**Fund for Bilateral Relations**

**Application Form**

**Title of the mobility project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Duration of the mobility project[[1]](#footnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(i.e. January 31, 2020 – March 15, 2020)*

**Estimated period of the mobility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(i.e. February 17, 2020– February 20, 2020)*

**1. Applicant’s name (both in official language and English):**

Name in official language:

Name in English:

**2. Applicant’s contact details:**

Correspondence address:

Town/ village and country:

Phone/ mobile:

E-mail:

Website/ Facebook page/ Instagram:

**3. Legal representative authorized to represent the Applicant in official contracts:**

Name and surname:

Position**:**

Phone/mobile:

E-mail:

**4. Contact person in charge of the Application on behalf of the Applicant:**

Name and surname:

Position**:**

Correspondence address:

Phone/mobile:

E-mail:

**5. Contact details of the partner organisation(s) (if there are more organisations, insert information for each):**

Name in official language and English:

Correspondence address:

Town/ village and country:

Phone/ mobile:

E-mail:

Website/ Facebook page/ Instagram:

**6.1 Brief description of the applicant organisation:**

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| *Please briefly describe your organization: vision and mission, thematic and geographic intervention areas, legal status, activities undertaken, organizational profile, etc.* |

**6.2 Brief description of partner(s):**

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| *Please briefly describe the partner(s) to be involved in the mobility project proposal: vision and mission, thematic and geographic intervention areas, legal status, activities undertaken, organizational profile, etc. Please also describe how they were identified. If there were any previous contacts/ collaborations, please underline the need for the project proposal/ its added value.*  |

**7. Objective(s) of the project proposal and the motivation for its implementation:**

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| *Please describe 1. Why your organization is submitting this project proposal for funding, 2. How the project proposal contributes to the objectives of ACF Romania and Fund for Bilateral Relations, 3. How this project proposal fits your organization’s vision and mission and 4. What is/ are the objective(s) of this project proposal.*  |

**8. The activities that both the applicant and partner(s) will undertake before and during the mobility. Please describe:**

8.1 Preparatory activities

8.2 Preliminary program of the mobility/ draft mobility agenda

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| *Please describe how you contacted the partner organisation(s), how you will communicate and implement together the mobility program, emphasizing the involvement of each entity and how will you valorise reciprocally the experience and organizational expertise.* *Please mention* ***the duration of the mobility and present a preliminary draft agenda****. Please also mention if the mobility will take place in one of the Donor States or in Romania.* *It is important to emphasize how the activities contribute to the identification and future development of a donor partnership project idea to be developed and submitted for funding for the* ***Active Citizens Fund Romania.****Please give details in this section about expertize/ experience of the persons involved in the mobility (both from the applicant organisation and from partner(s) and how they will contribute for the implementation of the activities and the achievement of the expected outcomes.*  |

**9. Concrete outcomes, dissemination and follow-up activities, which both the Applicant and the partner(s) will undertake after the mobility:**

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| *Please describe the expected results of the mobility project, both in respect to the future proposal to be submitted for the Active Citizens Fund Romania (i.e. formalization of the partnership, allocation of concrete responsibilities, etc.) and from other perspectives (collaborations, other project ideas, materials and/ or published articles, etc.).* *It will be highlighted the manner in which the outcomes and the proposed activities (before, during and after the mobility) will contribute to strengthening bilateral relations, in terms of increased cooperation, shared results, increased mutual knowledge and understanding between Donor States and Romania.**Please describe the envisaged dissemination and follow-up activities with all entities involved in the mobility.*  |

**10. Estimated project budget**

*Please fill in and send together with the application form Annex 3 – Project budget.*

*Name and surname of the legal representative:*

*Position:*

*Signature (and, optional, stamp of the organisation):*

*Date and place:*

***NB!***

*Please consider carefully when filling in the budget all eligibility criteria for costs as reflected in the Guidelines for applicants. All expenditures that will be included in the final financial report must be justified with financial-accounting documents (i.e. invoice and proof of payment for airplane tickets, electronic tickets and boarding passes, invoices and/ or receipts for all the costs incurred, documents for per diem costs in accordance to the national legislation (DP, proof of payment), signed list(s) of participants, etc.) or audit report (only in case of Donor State entities that are Applicant or official partner in the project).*

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The Civil Society Development Foundation (CSDF), with its registered office in Nerva Traian Boulevard, no.21, Sector 3, Bucharest, fiscal registration code RO14476331 and registered at the District 2 Court under judgment no.111 dated 21.12.1994, as administrator of the Active Citizens Fund Romania / Fund for Bilateral Relations program and as "data operator" within the meaning of the norms established by the national legislation and by the General Data Protection Regulation - Regulation (EU) 2016/679 of the European Parliament and of the Council of the European Union on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, that entered into force on May 25, 2018, respects the right to privacy of the persons applying for the above mentioned program.

1. The personal data that can be processed: name, surname, position, telephone, e-mail address, signature, professional experience, role in the project, that belong to the contact persons, to the persons authorized to represent the organisation, to the members of the Board of Directors, to the staff of the applicant organization that will be involved in the project, individuals on behalf of partner(s) - organizations or institutions - who work with organizations applying for funding. In regard to the members of the Board of Directors, the following categories of data could be collected: membership within an organization / institution / company / political party.
2. Aims and grounds for processing: the possible awarding as winner of the NGO that presents the best guarantees it can implement the respective project, the justification to the grant maker - The Financial Mechanism Office - of the choice made, verifying the way in which a cooperation relationship between CSDF and the applicant organization was carried out, as well as with the representative of the applicant organization (if such an interaction has existed in the past). Thus, analysing the previous relationship and the history of the organization and the representative of the organization, it can be determined whether the respective NGO offers sufficient guarantees for the proper implementation of the funded projects for which it applies.
3. The personal data among the operator (CSDF) and third parties **may be transmitted** within the European Economic Area, especially in Romania, Norway, Iceland, Liechtenstein, and Belgium. In addition, these personal data can be transferred to the following categories of persons: grant maker - The Financial Mechanism Office, evaluators and / or auditors during the controls carried out by them, tax authorities and other public authorities in case of a potential control, as well as to the partners within the consortium: the Resource Centre for Roma Communities (CRCR), the PACT Foundation, the Romanian Environmental Partnership Foundation (REPF) - Romania and Frivillighet Norge - Norway. Also, lists / information about the applying and winning NGOs will be made public on the [www.activecitizensfund.ro](http://www.activecitizensfund.ro) website.
4. The retention period of the data will be carried out according to the instructions of the grant maker- The Financial Mechanism Office and for a period necessary to keep the personal data relevant for the purpose mentioned in point b) of each category. The personal data will be kept by CSDF for a period that will not exceed 15 years.
5. Rights regarding the processing of personal data: the right of access, the right of rectification, the right of deletion, the right to restrict the processing, the right of opposition, the right of portability. CSDF can be contacted in connection with the above by e-mail at: bianca.oprea@fdsc.ro. Also, for any complaints and notifications, you can contact the National Supervisory Authority for Personal Data Processing.

By completing and signing this form, you agree that CSDF will process your data for the purposes mentioned above.

1. Keep in mind that the duration of the projects is **minimum 0.5 months** and **maximum 1.5 months** and implementation period for the project must be set in such a manner that activities do not start prior to **January 31, 2020.** [↑](#footnote-ref-2)