

Spark: Skilled Youth,

Empowered Communities, Serbia

Application Form with Guidelines – Component 1

# Application Form – Component 1

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| For which location(s) are you applying:  1) Novi Pazar  2) Bujanovac  3) Presevo  4) Bujanovac & Presevo |  |

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| About the Applicant | |
| Name of the organisation: |  |
| City / District / Address: |  |
| Representative of the organisation and the position: |  |
| Email: |  |
| Mobile phone number: |  |
| Contact person if different from the Representative: Name / Email address / Mobile phone number: |  |
| Date of establishment: |  |
| Register number (matični broj): |  |
| TIN number (PIB): |  |
| Date when the organisation was established: |  |
| Website/Facebook/Instagram/ X(Twitter)/LinkedIn: |  |
| Annual income in 2024 |  |
| Annual income in 2023 |  |
| Annual income in 2022 |  |
| Total Number of staff on indefinite contract (Ugovor o radu) / No of men / No of women: |  |
| Total Number of associates engaged on other types of contract / No of men / No of women: |  |
| Please mark in bold all the fields of work that apply to your organisation: | * support for democratic development; * improvement, protection and promotion of human rights; * local community development; * protection and improvement of the environment and climate change; * improving employability; * improvement of media literacy; * professionalization of media and media content; * public policies aimed at young people; * social inclusion of vulnerable groups; * gender equality; * inter-ethnic cohesion/reconciliation; * other areas of importance for the community in which the goals and expected results of this program are realized. |

## Section 1 – Present activity of your organisation

*(Maximum 2 pages)*

* 1. What have you done so far? List your greatest successes when it comes to working with young people in the last three years (or include other examples if you have not worked with young people in the past).
  2. How recognised is your work in the local community?
  3. What are the main activities of your organisation when it comes to young people?

## Section 2: Support to informal youth groups

*(Maximum 2 pages)*

* 1. Describe your activities – how will you provide support to youth teams and contribute to successful implementation of their mini projects.
  2. Does your organization have experience in providing mentoring support to informal youth groups? If yes, please provide examples and describe cooperation. What was the age of the group?
  3. If required, present the way of mentoring support you would provide to informal youth groups aged 14-18 for the implementation of youth mini projects.
  4. Present what would be your approach to support of promotion of youth mini projects and their (social) media campaigns.
  5. Do you have experience in analysing social media metrics?
  6. What is your experience in implementing procurement procedures? Can you provide examples or the number of performed procedures? Does your organization have an internal accounting department or hire external accounting? Does your organisation have employed lawyers, or does it regularly hire legal experts? What types of administrative support have you provided to project teams or informal groups so far?

## Section 3: Monitoring progress towards successful completion and evaluation

*(Maximum 1 page)*

* 1. Explain how you will monitor the progress of implementation of youth mini projects and ensure they are successfully completed.
  2. What will be the biggest challenge in your view and how you will respond to it?
  3. How will you evaluate achieved results?

## Section 4: Budget

*(Maximum 1/4 page)*

* 1. Please attach a budget in MS Excel format. (The budget is in the largest part intended for costs of personnel engaged on providing support to youth teams, administrative costs, and some promotion. This is not an exhaustive list, and other eligible costs can be included. Spark project is not VAT exempt.)

Total requested grant amount: £\_\_\_\_\_\_\_\_

Please indicate how many mini projects you would like to administer with the requested grant amount: \_\_\_\_\_\_\_\_

## Section 5: Assessment of capacity of your organisation

*(Maximum 1 page)*

* 1. Track Record – List a maximum of three relevant projects that you have implemented so far, in the areas related to this Call (youth-focused initiative, working with informal groups, multicultural and gender equality initiatives involving youth, complex projects with multiple partners or activities…)

List key activities, achieved results, implementation period, project partners, donor organisation and the total budget of the project or program.

* 1. Introduce the project team that will be engaged in managing the grant project and their role.

Please attach their CVs in English.

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| Name and surname | Position or Role |
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## Application submitted by:

|  |  |
| --- | --- |
| Name and surname |  |
| Signature |  |
| Position |  |
| Date |  |