

**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
 - ✓ Declaration box must be crossed with an 'X'
- ✓ **If 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 Intercultural Training (module A), include the expected number of participants, including their job titles and brief description of their roles in the municipality or relevant service provider**
- ✓ **If applying for Mediation Training (module B), provide a list of participants (minimum 3 participants per application), including a brief description of their roles and how they will implement the mediator skills**
- ✓ **Register on the ROMACT TCC online platform at:** <http://coe-romact.org/online-platform>

1. APPLICANT INFORMATION

Provide information about the lead applicant, including the contact person.

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 person for 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.

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 coming from EU member states.

If applying for Intercultural or Mediation 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.

4. DESCRIPTION OF ACTIVITIES

List of proposed activities can be selected using the template provided. In this Call, an activity can be Intercultural Training or Mediation Training.

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

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. Mediation 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 2017, second session in October 2017	- training sessions - evaluations from participants

5. 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.

6. 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

7. 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.

8. 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.**

