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work safe (-ing)

Support to projects of civil society organizations (CSOs) in WB and Turkey within the project

Working Safe – Socio-economic Inclusion of the LGBTQI+ Community in the WB and Türkiye

APPLICATION FORM

Applications MUST be sent via email to grants@lgbti-era.org by 2 November 2025 until 17:00 CET, according to instructions from the Guidelines.

Title of the project:	
Country of implementation:	
Total project budget:	
Name of the lead applicant:	

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SUMMARY (maximum 1 page/tabular, minimal font Arial 10)

Title of the project:	
Country of implementation:	
City and state of implementation:	
Project duration:	
Total project budget:	EUR
Budget required within this Call:	EUR
Total required budget in this Call in percent:	%
Partner(s):	Name of the partner organization *(*add as many lines as partner organizations)*, and if there are no partner organizations put N/A
Objectives of the project:	<*Overall goal*> <*Specific goals*>
Target group(s)[1]:	
Final beneficiaries[2]:	
Expected results:	
Key activities:	

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[1] "Target group (s)" are groups/entities to whom the project will have a direct influence, on the level of the project objectives.

[2] "Final beneficiaries" are those who have long-lasting and/or indirect benefits from the project on the level of society or sector

PROJECT DESCRIPTION

1. Justification of the project (maximum 2 pages, font Arial 10)

Please include the following information:

- ***Which problem you would like to solve and why is addressing this problem important for your community?***

*(*Define the overall frame of the problem to which solving you are planning to contribute. Explain the specificity of the problem from the point of your organisation. Note how described problems in the community are reflecting to the area of your work and how are you planning to take part in the change)

- ***How is that problem related to the goals and the priorities of this Call?***

*(*Point out to direct link of the project with objectives and fields listed in the Guidelines. Applications must be harmonized with the objectives and at least one field defined by the Call*)*

- ***To what extent is your project proposal relevant to the needs of the country and sectors within which activities are planned?***

*(*Briefly describe the current state of affairs in the country, including the political, legal and institutional context of the problem with problem analysis in the given field and include specific data, if you have any*)*

2. Description of the project and its efficiency (maximum 6 pages, font Arial 10)

Please include the following information:

*2.1 What is the **main objective** of this project?*
*(*Explain what will be specifically changed in your community referring to the problem if you implement this project, and who it will be useful to target group-local community)

*2.2 Who are the **target groups** in the project? How many people will be included in the project?*
*(*Describe in detail target groups, their needs and expected numbers of those who will be directly included. How will you inform, motivate and include your target group into a project?*)*

*2.3 Who are the **final beneficiaries**?*
(Describe who will benefit from this project, by which criteria project users/participants will be chosen? How are you planning to include your final beneficiaries in the project?)

*2.4 What are the project **expected results**?*
(List and describe project results. Have in mind that the results have to be measurable, in other words, that at the end of the project you can list and describe the results you have achieved, as well as that results are derived from your activity plan. Take care that the name of the results matches the results defined in the Logical Framework Matrix)

2.5 How you will know that your project is successful?
(Which **indicators** will be monitored to can check if you implemented the project successfully – in relation to project activities and your target group? Which information of the results achieved you will collect and in which manner?)

*2.6 Which **activities** are you planning to accomplish project results and objective/s?*
(Identify and describe in detail each activity that you will implement to accomplish results and goals. Take care that name and numeration of activities match with the data in the Logical Framework Matrix - Annex 3)

*2.7 What is project **sustainability**?*

*(*Explain how sustainability will be secured after the end of the action. Thereby, make the difference among the following three dimensions of sustainability: **financial** sustainability /explain how much and from what source the activities will be financed in the future. If there is the possibility that the applicant, after the project implementation, or after spending all the funds within this Call, will cover some costs, list that. Some projects and activities do not require continuation. If this is a case of your project, note and explain this fact. Then explain the **institutional** level of sustainability or what structures and how they will secure that results of the action survive after the end of the action? Does some institution or structure take "ownership" over project results and secure their lasting after the project implementation. On the **policy level,** where applicable, explain if it, after the project implementation, will come to change of legal framework in different fields, code of conducts, methods, and similar.)

*2.8 What are the methods of the project implementation and reasons for the suggested **methodology**?*

*(*For each activity that will be implemented within the project, suggest the method of implementation and describe it briefly*)*

*2.9 What is **organizational structure and project team**?*

(Note by function all members of the project team – i.e. Project coordinator, Project assistant, Financial manager, etc. Apart from defining the position, for each of them, briefly precise tasks and responsibilities in the project. When it comes to the partner project, list team members from the partner organization also by position and not by names)

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III PROJECT DURATION AND ACTION PLAN

Duration of the project will be _____**months.**

Fill in the table with the schedule of activities in the project by months. Have in mind that the table should not contain specific dates or months, just months of the project implementation, from the first to the last, like „month 1", „month 2" etc.
Applicants are recommended to base the estimated duration of each activity and the total period on the most possible duration and not the shortest possible one, by taking into consideration all relevant factors that may affect the implementation timetable. Activities stated in the action plan should match, in numeration and names, the activities described in section 2.6.
For project implementation, the applicant or one of the partners should be responsible (Implementing body).

Please note that any action may not be less than 12 months, nor longer than 18 months. The applicants can decide on the length based on this criterion.

Example:

Activity	Month																		Implementing body
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Preparation of the Activity 1 (name)																			Lead applicant
Implementation of the Activity 1 (name)																			Local partner
Preparation of the Activity 2 (name)																			Lead applicant and local partner
etc.																			

IV PROJECT BUDGET

(budget is fulfilled in a separate Excel table which is part of documents for the Call – Annex 2)

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V LEAD APPLICANT

Name of the lead applicant in English and language of registration:	
Abbreviated name of the lead applicant:	
Registration number:	
Date and place of registration:	
Official address:	
Person authorized for representation:	
Phone:	
Mobile phone number:	
E-mail address:	
Website:	
Number of employees:	
Number of volunteers:	
Experience in similar projects, in past two years (2022 - 2024):[3] *(clearly state if you were lead organisation or partner and EUR/percentage of used financial means)*	Project title: Lead organisation or partner: Duration: Budget total: Budget that your CSO managed: Donator: Accomplished results:
Experience in similar projects, in past two years (2022 -2024): *(clearly state if you were lead organisation or partner and EUR/percentage of used financial means)*	Project title: Lead organisation or partner: Duration: Budget total: Budget that your CSO managed: Donator: Accomplished results:
Experience in similar projects, in past two years (2022-2024): *(clearly state if you were lead organisation or partner and EUR/percentage of used financial means)*	Project title: Lead organisation or partner: Duration: Budget total: Budget that your CSO managed: Donator: Accomplished results:

Any change of address, phone number, mobile phone and especially e-mail must be sent in written to the LGBTI ERA . The LGBTI ERA shall not be responsible if it is not able to contact lead applicant because of reasons above noted.

List the maximum of 3 projects for which you consider as relevant for this call

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VI DECLARATION OF LEAD APPLICANT

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

- ✔ to take all the obligations elaborated in the Application form and to work according to principles of good partnership practice;
- ✔ that is directly responsible for project preparation and implementation with partners and not working as mediator;
- ✔ that fulfils all the conditions for submitting the project proposal, as listed in the Guidelines under points 5.1 and 5.2. (if there are project partners);
- ✔ is aware that their personal data can be the subject of an internal revision of the European revision court, or other institutions of the EU in order to save EU financial interests.

Finally, the lead applicant is fully aware of the obligation to inform the LGBTI ERA to whom submits the application without delay if the same application submitted to the other donator gets support from that donator after it is submitted to this Call.

Signed on behalf of the lead applicant:

Name:	
Position in the organization:	
Signature and stamp:	
Date and place:	

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VII PARTNERS OF THE LEAD APPLICANT

DESCRIPTION OF THE PARTNER

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

	Partner 1
Name of the partner organization in English and language of registration:	
Acronym:	
Registration number:	
Date and place of registration:	
Person authorized for representation:	
Official address:	
Phone (landline and mobile):	
E-mail address:	
Website:	
Number of employees:	
Number of volunteers:	
History of cooperation with the lead applicant:	

Important: **This Application Form must be accompanied by a signed and stamped Partnership Statement with the date for each partner in accordance with the given form.**

VIII PARTNERSHIP STATEMENT

A partnership is a relation between two or more organizations that includes shared responsibilities in the implementation of activities. In order to ensure the implementation of the planned activities, it is required that all partners to agree with the partnership principles set out below.

1. The partner must read and understand its role in the project before the project proposal is submitted to the call.
2. With this statement, the partner authorizes the lead applicant to sign a contract with the LGBTI ERA, as Contracting Authority, and represent it in all matters with the Contracting Authority in the context of project implementation.
3. The lead applicant must regularly consult the partner and provide information about the project progress.
4. The Partner must receive copies of the reports - narrative and financial - submitted to the Contracting Authority.
5. Proposals for substantial project changes in (e.g. activities, partners, etc.) should be agreed with the partner before submitting the proposal to the Contracting Authority. When such an agreement cannot be reached, the applicant must state this when submitting the request for approval of the amendments to the Contracting Authority.

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

Name:	
Organization:	
Position in the organization:	
Signature and stamp:	
Date and place:	

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IX ASSOCIATES OF THE PROJECT APPLICANT

This must be fulfilled for each associate organization in accordance with section 5.2 of the Guidelines.

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

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X CHECKLIST

ADMINISTRATIVE DATA	Need to be fulfilled by the lead applicant
Name of the lead applicant	
Date, place and registration number	
Partner 1[4]	Name: Date, place and registration number:
Partner 2	Name: Date, place and registration number:

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[4] Add rows for each partner

BEFORE SUBMITTING A PROJECT PROPOSAL, MAKE SURE THAT EACH OF THE FOLLOWING ITEMS ARE FULFILLED AND THAT COMPLY WITH THE FOLLOWING CRITERIA:	Need to be fulfilled by the lead applicant	
Project title:	**Yes**	**No**
1. The correct application form was used (made for this Call)		
2. The statements of the project applicant are duly fulfilled and signed		
3. An electronic version of the project proposal was sent to grants@lgbti-era.org		
4. Each partner has completed a partnership statement. If you do not have a partner write N / A (not applicable)		
5. The budget is attached and presented in the required format, converted into EUR		
6. The duration may not be less than 12 months, nor longer than 18 months.		
7. The maximum amount can be € 40,000.		
8. The following additional documents are attached in scanned version for the project applicant and partner/s (technical documentation): ✔ Registration of the organization ✔ Statute of the organization ✔ Financial report for 2024 electronically submitted to the relevant tax or related authority of the respective country in which applicant/s are registered ✔ Signed and certified statement that more than half of the members of the governing body of the organization are not members of the political party bodies, public officials, executives, civil servants or state employees.		

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