**Application Format**

**Please note:**

**The completed application format shall be uploaded through the online application module at** [**www.framevoice.report.org**](http://www.framevoice.report.org/)**.**

**There are no maximum number of key strokes for the questions, but the maximum length of the application form must not exceed 8 pages.**

**1. When you enter the module on** [**www.framevoicereport.org**](http://www.framevoicereport.org/) **you will first be asked to answer the following yes/no questions ensuring that you are eligible as applicant:**

* State the Country or Region in which your Organisation has domicile
* Does the project include a 5 % own contribution?
* State the date on which your Organisation was registered in the Finnish Register of Associations.
* Does your Organisation have at least 30 members/supporters/volunteers?
* Is your organisation non-profit, working with development cooperation and/or development education as part of your statutes, programmes or activities?
* Has your organisation received funding as either applicant or co-applicant from the previous EU DEAR call launched in 2014?
* Is your organisation applying for more than one action in this application round?

**2. When you have answered these questions and you fulfill the eligibility criteria, you will get *an application link* enabling you to proceed and register. First you will be asked to insert the following information:**

**About the applying organisation(s)**

* Name and email of the contact person of the action applied for
* Name, address, website (if any) and relevant registration number for the applying (lead) organisation
* Upload your statutes
* Upload your Financial Statement (most recently approved)
* Upload your Annual Report (most recently approved)

**In the case of two organisations applying together:**

* Name, relevant registration number and web address (of any) of co-applicant
* Number of members, supporters and volunteers of co-applicant

**About the action applied for**

* Title of the action
* Start and end date (variations in latest possible end dates will be specified in the system)
* Summary of the action in English. Max 1800 key strokes. NB: In case of approval this summary will be published on the Frame, Voice, Report homepage
* Total amount applied for from Frame, Voice, Report
* Total budget (including own contribution)
* Which of the following categories does the action address:
Gender
Climate Change
Migration
Other
* Which of the Global Goals does the action address?
* Does your action include voices from the Global South?

**3. The completion of this information will give you access to upload the application format, your detailed budget as well as additional annexes you would like to add. All documents should be pdf.**

NB: Please remember to read the FRAME, VOICE, REPORT Grant Document Part 1 and Part 2 before you fill in the application format, so you know the criteria and priorities for the grants as well as administrative and financial requirements for you as an organization if your action gets funding.

 In the application format on the following pages, you will find concepts like constructive communication, values and frames as well as ”voices from the Global South”. We will encourage you to read the FRAME, VOICE, REPORT Toolkit for a further explanation of this. All documents can be found on [www.framevoicereport.org](http://www.framevoicereport.org/) .

**4. Budget for the action**

The budget should be inserted in the budget format, which you find on [www.framevoicereport.org/For](http://www.framevoicereport.org/For) Applicants. In the Grant Document Part 1 you can see which types of costs can be funded.

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| ***Formal requirements for the application format:**** *LENGTH: Point 1-7 in the application format cannot exceed 8 pages (guiding sub questions can be deleted if necessary). Applications exceeding 8 pages will be rejected.*
* *LANGUAGE: The application format should be in Finnish, or in English if necessary*
* *The application format cannot be handwritten*
* *Incomplete applications will not be accepted - this means that this application format must be completed, and all mandatory annexes should be uploaded through the online application module.*

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*Please note that all actions applied for in 2019 should be completed by April 1, 2020.*

**PLEASE DELETE THIS INTRODUCTORY GUIDE BEFORE YOU UPLOAD THE COMPLETED APPLICATION**

**APPLICATION FORMAT FOR UPLOAD**

1. **THE ACTION AND ITS RELEVANCE
Please describe:**
	1. *What is the objective of the action?*
	2. *Which SDG(s) does the action address and how?*
	3. *Describe the action: How will you achieve the objective? What is the content of the action? What is going to happen/be produced/be communicated?*
	4. *What kind of engagement of EU citizens will the action promote?*

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| *Write here….* |

1. **APPROACHES OF THE ACTION
Please describe:**
	1. *How the message conveyed through the action is nuanced and constructive. (Please see the corresponding toolkit for a further explanation.)*
	2. *How the action raises awareness about global interconnectedness and causes and context of the*

*issue depicted?*

* 1. *How the action includes voices from the Global South*
	2. *If and how the action specifically addresses climate change, migration and gender?*
	3. *How the action will ensure a critical reflection of the frames and values conveyed and their relevance for the message?*

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| *Write here….* |

1. **METHODOLOGY AND TARGET GROUP**

**Please describe:**

* 1. *Your target group: Whom and how many people do you intend to reach and engage?*
	2. *Describe if and how new forms of partnerships are part of the action in order to reach new target groups*
	3. *Describe the format of your action (Article, radio, event, workshop, social media etc..), explaining how you intend to reach the target group*
	4. *Describe if and how media cooperation is part of your action (if you have chosen not to please explain why)*

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| *Write here….* |

1. **HOW DO YOU MEASURE YOUR SUCCESS?
Please describe**

*4.1 How will you measure whether you have succeeded with reaching the objective of the action? If possible, add 2-3 indicators.*

*4.2 If possible - how will you measure awareness distinguished from engagement? (for example by measuring “clicks” or downloads from online campaigns)*

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| *Write here…* |

**5. PLANNING
 Please describe**

*5.1 Describe your proposed timeline with all activities, including a communication and/or publication plan (please upload possible letter of intent/publication agreement as annex to the application)*

*5.2 Describe the specific roles of possible paid staff and/or consultants*

*5.3 Describe if and how you plan to engage volunteers in the action*

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| *Write here …* |

**6. CAPACITY OF THE APPLYING ORGANISATION(S)
 Please describe**

*6.1 Your experience with development education activities*

*6.2 How does the action link to other programmes or activities of the applying organization(s)*

*6.3 Is this an action you have carried out before? If yes, are there any adjustments due to lessons learnt from last time?*

*6.4 How will the applying organisation cover the 5 % self-funding?*

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| ***REGARDING USE OF IMAGES OR FILM******Please note that in case natural, recognizable persons are depicted in a photograph or film, the applying organization(s) shall, in their final report to KEPA submit a statement of these persons giving their permissions for the described use of their images.*** |