**TRADE UNIONS FOR A FAIR RECOVERY**

Strengthening the role of trade unions in mitigating the impact

of the COVID-19 crisis

**ANNEX I: APPLICATION FORM**

**ADDRESSED TO NATIONAL TRADE UNION CONFEDERATIONS**

**[Project No 2021-11]**

**Please ensure that every field is filled in before submission. Unfortunately, those applications with fields missing cannot be evaluated.**

1. **Applicant organisation**

| **Name of organisation** | Click or tap here to enter text. |
| --- | --- |
| **Name of contact person** | Click or tap here to enter text. |
| **Email of contact person** | Click or tap here to enter text. |

1. **Specific objective(s) of the workplan**

Please **highlight in bold** the main objectives and focus (thematic or sectoral) focus of your capacity building workplan.

☐ Digital trade unionism ☐ Impact of COVID-19 on women

☐ Strengthen collective bargaining ☐ Impact of COVID-19 on youth

☐ Visibility and outreach activities ☐ Impact of COVID-19 on freelances

☐ Impact of COVID-19 on media freedom

| Please provide a summary of your activities and your target audience and how your project will address the objectives mentioned above. (maximum ½ page) |
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1. **Outline of workplan**

| **Duration** (minimum of 12 months and maximum of 15 months)  | Click or tap to enter a date. - Click or tap to enter a date. |
| --- | --- |
| **Description of activities**  | Please include a list of activities planned (with an indicated timetable), target audience and any other relevant information *Example* *Month 1 training 1 for 20 journalists**Month 4 training 2 for union reps* *…* |
| **Target audience**  | Please indicate the target audience and its number to be involved under each Work Package (WP)  |
| **Work packages**Please adapt the number of Work Packages as necessary | P*lease group your activities into different thematic workpackages. Please provide a short description of each work package and activities, its target audience and the number of participants.* **WP1 –** Click or tap here to enter text.(e.g. training)1.11.2 ...**WP2 –** Click or tap here to enter text.(e.g. meetings/conferences)2.12.2...**WP3 –** Click or tap here to enter text.(e.g. campaigns/research/survey ect.)3.13.2...----(If you have more than 3 workpackages, please add) |
| **Expected outcomes** Please specify the outcomes your workplan(you should select more than one) | **☐** Strengthen digital trade unionism☐ Enhance collective bargaining and social dialogue within national recovery plans (e.g. union strategic meeting/ training on collective bargaining, meetings with employers organisations or union reps, etc.) ☐ Adjusting to the green and/or digital transition(s) (e.g. training about reporting on climate change and environmental issues, unions digital strategies/transformation, etc.)☐ Improve visibility and outreach and organising capacity of your organisaiton (e.g. training of union reps, outreach campaigns, etc.)☐ Enhance involvement at EU-level (European Semester process) and implementation of European Pillar of Social Rights (e.g. participation in European meetings)☐ Anti-corruption and strengthen democracy (e.g. training on investigative journalism and anti-corruption, countering far-right extremism, hate speech, etc. )☐ Address impact of COVID-19 on women journalists ☐ Address impact of COVID-19 on young journalists ☐ Address impact of COVID-19 on freelance journalists |
| **Additional comments** | Any additional/relevant information regarding the above |

1. **External expertise**

| Will activities under your workplan require external consultation and/or sub-contracting to external experts? If yes, please outline the specific tasks and plans to be implemented, with respect to market prices/value for money. |
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1. **Monitoring mechanism**

| Please describe the monitoring processes that you will put in place to monitor the progress and implementation of the workplan. |
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1. **Evaluation process**

| Please describe the evaluation arrangements that you will put in place throughout your workplan. In addition, please define which impact indicators you will use to determine if objectives have been met. |
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1. **Organizational capacity**

| Please briefly describe your organisation structure (e.g. total number of staff, governance and roles of responsible staff managing this project activities). Please name all the staff who will be involved in this project. Please submit the CV of the staff working in the project as Annexes.  |
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1. **Use of results (multiplier effects and dissemination plans)**

| Outline the intended use and dissemination of workplan results, including a description of the targeted stakeholders and materials that are to be circulated. |
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1. **Financial capacity (Please fill in the profit and loss template and provide your balance sheet)**

**Check list**

Applicants must use the templates provided. Please ensure that **all the documents listed in the checklist below** are attached to the application to be considered for funding:

☐Completed capacity-building workplan template (within application form)

☐Completed template for the Budget estimate of the national capacity-building workplan

☐Balance sheet for the last financial year (financial capacity)

☐Applicant description: organisational structure, secretariat, permanent staff (operational capacity, within application form)

☐CV of the person in charge of the implementation

☐Declaration on honour by the legal representative (for applicants without legal personality)

☐ Profit and loss account

☐ Statement of exclusion