

## APPLICATION GUIDELINES

The Application consists of the following mandatory documents:

- a) Application form
- b) Project budget form
- c) Certificate of Registration

### a) Application form

An application for project funding may only be submitted EWI's Application Form. Complete the form in its entirety, taking care that the length of the final document does not exceed four pages. Be clear, concrete and avoid abbreviations.

### b) Project budget

The project budget must be presented in EUR using the EWI Budget Form. Project staff costs should be expressed in gross amounts and should not exceed 20% of the total project budget. Keep in mind that people employed in the project may be paid fees for performing only one project activity/coordination.

For those who are employed by the applicant organisation and receive salaries, the budget unit is *month*. For those who receive a fee (e.g. as a trainer) the budget unit is *contract*. Organisational costs (electricity, water, rent office space, telephone, office supplies, equipment, computer software etc.) may not exceed 20% of the total project budget.

Budget items should clearly relate to the proposed project activities and be in accordance with the law and tax regulations applicable in the applicant's country.

### c) Certificate of Registration

A copy of the Certificate of Registration from the Register of Associations, **not older than six months**, should be included with the Application Form and Project Budget Form. Applications with incomplete documentation will not be considered.

The completed forms together with the Certificate of Registration, should be sent by e-mail to: [natjecaj2021@eiz.hr](mailto:natjecaj2021@eiz.hr) by **1. 10. 2026**. EWI will confirm receipt of all applications. For any additional information, please contact the EWI office.

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