5.1 Publications ⁹ | | | | | | | | |
| 5.1.1. Bulletin Costs (8 Releases X 1000 Copies) | Unit | 8000 | 1,5 | 12000 | Unit | 4000 | 1,5 | 6000 |
| 5.1.2. Publishing Costs of the Project Book on minorities / Research Outputs & Results | Unit | 2000 | 4,5 | 9000 | Unit | 0 | 4,5 | 0 |
| 5.1.3. Training Kits for Language Courses (4 languages) | Unit | 1200 | 4 | 4800 | Unit | 400 | 4 | 1600 |
| 5.2 Studies, research ⁹ | | | | 0 | | | | 0 |
| 5.2.1. Editing Costs | Unit | 2 | 1500 | 3000 | Unit | 0 | 1500 | 3000 |
| 5.2.2. Research Costs | Unit | 1 | 4500 | 4500 | Unit | 1 | 4500 | 4500 |
| 5.3 Expenditure verification | | | | 0 | | | | 0 |
| 5.3.1. Registered Accountant Verification Report Cost | Unit | 1 | 2000 | 2000 | Unit | 0 | 2000 | 2000 |
| 5.4 Evaluation costs | | | | 0 | | | | 0 |
| 5.5 Translation, interpreters | | | | 0 | | | | 0 |

| | | | | | | | | |
|--|------|------|-------|--------------|------|------|-------|--------------|
| 5.5.1. Translation Costs of the materials, reports and publications | Unit | 600 | 10 | 6000 | Unit | 200 | 10 | 2000 |
| 5.6 Financial services (bank guarantee costs etc.) | | | | 0 | | | | 0 |
| 5.7 Costs of conferences/seminars ⁹ | | | | 0 | | | | 0 |
| 5.7.1. Opening Meeting Catering Costs | Unit | 1 | 750 | 750 | Unit | 1 | 750 | 750 |
| 5.7.2. Advisory Board Meetings Catering Costs (12 Meetings) | Unit | 12 | 150 | 1800 | Unit | 8 | 150 | 1200 |
| 5.7.3. Minorites Focus Group Meetings | Unit | 6 | 600 | 3600 | Unit | 6 | 600 | 3600 |
| 5.7.4. Thematic Networking Meetings | Unit | 4 | 2000 | 8000 | Unit | 4 | 2000 | 8000 |
| 5.7.4. Closing Ceremony Costs | Unit | 1 | 1200 | 1200 | Unit | 1 | 1200 | 1200 |
| 5.7.5. Training Rooms Heating, Cleaning and Maintenance Costs | Day | 276 | 40 | 11040 | Day | 160 | 40 | 6400 |
| 5.7.5. Festival Costs (Will be subcontracted with tender procedure) | Unit | 1 | 18500 | 18500 | Unit | 0 | 18500 | 0 |
| 5.8. Visibility actions ¹⁰ | | | | 0 | | | | 0 |
| 5.8.1. Project Web Site Costs (Multilingual Website) | Unit | 1 | 2000 | 2000 | Unit | 1 | 2000 | 2000 |
| 5.8.2. Information Brochures/Posters for the trainings | Unit | 2000 | 0,5 | 1000 | Unit | 2000 | 0,5 | 1000 |
| 5.8.3. Information Brochures/Posters for the festival | Unit | 2000 | 0,5 | 1000 | Unit | 0 | 0,5 | 0 |
| 5.8.4. Information Brochures/Posters for the Contests among students & researchers on minorities | Unit | 2000 | 0,5 | 1000 | Unit | 2000 | 0,5 | 1000 |
| 5.8.4. Posters on fabric, roll-ups, flags and Centre Signs | Unit | 8 | 120 | 960 | Unit | 4 | 120 | 480 |
| 5.8.4. Certificates for Training Participants | Unit | 180 | 2 | 360 | Unit | 0 | 2 | 0 |
| Subtotal Other costs, services | | | | 92510 | | | | 44730 |

| Expenses | All Years | | | | Year 1 | | | |
|---|-----------|------------|--------------------|----------------|--------|------------|--------------------|----------------|
| | Unit | # of units | Unit rate (in EUR) | Costs (in EUR) | Unit | # of units | Unit rate (in EUR) | Costs (in EUR) |
| 6. Other | | | | | | | | |
| Subtotal Other | | | | 0 | | | | |
| 7. Subtotal direct eligible costs of the Action (1-6) | | | | 228250 | | | | 122664 |
| 8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action) | | | | 5000 | | | | 0 |
| 9. Total direct eligible costs of the Action (7+ 8) | | | | 233250 | | | | 122664 |
| 10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action) | | | | 16320 | | | | 9708 |
| 11. Total eligible costs (9+10) | | | | 249570 | | | | 132372 |

1. The Budget must cover all eligible costs of the Action, not just the Contracting Authority's contribution. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided.
2. This section must be completed if the Action is to be implemented over a period of more than 12 months.
3. If the Contracting Authority is not the European Commission, the budget may be established in euro or in the currency of the country of the Contracting Authority. Costs and unit rates are rounded to the nearest euro cent.
4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate).
5. Indicate the country where the per diems are incurred and the applicable rates (which must not exceed the scales published by the E.C. at the time of contract signature http://ec.europa.eu/europeaid/work/procedures/index_en.htm). If information is not available, enter a global amount. Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.
6. Costs for CO2 offsetting of air travel may be included. CO2 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.
7. Costs of purchase or rental.
8. Specify. Lump sums will not be accepted.
9. Only indicate here when fully subcontracted.
10. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation. These activities should not only focus on publicising the EU support for the action but also on its outcome and impact. Please note that the Communication and Visibility Manual for EU External Actions is available on the following website: http://ec.europa.eu/europeaid/work/visibility/index_en.htm)

NOTA BENE: The beneficiary alone is responsible for the correctness of the financial information provided in these tables.