



Annex 3

(Please use your organization's/company letterhead)

PROJECT PROPOSAL FORM

Grants for Technical/Organizational Interventions

1. General information on the applicant

Full official name of the Applicant:

Full official address:

Legal status:

☐ Association (civil society organization)

☐ Company

Official registration number:

VAT number (if applicable):

Contact person:

Position:

Email:

Telephone number:

2. General information about the project

Project title:	
Overall goal:	
Specific goal(s):	
Expected results:	
Total value of the project (in EUR). If co-financing is envisaged, please include the amount of co-financing	
Project duration (number of months):	

3. Previous experience of the applicant

Give summary information about projects that the applicant implemented in the previous three years. Add as many tables as you have projects in the previous three years, but not more than five in total.

Title of implemented project	
Total budget:	
Donor(s):	
Implementation period:	
Goal and results of the implemented project:	
Role in the implemented project (lead applicant or partner in the project):	
Main obligations/types of project activities:	
Geographical area where the project is implemented:	

3. Technical capacities and mode of operation

Project applicant	
Total budget in previous fiscal year (EUR):	
Current number of employees (employment contract):	
Number of currently engaged persons (short-term contract, volunteer contract):	
Number of persons in the organization who have the knowledge and experience in the field of the project:	
Number of volunteers involved over the past 12 months:	
Please describe the existing resources your media outlet has in terms of office space and equipment. Include information about the physical location where the media outlet works. Is the space owned, rented, or shared with other organizations (work hub spaces)? Is it adequate for the planned organizational development and use of technical equipment? Outline the equipment currently available to your team (computers, technical devices, software, or any other relevant equipment).	
Does the organization have an annual work report available to the public? If so, where can the last work report be found? Do not submit a copy of the report together with the application to this Public Call.	
Does the organization have evidence of standards in its work (standards certificates, awards and recognitions, and so on)? If so, please submit documents that prove it (in the additional application documents)	



5. Summarized project description (maximum half of the text page)

This section should provide a clear overview of the proposed project. Outline its primary goals, key activities, and outcomes. The summary of the project description should clearly highlight the problem being addressed, the proposed solution or approach to solution, and its impact. highlight the problem being addressed, the proposed solution or approach to solution, and its impact.

6. Relevance (maximum one page)

- Describe the relevance of the project in relation to Public Call goals, i.e., how the project proposal corresponds to one or more priorities of this Public Call.*
- Describe the relevance of the project in relation to the problems which the project intends to solve or contribute to their resolution. Specify and explain in detail the problems the project solves or contributes to the solution.*

7. Needs of the media outlet for this type of intervention

Describe the current state of the media outlet, outline the key challenges and problems it is facing, and then explain how the proposed project will specifically address these needs.

9. Description of activities (maximum 3 pages)

Specify and describe in detail the activities that will enable the achievement of the set results. Activities should be clear and specific. Define a clear link between the activities with objectives and results of the project, as well as the possible interconnection of individual activities.

10. Timing of activities

In the table below, enter the main project activities, and mark the months in which each activity will take place. Add or reduce as many columns for months as needed during the project months. Activities listed in the Action Plan should be related to the activities described in detail under section 9. In the "Responsibility" column, indicate who is responsible for implementing certain activity – project staff members, subcontractors, etc.

Activity	1	2	3	4	5	6	7	8	9	10	11	12	Responsibility



11. Risk analysis

Identify external risks for successful project implementation and its sustainability:

Risk	Method of remedying or reducing risk (mitigation measures)

12. Project sustainability (maximum 1 page)

Describe the possibility of continuing the project results by financing from other sources and other forms of project sustainability, and its results after its completion.

13. Personnel engaged in the project:

(Add more rows in the table, if needed)

Name and surname:	Role in project implementation team:	Education and experience of importance for project implementation:

15. Monitoring and evaluation

How will the monitoring and evaluation of project implementation be organized? Specify the person/team that will be responsible for monitoring and evaluating the project.

16. Budget

The budget table is in Excel format, attached to this form as a separate document. Please make sure to fill out both sheets of the Excel document.