**Questionnaire for Potential Applicants**

**Training on grant applications for CSO/LA and EIDHR programmes**

**Georgia, February 12-23, 2018**

**General info**

**1. Person completing questionnaire (name and position):** Click here to enter text.

**2. Name of the Organisation:** Click here to enter text.

**3. Type of the organisation:**

2.1 Civil Society Organisation

2.2 Local Authority

**4. Size of organisation/institution:**

4.1 less than 5 employees

4.2 between 5-10 employees

4.3 more than 10 employees

**5. Full address:** Click here to enter text.

**6. Phone:** Click here to enter text.

**7. e-mail:** Click here to enter text. **8. website:** Click here to enter text.

**Preparation of project proposals (Potential Applicants)**

**9. Do you have previous experience in project preparation?** Choose an item.

**10. Please evaluate capacities of your organisation for project preparation:** Choose an item.

**11. Have you applied under the previous CfP?** Choose an item.

If yes, please specify under which programme:

11.1 Civil Society Facility

11.2 EIDHR

11.3 NAS/LA

11.4 Other: Click here to enter text.

**12. What was the role of your organisation/institution in the project?**

12.1 Applicant

12.2 Co-applicant

12.3 Partner

12.4 Associate

12.5 Other, please specify Click here to enter text.

**13. Was your organisation/institution actively involved in preparation of the project?** Choose an item.

**14. Could you please specify what were the main problems encountered during the preparation of the project (select all appropriate):**

14.1 The procedures related to the project preparation are to complex

14.2 Lack of knowledge related to the preparation of projects in line with EC procedures

14.3 Lack of human resources within organisation

14.4 Lack of funds to cover co-financing

14.5 Difficult to define good project idea

14.6 It is hard to find a partner (where relevant)

14.7 Information is not clear and we don't know where/how to find it

14.8 It is difficult for us to write the project in English

14.9 Other, please specify: Click here to enter text.

**Project implementation (in case you had this experience)**

**15. What are the major problems you have experienced so far in the implementation of your projects:**

15.1 Financial issues

15.2 Staffing

15.3 Tendering

15.4 Start of the implementation (e.g. planning and scheduling activities)

**16. Where do you foresee most problems in the implementation of your projects:**

16.1 Reporting (interim, progress and final reports)

16.2 VAT exemption

16.3 Tendering

16.4 Secondary procurement

16.5 Monitoring

16.6 Partnership (where relevant)

**Logistics questions**

**17. What is the nearest city/ large town to your location you can travel for the participation in the training events?** Please indicate a general geographic area Choose an item.

17.1 Please specify the cities/ townsClick here to enter text.

**18. If you specified cities in the previous question could you please indicate an approximate distance (km) to those places from your location?** Click here to enter text.

**19. What dates between February 12, 2018 and February 23, 2018 you are not available for participation in the training events?** Click here to enter text.

Thank you!

**Please return the filled in questionnaire to** [**welcome@EaPCivilSociety.eu**](mailto:welcome@EaPCivilSociety.eu)