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Ecumenical Women's Initiative



APPLICATION GUIDELINES

The Application consists of the following mandatory documents:

- a) Application form
- b) Project budget form
- c) Extract from the Register of Associations
- d) Financial Statements for the Previous Two Financial Years
- e) Child Protection Policy (for organisations working with minors)

a) Application form

An application for project funding may only be submitted using EWI's Application Form. Complete the form in its entirety, taking care that the length of the final document does not exceed six pages. Be clear, concrete and avoid abbreviations. The Application form is submitted in Word (.docx) format and should not be converted to PDF. For guidance, an example of a completed *Table of Activities and Expected Results* is included at the end of this document.

b) Project budget

The project budget must be prepared in **EUR** using the EWI Budget Form. Budget items should be clearly linked to the proposed project activities and comply with the applicable legal and tax regulations in the applicant's country. The completed Budget Form is submitted in Excel (.xlsx) format and should not be converted to PDF. The Budget Form is protected with formulas to ensure the accuracy of calculations, including the automatic calculation of indirect costs at a flat rate of 7% of eligible direct costs. If you need more rows to prepare the budget, feel free to contact the EWI office, and we will send you an extended version of the form.

Eligible Costs

Direct costs include costs directly related to the implementation of the project, such as:

- personnel costs;
- operational and activity costs;
- travel and accommodation;
- external professional services;
- communication and visibility activities;
- training and event costs;
- other costs directly necessary for the implementation of the proposed activities;
- staff wellbeing.

Indirect costs are automatically calculated as a **flat-rate amount of 7% of the eligible direct costs** and do not require supporting financial documentation.

Ineligible Costs

Grant funds may **not** be used for:

- the purchase of equipment;
- costs already financed from another source;
- debts, interest or financial penalties;
- activities that generate profit for the organisation.
- activities involving lobbying of European Union institutions.

Organisations selected for funding will be required to submit financial reports in accordance with the reporting requirements set out in the Grant Contract.

c) Extract from the Register of Associations

Extract from the Register of Associations, not older than six months, must be submitted. Applications with incomplete documentation will not be considered.

d) Financial Statements for the Previous Two Financial Years

Applicants must submit financial statements for the previous two completed financial years. The submitted statements will be used to verify the organisation's eligibility and determine the applicable grant type.

e) Child Protection Policy (for organisations working with minors)

Organisations proposing activities involving direct work with minors are expected to submit a Child Protection Policy together with the application. If the organisation does not have such a policy at the time of application, it will be required to develop and formally adopt one before the Grant Contract is signed.

Carefully read the Call text before preparing your proposal. The completed application forms, together with all required supporting documentation, must be submitted by e-mail to: seebeyond@eiz.hr no later than 15 October 2026 at 12:00 noon.

EWI will acknowledge receipt of each application individually. If you do not receive a confirmation of receipt within 48 hours of submission, please contact us.

If you have any questions regarding the application process or the Public Call, please do not hesitate to contact the EWI Office. Our staff will be happy to provide any additional information and support.

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Table of Activities and Expected Results (EXAMPLE)

No.	Description of Activity	Timeline	Expected results	Indicators	Sources of verification
1.	5 workshops on recognising & preventing cyber violence against women and girls	Mar – Jun 2027	100 women and girls increased their knowledge of cyber violence, its risks and available protection mechanisms.	- no. of workshops conducted - no. of participants attending workshops % of participants reporting increased knowledge after the workshops	- attendance lists - workshop agendas and materials - evaluation questionnaires - trainer report
2.	20 individual counselling sessions for women survivors of gender-based violence	Jan – Dec 2027	20 women survivors of gender-based violence received psychosocial support and strengthened their ability to cope with the consequences of violence.	- no. of counselling sessions provided - no. of women receiving support % of beneficiaries reporting that the support responded to their needs	- counselling records - anonymous beneficiary feedback forms - activity reports
3.	Development & dissemination of a practical handbook for professionals working with victims and survivors of gender-based violence	Sep 2027 - Feb 2028	20 professionals have access to practical guidance and tools for providing survivor-centred support to victims and survivors of gender-based violence.	- handbook developed & published - no. of copies distributed and/or downloads recorded - no. of organisations and professionals receiving the handbook % of users reporting that the handbook is useful for their work	- final handbook - distribution records - user feedback questionnaires - activity reports