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| **INNOVATIVE INITIATIVES APPLICATION FORM** | |
| **1. Name of applicant:** | **2. Political party:** |
| **3. E-mail:** | **4. City/Cities where project activities will take place:** |
| **5. Contact information**  **Tel Number:**  **E-mail:** | **6. Title of the Proposed Initiative:** |
| **7. Initiative: Start Date: End Date:** | **8. Project budget in MKD:** |
| **9. Signature:**    Name and surname:       Date:  Please add your signature and the date to the line above.  *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.*  **NOTE: Please attach your CV as a separate document (incl. reference details of a member of the political party), along with this application** | |

Description of the Innovative Initiative

Purpose and Objectives of the Initiative

Please briefly explain the objective for the innovative initiative, focusing on the problem/challenge that you want to address and the overall purpose of the proposed initiative (What do you want to achieve). As you are explaining please make sure these questions are answered as well:

*What is the problem that you want to address? Why it is a problem?*

*What concretely do you want to do? What will you achieve with the implementation of the initiative?*

*Who will benefit from implementing the initiative? Who are the possible allies?*

*What makes your initiative unique?*

*What is your motivation for implementation of proposed initiative?*

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| Place to elaborate: |

Innovative Initiative Activities

Please describe in concrete terms the activities you plan to carry out as part of the initiative in order to achieve the desired results, by completing the project activity table.

*\*Please do not change the formats and fonts of the table. To formulate the data for your activities, please refer to the samples bellow that are for your reference and need to be deleted.*

**Table No. 1 – Activity Description**

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| --- | --- | --- | --- | --- | --- |
| **Number of the activity and sub activity** | **Description of activities** | **Sub- activities** | **Start Date** | **End Date** | **Expected Activity Results (Outputs/Outcomes)** |
| 1. | Example 1  Raising awareness for the low number of garbage cans and bicycles holders | * 1. Market research in a form of questionnaire to map number of existing garbage cans and number of the bicycle holders[[1]](#footnote-1).      1. Development of the scope of the market research      2. Identification of expertise/support for conducting market research      3. Conducting market research and preparation of the analysis   2. Meeting with the municipality to explain the problem and your offered solution | November, 15th 2020 | March 15th 2021 | * Analyses of the existing condition in regard to garbage cans and bicycle holders * Raised public awareness about healthy and ecological lifestyle |
| 2. | Example 2  Organize meetings with the public to introduce and discuss the importance of XX topic | * 1. Selecting accessible place, date and time for the event;   2. Drafting agenda;   3. Creating a list of questions that will spark dialogue;   4. Preparing and printing materials for the event (list of participants, handouts if needed etc.)   5. Promoting the event on social media;   6. Preparing and sending invitations to targeted guests etc.   7. Preparing the presentation; | September 10, 2020 | November 15, 2020 | * Raised public awareness about the importance of XXX topic (XX people attended the event) * Gathered recommendations on how challenges about XX topic be overcome |
| 3. | Example 3  Increase visibility about XX topic | 3.1 Appearance in the local TV  3.2 Appearance in the local radio station | December 15th, 2020 | January 20th, 2021 | * Appearances in the local TV * Appearances in the local radio station |
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BUDGET GUIDELINES

Please note that there is a separate excel form for the budget of the initiative. For each activity described in the above table, please fill in the correspondent budget details. Please keep the same numbering from the table of activities.

All budget expenditure should be shown in MKD.

**The following costs are allowed:**

Venue - Includes rental of space for the project related events/activities.

Supplies *-* Includes purchases of supplies, such as paper, pens, folders, flash drives, and other office consumables for use in the Initiative.

Travel *-* Includes transportation costs for local travel and incidental expenses incurred for travel on official business related to the Initiative.

Other Direct Costs *-* Includes any direct costs other than the ones mentioned under the above cost items. Items such as printing costs; training, seminars, meetings, and conference expenses, equipment rental, coffee breaks and meals, etc);

**The following costs are NOT allowed:**

First class airline tickets, alcoholic beverages, military equipment and surveillance equipment, goods and/or services for the support of the police or other law enforcement activities, luxury items, games and/or items of entertainment, gambling equipment, and goods that are not to be utilized directly in the Project.

1. Please elaborate what type of external support or expertise is needed and why is this necessary. During implementation you will need to provide detailed explanation prior to contracting the expertise. [↑](#footnote-ref-1)