ROMACT Programme
Call for proposals for capacity building and transnational cooperation

GUIDE FOR APPLICANTS

Checklist for applicants:

- ✓ **Completed Application Form**, saved as Word document, including:
  - ✓ List of activities
  - ✓ Budget - only if applying for support for a working visit (module C)
  - ✓ Declaration box must be crossed with an 'X'

- ✓ **If the applicant is a not-for-profit entity, include Letter of Intent from local authority**. The letter must indicate that the local authority delegates the not-for-profit entity to carry out the requested action. It must be signed, scanned and included along with the application. *The letter can be written in the local language and does not need to be translated into English.*

- ✓ **If applying for support for a working visit (module C), include Letter of Invitation from host municipality**
  The letter must indicate willingness from the hosting local authority to partake in an exchange with the applicant. It must be signed, scanned and included along with the application. *The letter can be written in the local language and does not need to be translated into English.*

1. APPLICANT INFORMATION

Provide information for the lead applicant including the contact person in the local authority.

If not a local authority, please state the name of the organisation and the local authority that provides the mandate to apply for this programme. See eligibility criteria for list of organisations that can apply.

Provide the name, title, email and telephone number of the person who will serve as project lead. This person will be the main contact for the ROMACT team.

2. WHAT MODULE ARE YOU APPLYING FOR?

Choose **one or more** among the modules of the transnational cooperation and capacity building component of the ROMACT programme. See description of these modules in the background information of the Call.

There is no limit of how many activities can be requested. *For example, if a local authority would like to apply for an intercultural training and a working visit, it may do so by checking boxes A and C in the Application Form.*

3. MOTIVATION

Explain the local context, including current challenges as well as objectives and expected results that motivate your application for this support from ROMACT.

Include reference to any achievements and lessons learned, previous exchanges or similar experiences as well as how you want to address particular challenges brought on by the reception and inclusion of non-nationals of Roma ethnicity.

If applying for intercultural or mediator trainings (modules A or B): mention the rationale for choosing certain group/type of staff to receive training, including a justification for the number of participants expected.

If applying for working visit (module C): mention the rationale for choosing the transnational partner (for example, local authority/region where non-national Roma come from).

4. DESCRIPTION OF ACTIVITIES

List up to 20 activities using the template provided. An activity can be a working visit, training etc.

For each activity: choose the module the activity would fall under, provide a title, roles, description, timeline and expected deliverables.

If applying for support for a working visit (module C): list out each visit as a separate activity, providing a description of the proposed programme content and an explanation of how this fits the purpose of the visit. One activity should also be dedicated to reporting on learnings from the visit programme.

Below is the template provided with explanation of each heading along with an example:

	Module	Activity Title	Roles	Description	Timeline	Deliverables
EXPLANATION	*Select the module for this activity from the drop down list*	*give a title that describes what the activity is about*	*who will plan and coordinate this activity?*	*briefly explain the activity and its purpose*	*when the activity will take place*	*concrete outputs that will result from this activity taking place*
EXAMPLE	*1. Intercultural training*	*training for XY local authority 20 Social Affairs Department staff and managers*	*- ROMACT will provide trainers - XY local authority will convene staff for training*	*Training for 20 Social Affairs Department managers and staff from XY local authority to help make city better understanding needs of non-national Roma*	*2 sessions: - first session in July 2016, second session in October 2016*	*- training sessions - evaluations from participants*

5. BUDGET

The budget request is to be filled in only if applying for module C (working visits).

Provide a list of estimated expenditures for each of the activities and the *total requested* amount from ROMACT.

Only transportation, accommodation, subsistence and interpretation costs will be covered by ROMACT.

	Activity title / description	Type of cost	Number of units	Number of persons
EXPLANATION	*Describe the type of expense, including the destination place.*	*Chose the type of cost from the drop-down list*	*How many of the single unit is being requested (days, flights)*	*How many people will travel? How many interpreters requested?*
EXAMPLE	*Working visit of XY local authority team to YX local authority in YX country, 01-05/01/2017*	transportation	1	5

6. IMPACT

Mention what is the expected impact for vulnerable groups and how Roma will benefit from the proposed action and how the results of the activities will be measured or evaluated.

7. SUSTAINABILITY

Explain how you plan to ensure that the activities undertaken are maintained beyond the activity cycle and how they will contribute to the longer-term objectives and aims of the local authority

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8. ADDITIONAL SUPPORT REQUEST

If relevant, mention any further support needs or expectations from the ROMACT Programme – beyond those foreseen from the coordination of training request.

9. DECLARATION

Please check the box (mark with an 'X') on the left before submitting. **The Application Form and declaration will be deemed invalid if this box remains blank.**