**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**