

Spark: Skilled Youth,

Empowered Communities, Serbia

Application Form with Guidelines – Component 2

# Application Form – Component 2

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| For which location(s) are you applying:1) Novi Pazar 2) Bujanovac 3) Presevo 4) Bujanovac & Presevo |  |

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| --- |
| About the Applicant |
| Name of the organisation: |  |
| City / District / Address: |  |
| Representative of the organisation and the position: |  |
| Email: |  |
| Mobile phone number: |  |
| Contact person if different from the Representative: Name / Email address / Mobile phone number: |  |
| Date of establishment: |  |
| Register number (matični broj): |  |
| TIN number (PIB): |  |
| Date when the organisation was established: |  |
| Website/Facebook/Instagram/ X(Twitter)/LinkedIn: |  |
| Annual income in 2024 |  |
| Annual income in 2023 |  |
| Annual income in 2022 |  |
| Total Number of staff on indefinite contract (Ugovor o radu) / No of men / No of women: |  |
| Total Number of associates engaged on other types of contract / No of men / No of women: |  |
| Please bold all the fields of work that apply to your organisation: | * support for democratic development;
* improvement, protection and promotion of human rights;
* local community development;
* protection and improvement of the environment and climate change;
* improving employability;
* improvement of media literacy;
* professionalization of media and media content;
* public policies aimed at young people;
* social inclusion of vulnerable groups;
* gender equality;
* inter-ethnic reconciliation/cohesion;
* other areas of importance for the community in which the goals and expected results of this program are realized.
 |

## When you finish completing each Section, we suggest that you delete the Guidelines table.

## Introduction – Present activity of your organisation

*(Maximum 1 page)*

* What have you done so far? List your greatest successes when it comes to working with young people in the last three years (or include other examples if you have not worked with young people in the past).
* How recognised is your work in the local community?
* What are the main activities of your organisation when it comes to young people?

## Section 1 – Describe your target community

*(Maximum 2 pages)*

1.1. Provide a brief overview of your target community, including challenges and opportunities faced by youth.

1.2. What is the main idea or focus of your initiative? How does it address a specific issue faced by youth in your target community?

1.3. What do you aim to achieve with this initiative? (be specific and measurable)

1.4. Who are the primary beneficiaries of your initiative?

1.5. What tangible outcomes do you expect to achieve? List specific changes or improvements you aim to create for the youth in your community.

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|  | Guidelines – Section 1: Describe (your) community |
| 1.1 | Describe (Your) Local Community | * When providing overview of the community please include specific details such as demographics, economic conditions, and existing youth engagement activities.
 |
| 1.2 | Describe Your Initiative | * Clearly outline the main idea of your initiative.
 |
| * Explain how it addresses a specific problem or need within the youth demographic in your community.
 |
| 1.3 | Goal of the Initiative | * State the primary goal in measurable terms.

For example: *“To provide 50 young people with leadership training within six months.”* |
| 1.4 | Target Audience | * Specify the primary beneficiaries of the initiative (age, gender, socio-economic background).
 |
| * Estimate the number of people impacted directly and indirectly.
 |
| 1.5 | Expected Results | * Describe the tangible outcomes of your initiative.

Example: *“Improved employability skills for 50 participants and increased awareness about career opportunities in local industries.”* |

## Section 2: Proposed Activities

*(Maximum 2 pages)*

2.1. Describe the main activities you plan to implement. How will they contribute to achieving your goals?

2.2. How will you actively involve young people in the planning, implementation, and evaluation of your initiative?

2.3. Which local organisations, institutions, or individuals will support your initiative? How will they contribute?

2.4. How do you leverage social media and other digital tools to promote your initiative and engage the community?

2.5. What role will youth leadership play in the initiative? How will you ensure young people take ownership of the activities?

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|  | Guidelines – Section 2: Activities |
| 2.1 | Key Activities | * When describing activities please include specifics like workshops, campaigns, or community events.
 |
| 2.2 | Your Engagement | * Describe how young people will actively participate.

Example: *“Youth will lead community discussions and coordinate logistics for workshops.”* |
| 2.3 | Partnerships and Support | * Identify local organizations, institutions, or individuals who will support the initiative.
 |
| * Highlight their roles, such as providing funding, training, or promotional support.
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| 2.4 | Use of Social Media and Digital Platforms | * Explain your strategy for using platforms like Facebook, Instagram, or LinkedIn, or other.
 |
| * Specify plans for creating content to promote and engage.
 |
| 2.5 | Role of Youth Leadership | * Describe how young leaders will contribute to decision-making and execution.
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## Section 3: Risks, Impact and Sustainability

*(Maximum 1 page)*

3.1. Please identify risks, their likelihood and your mitigation plan.

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| --- | --- | --- | --- |
| Risk | Likelihood (Low, Medium, High) | Impact (L, M, H) | How we will mitigate risks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3.2. How will this initiative contribute to long-term benefits for youth in your community?

3.3. What steps will you take to ensure the initiative’s sustainability beyond the project duration?

3.4. How will you evaluate the success of your initiative? What indicators will you use to measure its impact?

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|  | Guidelines – Section 3: Impact and Sustainability |
| 3.1 | Long-Term Impact | * Articulate how the initiative will benefit the community beyond its duration.

Example: *“Trained youth will continue conducting workshops independently.”* |
| 3.2 | Sustainability Plan | * Highlight strategies to ensure continuity, such as partnerships or follow-up initiatives.

Example: *“We will establish a youth council to oversee future activities.”* |
| 3.3 | Measuring Success | * Define success indicators, such as the number of participants, satisfaction rates, or skill improvements.

Example: *“Success will be measured through surveys and attendance records.”* |

## Section 4: Budget and Timeline

*(Maximum 1 page)*

4.1. Please attach a detailed budget in MS Excel format. Total requested amount: £\_\_\_\_\_\_\_\_

4.2. Please provide a Timeline of activities in the format below or other format of your choice.

|  |  |
| --- | --- |
| ***Name of the activity*** | ***Month of the project implementation*** |
| ***A0.***  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  | Guidelines – Section 4: Budget and Timeline |
| 4.1 | Proposed Budget | * Include total requested amount in the Application Form.
* Use the attached MS Excel template to provide a detailed breakdown of expenses.
 |
| * Ensure costs are:
* Directly linked to project activities.
* Reasonable, justified, and compliant with financial guidelines (Guidelines with the list of ineligible costs is included in Excel Budget template)
 |
| * Categories may include personnel & admin costs, programme costs, and promotion. This is not an exhaustive list.
 |
| 4.2 | Timeline | * Feel free to choose a format which works best for you to present timeline of your activities.
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## Section 5: Previous Experience and Capacity

*(Maximum 1 page)*

5.1. List previous youth-focused projects or initiatives your organisation has implemented.

5.2. Have you worked on the selected location before? Please share example if not covered by your reply to question 5.1.

5.3. Do you have experience of working with communities with diverse ethnic backgrounds and in which way?

5.4. What have you learned from past experiences, and how will this knowledge inform your current initiative?

5.5. Introduce the project team that will be engaged in managing the grant project and their role.

Please attach their CVs in English.

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| --- | --- |
|  Name and surname | Position or Role |
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|  | Guidelines – Section 5: Previous Experience  |
| 5.1 | Previous Initiatives / Track Record | * List past projects focusing on youth starting from the most recent experience, and include:
* Brief description of activities.
* Achievements or impact (e.g., skills developed, community engagement).
* Donor organisation (source of funding)
* Implementation period
* Project value
 |
| 5.2 | Lessons Learned | * Reflect on what worked well and what could be improved.
 |
| * Explain how these lessons will influence the current initiative.
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## Application submitted by:

|  |  |
| --- | --- |
| Name and surname  |   |
| Signature |   |
| Position |   |
| Date |   |