**APPLICATION TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **SECTION 1: COMPANY PROFILE** | | |
| **Country and Location** |  |
| **Name of the project** | Strengthening fundamental rights protection: Support to National Center for Personal Data Protection |
| **Applicant Organization** | *Name of organization:*  *Type of organization:*  *Address:*  *Phone:*  *E-mail:*  *Web page: (if exists)* |
| **Contact Person** | *Phone:*  *E-mail:* |
| **Legal status of Applicant** |  |
| **Required Budget (USD)** |  |
| **Co-financing (USD), if applicable** |  |
| **Duration of the project** |  |

**Please insert here on enclose the Registration Document of Civil Society Organization/Non-Governmental Organization / Community-Based Organization;**

**Please insert here or enclose the Profile of Civil Society Organization/Non-Governmental Organization / Community-Based Organization; and the list of implemented projects with reference list and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons;**

**SECTION 2: ACTIVITIES AND APPROACH**

**Please insert the proposed plan of activities**

**Please, describe the approach / methodology and approach describing briefly all the steps which will lead toward the completion of the assignment; Please include the brief outline of the training sessions to be provided**

**SECTION 3: PROJECT BUDGET OF RECIPIENT INSTITUTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expenditures** | **Unit (e.g. hour, day)** | **Number of Units** | **Unit rate (USD)** | **Total expense (USD)** |
| **0** | **Operational costs** |  |  |  |  |
|  | Coordinator X |  |  |  |  |
|  | Admin and finance |  |  |  |  |
|  | Communication, office costs, printing, design, postal, other |  |  |  |  |
| **1** | **Deliverable 1** |  |  |  |  |
|  | Expert 1 |  |  |  |  |
|  | Expert 2 |  |  |  |  |
|  | Travel costs |  |  |  |  |
|  | Accommodation |  |  |  |  |
|  | Events (venue, meals, etc.) |  |  |  |  |
|  | Translation |  |  |  |  |
|  | Audio visual / printing |  |  |  |  |
| **2** | **Deliverable 2** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **X** | **Deliverable X** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Note:** List of the expenditure categories in the table is not comprehensive, please add and / or modify.

**SECTION 4: Deliverables and schedule of payments:**

| **Deliverable** | **Outputs** | **Report delivery date** | **Payment (USD)** |
| --- | --- | --- | --- |
| **Deliverable 1: First brief progress report and interim financial report** | |  |  |
| First study tour to the Slovak Republic on control activities |  |  |  |
| Four functional guidelines on personal data processing |  |  |  |
| **Deliverable 2: Third brief progress report and interim financial report** | | | |
| Training for the data controllers and processors |  |  |  |
| Training for Trainers |
| Training for media and CSOs |
| **Deliverable 3: Third / Final progress and financial report** | |  |  |
| Second study tour to the Slovak Republic related to PD transfer to third countries |  |  |  |
|  |  | **TOTAL** | **87,000** |

**Note:** Number of deliverables subject to individual payments / installments may be modified but considering the budget available, there shall be not more than 3 installments. Maximum 20% advanced / first payment may be provided upon signing the micro-capital grant agreement. Other payments are to be paid after the approval of the respective deliverables.

**SECTION 5**

Please insert or enclose the CVs of all experts to be involved in the assignment.