

ANNEX 1

CfP #RFG-2026-01

APPLICATION FORM

1. Basic Information

Name of the organisation	
Address	
Phone number / E-mail	
Web page / Social Media	
Contact person & position	
Contact E-mail & Phone	
Country of Registration	

2. Summary of the Project

(The summary should not exceed one page)

Project Title	
Thematic priority	
Project Start Date	
Project End Date	
Total Duration (Months)	
Main Objective	
Target group	
Administrative Level / Level of Governance	[Specify: National, Regional/Entity (e.g. FBiH/RS), Canton, or Local level]
Specific Location (Municipality/City)	
Main results	
Main activities	
Total Project Budget (EUR)	

3. Project Description

3.1 Background

Describe the specific reform issue or implementation gap your project aims to address and explain your proposed approach to tackling it. Your analysis must be in accordance with Section 3 (Thematic Priorities) of the Guidelines. (Max 300 words)

3.2 Goal

What specific improvement or policy change do you aim to achieve?

*Define the overall objective of your project, ensuring it is **SMART** (Specific, Measurable, Achievable, Relevant, and Time-bound). Your goal must:*

- **Align with Lead project:** Demonstrate a direct link to the **Specific Objectives and Expected Results** detailed in **Section 1** of the Guidelines.
- **Match Thematic Priorities:** Clearly contribute to the implementation of the priorities defined in **Section 3** of the Guidelines.
- **Focus on Impact:** Describe the intended policy outcome or institutional change rather than simply listing project activities.

(Max 300 words)

3.3 Expected Results

Indicate the tangible outputs (e.g., monitoring reports, policy briefs, advocacy meetings). How will these results contribute to the goal?

*Define results that are specific, measurable, and directly linked to the **Specific Objectives** detailed in **Section 1** of the Guidelines.*

- **Result-Goal Linkage:** Clearly explain how each output (e.g., a monitoring report) leads to the achievement of the project goal (e.g., policy change).
- **Thematic Alignment:** Results should reflect the specific issues of the pillars chosen in **Section 3**.

- **Impact-Oriented:** Rather than just listing a completed task, focus on the result of that task (e.g., "Increased institutional responsiveness regarding Pillar 1 reforms").

(Max 400 words)

3.4 Activities

Describe in detail the specific actions you will undertake to produce the expected results. To ensure a professional and logical structure, you may group your activities into **Clusters or Components** (e.g., Component 1: Research and Monitoring, Component 2: Advocacy and Policy Dialogue, Component 3: Communication).

- **Intervention Logic & Complementarity:** Clearly define the project's internal logic. Activities must not be isolated; they should demonstrate mutual logic and clear linkages, showing how one phase (e.g., research) informs and strengthens the next (e.g., advocacy) to collectively achieve the project goals.
- **Strategic Sequence & Methodology:** Ensure a logical implementation flow, moving from evidence-gathering to policy influence. For each activity, specify the methods, tools, and techniques to be employed (e.g., data collection, workshops) and explain why this approach is the most effective for addressing the identified gaps.
- **Feasibility, Compliance & Sustainability:** All actions must be realistic within the proposed timeframe and budget, aligning with the eligible categories and mandatory requirements in the Guidelines. Briefly indicate how the results will be maintained or lead to a lasting impact beyond the grant period.

(Max 1000 words)

4. Activity Plan

Provide a comprehensive overview of the project timeline by filling the table using relative project months (Month 1, Month 2, etc.) rather than specific calendar dates, with the duration of each action indicated by shading the corresponding cells.

Activities must be listed in a logical, chronological sequence, ensuring that the Intervention Logic is maintained throughout the implementation period.

Every activity name and number must correspond exactly to the detailed descriptions provided in the narrative section of the application. The plan should reflect a realistic assessment of time, based on the most likely duration of tasks rather than the shortest.

The plan must demonstrate internal complementarity, showing how activities overlap or build upon one another to achieve the project's milestones effectively.

Applicants may expand the table by adding rows as needed to accommodate all proposed activities.

Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Implementing body

5. Capacity of the Organisation

5.1 Short Description

*Describe your mission, staff size, and experience in monitoring public policy or EU integration. Specify your annual budget for **2024 and 2025**. (Max 200 words)*

5.2 Relevant Projects

List up to three projects from the last five years that demonstrate their capacity in EU accession, economic reforms, and/or institutional oversight, specifically highlighting their relevance to the thematic priorities of this grant. For each reference, clearly state the project's impact and the applicant's specific role in its implementation. Additionally, provide the CVs of all proposed

project team members as an annex, ensuring their technical expertise directly corresponds to the activities and pillars addressed in the proposal. (Max 300 words)

5.3 Governance & Management

List names and functions of the board/management team.

6. Additional Information

Please share any other info (e.g., existing partnerships with local authorities, associates) significant for implementation.

Declaration of APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the organisation, hereby confirms that:

- The applicant has the legal, financial, and operational capacity to carry out the proposed action and undertakes all obligations outlined in the Application Form;
- The applicant is directly responsible for the preparation, management, and implementation of the project and is not acting as an intermediary;
- The applicant fulfills all eligibility criteria for submitting a project proposal, as specified in sections 2, 4 and 7 of the Guidelines for Applicants;
- The applicant is aware that personal and institutional data may be subject to audits by the European Court of Auditors or other EU institutions and bodies responsible for protecting the financial interests of the European Union;
- The applicant is fully aware of the obligation to inform the European Policy Institute (EPI) – Skopje, to whom submits the application without 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 applicant:

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

ASSOCIATES OF THE PROJECT APPLICANT

This must be fulfilled for each associate organization in accordance with section 6 of the Guidelines.

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