***Annex III Application Form for “Digital Engagement of Youth for Social Cohesion”***



**APPLICATION FORM**

I am applying as:

|  |  |
| --- | --- |
| ☐ | One Individual |
| ☐ | Two Individuals (Group) |

# Applicant and/or applicants’ information

|  |  |
| --- | --- |
| **Applicant 1** |  |
| Name and Surname |  |
| Profession |  |
| Birthday (DD/MM/YY) |  |
| Gender |  |
| City |  |
| Address |  |
| Email |  |
| Mobile |  |

|  |  |
| --- | --- |
| **Applicant 2** |  |
| Name and Surname |  |
| Profession |  |
| Birthday (DD/MM/YY) |  |
| Gender |  |
| City |  |
| Address |  |
| Email |  |
| Mobile |  |

# PROJECT engagement area

**Which area will your digitalization project be focusing on?**

|  |  |
| --- | --- |
| ☐ | Research and Education |
| ☐ | Tourism and Heritage |
| ☐ | Arts & Crafts Market |
| ☐ | Data Management |
| ☐ | Other (please specify):  |

# GENERAL INFORMATION

|  |  |
| --- | --- |
| Project Title:  |  |
| Location: |  |
| Overall Goal: |  |
| Which cultural disciplines, mediums, and/or objects will be covered? |  |
| Duration: |  |
| Total Budget (Euros): |  |
|  |  |
| 1. **Project information/background***:* Please provide a brief overview of your project. Pay specific attention to the digitalization aspect.(If desired, attach a photo/video to illustrate your idea.) **(max. 300 words)**

 |
| 1. **Project goal and objective(s)***:* Please elaborate on the project goal and objective(s). **(max. 200 words)**
 |
| 1. **Please list your project activities and expected results.**

(*Ensure that the results are consistent with the overall objective the of “Digital Engagement of Youth for Social Cohesion” grant scheme).* **(max. 300 words)** |
| 1. **How will you leverage the digital to contribute to the preservation, promotion, and/or revival of cultural heritage? How does your digital approach bring new aspects to tangible/intangible cultural heritage? (max. 400 words)**
 |
| 1. **How does your project contribute to social cohesion?** *(Please describe whom your project targets, and how it will contribute to promoting diversity and mutual understanding among communities.)* **(max. 500 words)**
 |
| 1. **How will you ensure the sustainability of your project after the implementation phase ends? Are there any risks you have identified? (max. 400 words)**
 |
| 1. **Throughout the project design and implementation phase, are there any other individuals that you plan on cooperating with? If yes, please provide their name, occupation, and role.**
 |
| 1. **Briefly describe how and through what communication means you plan to promote your project and its outcomes. (max. 100 words)**
 |
| 1. **Give a brief summary of yourself (in case of 2 individuals then please provide a summary for both or attach CV)?**
 |

1. **IMPLEMENTATION PLAN**

**(The number of activities/sub-activities depends on your project)**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Duration***specified timeframes between March-May 2023* | **Expected Results or Outcome** |
| **Activity 1:**Sub-activity 1:Sub-activity 2:Sub-activity 3: |  |  |
| **Activity 2:**Sub-activity 1:Sub-activity 2:Sub-activity 3: |  |  |
| **Activity 3:**Sub-activity 1:Sub-activity 2:Sub-activity 3: |  |  |
|  |  |  |
|  |  |  |

1. **FINANCIAL PROPOSAL**

|  |
| --- |
| **Category 1: Human Resources** |
| **Activity & Sub-activities** | **Unit (no. of persons, days)** | **Number of Units** | **Cost per Unit** | **Total** |
| Activity 1: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Activity 2: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Activity 3: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Category 2: Logistics (events, transport, travel, etc.)** |
| **Item** | **Unit**  | **Number of Units** | **Cost per Unit** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  |  |
| **Category 3: Materials**  |
| **Item** | **Unit**  | **Number of Units** | **Cost per Unit** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL:** |

1. **INFORMATION**

**Who can apply?**

* Individuals who are residents of Kosovo, aged 18 to 30 years old;
* Individuals who demonstrate thinking outside the box and readiness to implement their project;
* Individuals with elementary knowledge and skills in digitalization processes, digital applications and industries;
* Individuals with elementary knowledge of cultural heritage and creative fields;
* Individuals who show willingness to contribute to the shared cultural heritage;
* Individuals who are interested in receiving additional support in their already existing projects in digital cultural heritage.

**Important Guideline:**

* Applicant should answer each question correctly in this application form, including the Implementation Plan and Financial/budget templates;
* Applications are accepted in English, Albanian or Serbian languages (with English language preferred);
* A maximum of 2 individuals can apply with one project idea;
* Neither Companies nor NGOs are eligible for applying;
* Before you fill out this application form, we strongly encourage all interested applicants to read the application instructions and the Terms of Reference (ToR);

**Documents to submit:**

* Completed Application Form, CV/CVs (portfolio if available);
* Copy of all applicants’ ID Card/s;
* Optional: any other additional document related to the project (if necessary)

**Submission Guideline**

* Please complete this form in full by computer (word doc preferred);
* Send the application form and other required documents to: registry.ks@undp.org
* When submitting the application, please write in the subject line: “Application for Digital Engagement for Social Cohesion
* “Name Surname”
* For any additional information or clarification, please write at: registry.ks@undp.org

**Deadline: 06 March 2023**