1. **Administrative and organisational information**
2. **Lead Applicant[[1]](#footnote-2)**

|  |  |
| --- | --- |
| **Name of the lead applicant** |  |
| Name of **legal entity** of the Lead Applicant |  |
| **Address** and **webpage** of Legal Entity |  |
| **Legal Form**  *(commercial/for profit entity; non for profit NGO; individual entrepreneur; etc)* |  |
| **Media typology**  *TV, radio, print, web portal, magazine, multimedia, etc* |  |
| **Webpage** address/es of media channels |  |
| **Date of establishment** |  |
| **Number** of full-time employees |  |
| **Ownership** of the organisation/entity  *If applicable, list the names of all shareholders and their respective shares in %.* |  |
| **Management:**  *List all management bodies and the names of their members (including Executive Board, Advising Board, steering committees, etc).* |  |
| **Focus and mission**  *Briefly describe your organisation/the lead applicant (typology, geography, mission, special focus, etc)* |  |
| **Editorial Policies, Code of Ethics, and self-regulatory bodies** | * *Do you have/use a written editorial policy based on international professional and ethical standards of journalism?* * *Do you acknowledge and comply with the Media Code of Ethics (national or international)?* * *Are you part of a self-regulatory mechanism (media/press council; or other independent national or international bodies)?* |
| **Name and contact data** of the **Legal representative** (*email; telephone)* |  |
| **Name and contact data of person in charge for this application *(telephone, email, position)*** |  |
| **Experience** of applicant in similar projects, sector and region (incl. years of experience): |  |

1. Information on the Partner organization / individual [[2]](#footnote-3)

|  |  |
| --- | --- |
| **Name of the partner** |  |
| **Address** and **webpage** |  |
| **Legal Form**  *(commercial/for profit entity; non for profit NGO; individual; informal group; etc)* |  |
| **Focus and field of expertise of the Partner**  *Briefly describe: typology, geography, mission, special focus, field of expertise, etc.* |  |
| **Editorial Policies, Code of Ethics, and self-regulatory bodies**  *If the partner is a media outlet please answer to the questions:* | * *Do they have/use a written editorial policy based on international professional and ethical standards of journalism?* * *Do they acknowledge and comply with the Media Code of Ethics (national or international)?* * *Are they part of a self-regulatory mechanism (media/press council; or other independent national or international bodies)?* |
| **Name and contact data of the person in charge for this application from the partner *(telephone, email, position)*** |  |
| **Experience** of the partner in similar projects, sector and region (incl. years of experience): | Please enclose a CV of the partner or a brief company profile |

1. **Project proposal / Technical description**

|  |  |
| --- | --- |
| Title of the project: |  |
| Short project description: | *(max. 150 words)* |
| Total budget in EUR: |  |
| Project duration: | *(insert number of months)* |

|  |  |
| --- | --- |
| **Project rationale and background:**  *Please describe the issues/challenge(s) you want to address and opportunities you want to use with this intervention, emphasising the added value of the proposed partnership in responding to these challenges/opportunities.* |  |
| **Goal and Outputs:**  ***Main goal :***  *Output 1 : …*  *Output 2: …*  *Output 3: …*  …. |  |
| **Partnership Methodology**  *Please describe the proposed partnership, and the contribution of each partner in the implementation of this project. What added value(expertise/contribution) this partnership brings in?*  *Please indicate the form and duration of the partnership. Is it going to be a one-time collaboration; is it going to last beyond the project duration; is it going to be expanded with other partners, etc?* |  |
| **Activities**  *List all planned key activities, indicating, if possible, which partner will cover it.*  *In addition, plan a timeline for the activities, using the Annex 1* |  |
| **Expected impact:**  *What are the benefits of the planned intervention? How it will impact the journalism quality, level of digitalisation and innovation, audience reach, diversification of revenues and your organisation internal development and sustainability?*  *Indicate the expected results, and whenever possible, please list milestones and/or indicators (quantitative and qualitative) that you can use to measure impact and success.* |  |
| **Risks and Obstacles**  *What risks and obstacles (internal and external) you can anticipate that could hinder the successful implementation of the proposed intervention?* |  |
| **Working Group**  *Describe the composition of the team working for this project, from both the lead applicant and the partner.* |  |
| ***BUDGET***  *What is the requested amount for this Project?*  *Please include a detailed budget using the template attached as Annex 2.*  *The budget should be in local currency, and it cannot exceed the equivalent of Euro 25,000.*  *One budget form should be submitted per application and should cover the costs for all organizations/individuals involved in the partnership. If selected, the partner would be considered as a service provider for the lead applicant (no subgrating allowed).* |  |
| **Third party funding**  *Is the proposed intervention supported by other donors? If yes, what does this support cover (will cover) exactly?*  *Is the applicant benefiting currently from other donors? Please list these donors and the respective project they are supporting.* |  |
| **Own contribution to project implementation**  *Please indicate any contribution in funds or in kind that you or your partner are planning to deploy from your own resources for the implementation of this project.* |  |

1. **Lead applicants** should be media outlets established and operating in one of the countries of WBs. Public broadcasters and state-controlled entities **are not eligible** [↑](#footnote-ref-2)
2. ***The partner/s*** *can be organisations or individuals:*

   *from the same country as the lead applicant; or*

   *from a different country within the WBs; or*

   *from beyond the WB region*

   *The lead applicant could have more than one partner for the project implementation. If this is the case, then provide the information required in this section for each partner.* [↑](#footnote-ref-3)