



SECOND SWISS CONTRIBUTION

“Civic Engagement” Programme

Application Form

for the Public Call

STRENGTHENING THE CONTRIBUTION OF CIVIL SOCIETY ORGANISATIONS TO EDUCATION FOR SUSTAINABLE DEVELOPMENT

REFERENCE NUMBER OF THE PUBLIC CALL:

2SD-OR

Date of Call Announcement: April 7 2025

Deadline for Submission of Project Proposals: June 6 2025

Please carefully read the Guidelines for Applicants before filling out the form.
Complete the form carefully and as clearly as possible. Be precise and provide sufficient details to enable a quality assessment of the project proposal.

The Project Description Form is limited to a maximum of 50 pages.
Any pages exceeding this limit will not be taken into consideration during the evaluation of the project proposal.

The document must be completed using Calibri (Body) font, size 11.

Please fill out the form in Croatian using a computer.

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I. BASIC INFORMATION ABOUT THE PROJECT		
1.	Project Title	
1.a	Project Title – in English	
2.	Expected Project Duration (<i>NOTE: The project duration is limited to a period of 24 to 36 months</i>)	
3.	Total Budget Required for Project Implementation (EUR)	
4.	Total Amount Requested from the Office for Cooperation with NGOs through the Swiss–Croatian Cooperation Programme (EUR) (<i>NOTE: It is possible to request funding of up to 90% of the total project value</i>)	
5.	Geographical Area of Project Implementation Enter the county/counties in the Republic of Croatia where specific project activities will be implemented: Enter the name of the country/countries where specific project activities will be implemented (if applicable):	

II. GENERAL DATA ABOUT THE APPLICANT		
1.	Name of the Organisation	
2.	a) OIB (<i>Personal Identification Number</i>)	
	b) Registration number in the principal registry	
3.	RNO (Number in the Register of Non-Profit Organisations)	
4.	Type of legal entity	
5.	Address of the organisation's headquarters (<i>street and number, postal code, city, county</i>)	
6.	Full name of the person authorized to represent the organisation, position held (e.g., president, director)	

7.	Date until which the person is authorized to represent within the mandate				
8.	Full name of the contact person				
9.	Phone/mobile				
10.	Email address				
11.	Website <i>(if applicable)</i>				
12.	Bank account – IBAN				
13.	Bank name				
14.	Number of employees on the date of project application <i>(enter number)</i>	permanent		on a fixed-term contract	
15.	Number of freelance collaborators engaged under a contract for services in 2024 <i>(enter number)</i>				
16.	Volunteer work contribution in the organisation				
	a) Number of individuals who volunteered in 2024 <i>(enter number)</i>				
	b) Number of volunteer hours completed in 2024 <i>(enter number)</i>				
17.	Total income generated by the organisation in 2024 <i>(enter amount)</i>				
18.	Of which generated from <i>(enter amount)</i>				
	a) from the state budget (including sources such as revenue from games of chance, environmental protection fees, HRT licence fees, and other budgetary sources)				
	b) from the budgets of local and regional self-government units				
	c) from the EU and other foreign sources				
	d) from the budgets of public companies, sports associations, fire-fighting associations, associations for technical culture, and tourist boards				
	a) own income generated from regular and economic activities				
	b) membership fees income				
	c) donations from the business sector in Croatia				
	d) donations from citizens of Croatia				
19.	Description of the Applicant's previous experience and recognition in the area relevant to this Call, through implemented projects in the period from 2019 to 2024. A maximum of five projects should be listed.				

	Location of Implementation:	Amount of Funds Received (EUR):	Project Leader or Partner:	Source of Funding:	Implementation Period:
	Short Project Description and Role of the Applicant:				
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Short Project Description and Role of the Applicant:					

NOTE: Copy as many rows as needed to describe the Applicant's experience.

III. GENERAL INFORMATION ABOUT THE PARTNER		
1.	Name of the Organisation	
2.	a) OIB (Personal Identification Number)	
	b) Registration number in the principal registry	
3.	RNO (Number in the Register of Non-Profit Organisations) (<i>if applicable</i>)	

4.	Type of Legal Entity <ul style="list-style-type: none"> • association • foundation • institution • cooperative (registered in RNO register for Croatian partners) • local and regional self-government units for Swiss partners (cantons and municipalities) 					
5.	Address of the organisation's headquarters (<i>street and number, postal code, city, county</i>)					
6.	Full name of the person authorized to represent the organisation and their position (e.g., President, Director, Head)					
7.	Date until which the person is authorized to represent the organisation					
8.	Full name of the contact person					
9.	Phone/Mobile					
10.	Contact email address					
11.	Website (if applicable)					
12.	Number of employees on the date of project application (enter number)	permanent		on a fixed-term contract		
13.	Number of freelance collaborators engaged under a service contract in 2024 (enter number)					
14.	Share of volunteer work in the organisation					
	a) Number of individuals who volunteered in 2024 (enter number)					
	b) Number of volunteer hours completed in 2024 (enter number)					
15.	Total income of the partner organisation in 2024 from regular and economic activities and income based on special regulations (enter amount)					
16.	Description of the organisation's previous experience, achievements, and capabilities in the area relevant to this Call, as well as the description of the role/contribution of the partner organisation in the implementation of the project in the period from 2019 to 2024. Please provide experiences in implementing projects listing a maximum of five projects.					
		Project Name:				
	Location of Implementation:	Amount of Funds Received (EUR):	Project Leader or Partner:	Source of Funding:	Implementation Period:	

	Short Project Description and Role of the Partner:																							
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NOTE: In the case of additional Partners, please copy Table III.

IV. PROJECT DESCRIPTION	
1.	Project Summary in Croatian (Maximum 1000 characters)
1.a	Project Summary (Maximum 1000 characters) in English
2.	Describe the problem you aim to address with the proposed project, and the relevance of the project in relation to the objectives of the Call and the field of education for sustainable

	development, as well as the mobilization of citizens both individually and collectively to become active members of the society in which they live. To support the relevance of the project, refer to available statistical data from the European Union, as well as national and local/regional data, local environmental protection policies, scientific research, etc.													
3.	Explain the alignment of the project (its activities and objectives) with the Call, national regulations, and European Union regulations, as well as its contribution to national strategic documents and European Union documents (strategies, plans, development plans, action plans, programmes) in the field of sustainable development.													
4.	Describe and quantify each of the target groups, including the problems and needs of the identified target groups that the project proposal aims to address. How will the target groups be included in participatory processes? Describe the relevance of the project in relation to the limitations/needs in the targeted geographical area. ¹													
5.	<p>Refer to the indicators of the Call to which the project contributes, define the baseline and target values, explain the activities related to the indicator, and provide evidence of achievement that will be verified during the project implementation. (NOTE: Evidence of indicator achievements is listed in the Guidelines for Applicants.)</p> <p>NOTE: It is mandatory to refer to all the specified indicators of the Call. It is not allowed to include your own indicators.</p> <table border="1"> <thead> <tr> <th>Indicator</th><th>Baseline value</th><th>Target value</th><th>Explanation</th><th>Evidence of achievement</th></tr> </thead> <tbody> <tr> <td> Number of employees/ civil society organisation volunteers who have completed training on sustainable development MANDATORY INDICATOR </td><td></td><td></td><td></td><td>Education programme lasting at least 20 school hours, certificates or confirmations of participation in the training</td></tr> </tbody> </table>				Indicator	Baseline value	Target value	Explanation	Evidence of achievement	Number of employees/ civil society organisation volunteers who have completed training on sustainable development MANDATORY INDICATOR				Education programme lasting at least 20 school hours, certificates or confirmations of participation in the training
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¹ In accordance with the Decision on the Classification of Local and Regional Self-Government Units by Development Level (Official Gazette No. 3/2024) available at https://narodne-novine.nn.hr/clanci/sluzbeni/2024_01_3_60.html.

<p>Number of employees of educational institutions / educators from other institutions who have completed training on sustainable development</p> <p>MANDATORY INDICATOR</p>				<p>Education programme lasting at least 20 school hours, certificates or confirmations of participation in the training</p>
<p>Number of preschool children/ primary and secondary school students (young people) participating in project activities that acquire knowledge and skills (competencies) related to sustainable development</p> <p>MANDATORY INDICATOR</p>				<p>Signature lists or Statement of the responsible person of the kindergarten/school (e.g. principal) with a list of names and number of children/young people from their institution who participate in the project activities that acquire knowledge and skills (competences) related to sustainable development: workshops, training, volunteer programmes, courses in accordance with chapter 3.5. Eligible activities, presentations (if applicable), photographs</p>
<p>Number of designed and implemented training programmes for sustainable development intended for children and</p>				<p>Training plan and program with mandatory program content (objectives, description of activities, beneficiaries) lasting at least 20 school hours, Statement from the</p>

	young people MANDATORY INDICATOR				responsible person of the kindergarten/school (e.g. principal) that the training program has been implemented, photographs
	Number of volunteers involved in the implementation of project activities MANDATORY INDICATOR				Agreement on volunteering, record of volunteer hours spent performing volunteer activities within the project, certificate of volunteering (short-term volunteering)
	Number of publications on the Office for Cooperation with NGOs' online platform for the Exchange of Knowledge and Experiences among Beneficiaries MANDATORY INDICATOR				Comprehensive content information with the aim of transferring knowledge, experience and results of work with other organisations (educational materials, manuals, curricula, brochures, working materials, etc.) publications on the online platform of the Office for Cooperation with NGOs for the Exchange of Knowledge and Experiences among Beneficiaries
	Aggregate results of surveys/research on the attitude of citizens (participants in project activities) on the possibility of influencing				Aggregate results of the entry/exit surveys/research, completed Questionnaire 1 (entry) upon entry of the Participant into the project activities and Questionnaire 2 (exit) upon exit of the Participant from

	changes (development) in the local community MANDATORY INDICATOR				the project activities (questionnaire templates are an integral part of the tender documentation of this Call). Data collected and processed from both questionnaires, and shaped into the results of the project survey/research																				
6.	<p>A detailed description of the activities to be carried out, a description of the methods to be applied in the implementation of the project, the outputs of each activity, the implementing entity/ies, the budget items related to each activity, and the timeline for implementation.</p> <p><i>Recommendation: Do NOT include more than 10 activities.</i></p> <p>NOTE: The user is required to include all mandatory activities in accordance with Chapter 3.5. Eligible Activities, section Mandatory Activities.</p> <table><tr><td>Activity 1</td><td><title></td></tr><tr><td>Implementation</td><td>Describe the steps and methods required to carry out the activity.</td></tr><tr><td>Outputs</td><td>Briefly list the quantitative and qualitative outcomes of the activity.</td></tr><tr><td>Responsible Implementing Entity/Entities</td><td>Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner). If applicable, specify the services that will be subcontracted as part of the activity (for example, consultancy, printing, design, catering services, etc.).</td></tr><tr><td>Budget for Activity Implementation</td><td>Add the numbers and names of the budget items related to the implementation of this activity.</td></tr><tr><td>Timeline (align with question 7)</td><td>State the timeframe for the implementation of the activity.</td></tr><tr><td>Activity 2</td><td><title></td></tr><tr><td>Implementation</td><td>Describe the steps and methods required to carry out the activity.</td></tr><tr><td>Outputs</td><td>Briefly list the quantitative and qualitative outcomes of the activity.</td></tr><tr><td>Responsible Implementing Entity/Entities</td><td>Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner).</td></tr></table>					Activity 1	<title>	Implementation	Describe the steps and methods required to carry out the activity.	Outputs	Briefly list the quantitative and qualitative outcomes of the activity.	Responsible Implementing Entity/Entities	Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner). If applicable, specify the services that will be subcontracted as part of the activity (for example, consultancy, printing, design, catering services, etc.).	Budget for Activity Implementation	Add the numbers and names of the budget items related to the implementation of this activity.	Timeline (align with question 7)	State the timeframe for the implementation of the activity.	Activity 2	<title>	Implementation	Describe the steps and methods required to carry out the activity.	Outputs	Briefly list the quantitative and qualitative outcomes of the activity.	Responsible Implementing Entity/Entities	Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner).
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	Timeline (align with question 7)	<i>State the timeframe for the implementation of the activity.</i>
	Activity 3	<title>
	Implementation	<i>Describe the steps and methods required to carry out the activity.</i>
	Outputs	<i>Briefly list the quantitative and qualitative outcomes of the activity.</i>
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	Budget for Activity Implementation	<i>Add the numbers and names of the budget items related to the implementation of this activity.</i>
	Timeline (align with question 7)	<i>State the timeframe for the implementation of the activity.</i>
	Activity 4	<title>
	Implementation	<i>Describe the steps and methods required to carry out the activity.</i>
	Outputs	<i>Briefly list the quantitative and qualitative outcomes of the activity.</i>
	Responsible Implementing Entity/Entities	<i>Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner).</i> If applicable, specify the services that will be subcontracted as part of the activity (for example, consultancy, printing, design, catering services, etc.).
	Budget for Activity Implementation	<i>Add the numbers and names of the budget items related to the implementation of this activity.</i>
	Timeline (align with question 7)	<i>State the timeframe for the implementation of the activity.</i>
	Activity 5	<title>
	Implementation	<i>Describe the steps and methods required to carry out the activity.</i>
	Outputs	<i>Briefly list the quantitative and qualitative outcomes of the activity.</i>
	Responsible Implementing Entity/Entities	<i>Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner).</i>

		If applicable, specify the services that will be subcontracted as part of the activity (for example, consultancy, printing, design, catering services, etc.).											
	Budget for Activity Implementation	Add the numbers and names of the budget items related to the implementation of this activity.											
	Timeline (align with question 7)	State the timeframe for the implementation of the activity.											
	Activity 6	<title>											
	Implementation	Describe the steps and methods required to carry out the activity.											
	Outputs	Briefly list the quantitative and qualitative outcomes of the activity.											
	Responsible Implementing Entity/Entities	Describe the role and responsibilities of the organisation/organisations responsible for implementing the activity (Applicant and/or Partner).											
	Budget for Activity Implementation	Add the numbers and names of the budget items related to the implementation of this activity.											
	Timeline (align with question 7)	State the timeframe for the implementation of the activity.											
	NOTE: In the case of additional activities, please copy the table.												
7.	Action Plan – Specify the activity name and shade the implementation time by quarters. Also fill in the action plan for the second and, if applicable, the third year of the project implementation.												
	NOTE: Activities in the action plan must align with the names of activities in question 6.												
	Activity	First year of project implementation				Second year of project implementation				Third year of project implementation			
		1.-3.	4.-6.	7.-9.	10.-12.	1.-3.	4.-6.	7.-9.	10.-12.	1.-3.	4.-6.	7.-9.	10.-12.
	Activity XY												
	...												
	...												
	...												
	...												
8.	Identify the main risks important for the implementation of the project and describe how they could jeopardize the achievement of the project's results and objectives. Propose measures to avoid or mitigate the identified risks.												
9.	Describe how the implementation of planned activities will contribute to horizontal objectives of the Call (Social Inclusion and Climate Change Mitigation). Link the activities that contribute to social inclusion and climate change mitigation with the potential costs necessary for their implementation (if applicable), including all required resources.												

10.	Explain how and to what extent the project results and proposed sustainable development education programmes will be sustainable after the project's completion (financially, institutionally, in terms of promoting public policies, environmentally). Do you plan to continue the cooperation with the partners in your future activities? How?
11.	Specify the ways in which the project results will be transferred to other civil society organisations and institutions in Croatia.
12.	Describe how the project will have a long-term impact on the beneficiaries of the project activities and target groups. Describe how the project will have an impact at the local and national levels.

SEAL²

Place and date

Full name of the person authorized
to represent (in the organisation – the
Applicant)

Signature³

² If the organisation's Statute contains provisions regarding the use of a seal.

³ The form must be signed by the authorized person of the Applicant, whether it is a scanned document with a handwritten signature and seal or an electronically signed document in accordance with the Law on the Implementation of Regulation (EU) No. 910/2014 of the European Parliament and Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market, repealing Directive 1999/93/EC (Official Gazette 62/17). Please note that an electronic (digital) signature does not include an image of a handwritten signature inserted or pasted into the document.