GUIDELINES FOR APPLICANTS

Call for Applications under

Adapt-An-App EaP Sprint

January-February 2021
Online

NOTICE

This is an open call for applications. Applications for the Adapt-Ana-App EaP Sprint are accepted online at https://eapcivilsociety.eu/application-form-2020-sprint. The deadline for the submission of applications is 23.00 (CET) on Monday, December 21, 2020.

Please check the eligibility criteria before applying. When submitting their applications, the applicants must follow all instructions contained in the Guidelines and complete the online application form. Failure to submit the required information and documentation within the deadline specified may lead to rejection of applications.

Should you have questions regarding the application process or need assistance with identifying the implementing team members, please contact ict@eapcivilsociety.eu.

Table of Contents

1. Description and Overall Objective

The European Union is committed to supporting and strengthening the role of civil society in reforms and democratic changes taking place in the Eastern Partnership (EaP) countries, inter alia, through the replication of best practices and results of various bilateral and regional initiatives.

The Adapt-an-App EaP Sprint is a 4-week intense online design sprint to replicate selected digital solutions born within the EU-funded EaP Civil Society Hackathons, and transfer them to new owners from the EaP civil society sector.

In the context of these Guidelines, replication of a digital solution refers to the adaptation and localisation of a previously developed digital solution to a new environment and context, such as new geographical area, target audience, issues addressed, legislative framework, etc. Depending on the new environment, the replication process may involve changes to the source code, product design and features, etc.

In 2017-2020 the European Union's *Eastern Partnership Civil Society Facility – Regional Actions* project *(further – the EU-funded Project)* organised a series of four annual EaP Civil Society Hackathons**.** These hackathons brought together over 200 civil society activists, IT professionals and designers from the EaP region. Together they prototyped 58 digital solutions enabling civil society to better serve the needs of their communities, and to help citizens participate in decision making in their home countries.

Hackathons-born solutions contribute to better dialogue and partnership between citizens, civil society and governments. Although designed for the needs of a specific country, these solutions tackle problems relevant to the majority of EaP countries. They address a variety of topics, including public monitoring of budget spending, citizens reporting, public participation in urban planning, crowdfunding for social initiatives, interactive mapping, citizen education and citizens-to-citizens services. Five projects received nearly EUR 50,000 in total of the EU funding for their development and launch through the Digitalization for Civil Society Award, a special facility to support the full-fledged development of best solutions designed at the EaP Civil Society Hackathons.

The Adapt-an-App EaP Sprint is an integral part of the *Eastern Partnership Civil Society Facility – Regional Actions* **project.**

2. Objectives and Methods of Implementation

The Adapt-an-App EaP Sprint seeks to enable civil society actors from the EaP countries (organizations and activist groups) to benefit from the best regional practices in civic tech by taking up and adapting to the new realities (.e. adjusting and localizing) **one of the following digital solutions**:

- The *Serebranka* participatory platform enabling public participation in the design and transformation of public spaces in a Minsk district, Belarus (http://serabranka.by/);
- The *Doika* online module enabling civil society organisations (CSOs) in Belarus to raise donations for any needs directly on their websites (http://doika.falanster.by/);
- The *Provodnik* interactive map for citizens to evaluate the accessibility of public spaces in cities of Ukraine, and informing relevant public authorities on their incompliance with the

accessibility norms though automatic requests (https://provodnik.online/);
- The *Market Research Tool* platform for comparing sale prices of individual items throughout all pubic tenders in Ukraine since 2016 (https://mrt.in.ua/);
- The *Donor.Online* platform advancing volunteer blood donations in Transnistria, Moldova, and enabling a safe search for blood donors in emergency situations (to be launched in January 2021; presentation at http://ideas.eapcivilsociety.eu/donor-online-platform/);
- The *SaveUs* crowdfunding platform for volunteers helping stray animals, animal shelters and animal right defenders in Belarus (to be launched in January 2021, working prototype available at https://saveus.web4net.ru/).

Participation in the Adapt-an-App EaP Sprint is open to all CSOs and groups of activists from the EaP countries with a strong civic engagement and real experience of civic work, regardless of them being formally registered. In this way, the *EaP Civil Society Facility – Regional Actions* pursues to engage activists outside of traditional CSOs allowing them to contribute to the development of their home countries.

Based on the applications submitted within the Call, up to 6 organisations / groups (applicants) will be selected to participate in the Adapt-an-App EaP Sprint. They will get access to the source code of the chosen digital solution and EU support in replicating it. They will work online in teams with the authors of the original solutions and supervising mentors, to replicate the chosen digital solution and launch it before the 1st of March 2021.

The Adapt-an-App EaP Sprint will include the following activities:
- formal opening and introduction meeting of the replication Sprint participants;
- online meetings of the teams – the take-up team, the author of the chosen solution and the team's mentor;
- remote work of the teams on Slack;
- online check-in sessions with the Sprint Coordinator;
- capacity building webinars for the Sprint participants;
- user acceptance test by an independent service provider;
- launch of the newly developed solutions.

The Adapt-an-App EaP Sprint will end with an online presentation of the newly developed and launched solutions by their new owners; it will be facilitated by the Project Team and foresees participation of the authors of the original solutions and the Sprint mentors.

The cost of the Adapt-an-App EaP Sprint is covered by the European Union.

3. Financial Support Available to Participants

The maximum amount of financial support available for the replication of one solution is EUR 7,000. This support may cover design and development costs, as well as some additional costs related to the maintenance (hosting, domain name, databases access, etc) of the replicated solution.

The support is designed to allow the participants to adapt and launch the chosen digital solution in two ways:

- **Engagement of additional technical expertise** for those applicants who lack relevant human capacities and resources to adjust and localise the solution. The support will help to cover the expenses relevant for the design and development works and launch of the chosen solution. It may include hiring IT specialists, obtaining additional software, paying for a domain name and hosting for at least one year, getting access to the state registers and/or visual databases, etc.

- **Procuring the services of an IT agency/company for the full cycle replication process** (full outsourcing). The proposals must be all inclusive, i.e. include all relevant costs related to the design and development works, domain name and hosting for at least one year (if needed), access to the state registers and/or databases (if relevant), etc. The project provides a formal agreement to be signed with the IT company and the participant that identifies the roles and responsibilities for each party.

The type and amount of support for each replication project will be determined on a case-by-case basis depending on the subject matter of the project, technical works required, as well as in accordance with the terms of the agreement between the EU-funded Project and the successful applicant. The EU-funded Project will pay directly to the respective service providers.

In addition to financial support, the participants of the Adapt-an-App EaP Sprint will be provided with mentors and administrative support, independent software testing services, free access to online services for remote team work and collaboration selected by the Sprint mentors and organisers, assistance in promoting the newly launched solutions.

4. Eligibility Criteria

Participation in the Adapt-an-App EaP Sprint is open to all groups of activists and CSOs from the Eastern Partnership countries – **Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine**. Applications from grassroots activists are encouraged.

There are four sets of eligibility criteria, relating to:
(1)   the digital solutions
(2)   the applicants – CSO and activists group
(3)   the implementing team
(4)   the costs.

4.1   Eligibility of digital solutions

- Only those digital solutions listed in Section 2 of these Guidelines are eligible for replication.
- The applicant may select only one digital solution from the list in Section 2.

Number of applications per applicants
The applicant may submit only one application within this call.

4.2   Eligibility of applicants – CSOs and activists groups

In order to be eligible for participation in the Adapt-an-App EaP Sprint the applicant must:

- be a CSO registered and/or active in one of the Eastern Partnership countries or an established group of civic activists from one of the Eastern Partnership countries;
- have a proven track record of working for at least 2 years in at least one EaP country;
- be committed to values associated with the respect for fundamental human rights;
- have a good command of English and/or Russian.

If not attached to the original application form and upon request of the EU-funded Project, shortlisted applicants should provide a letter of support from a relevant CSO or an activists group.

4.3 Eligibility of implementing team

In order to be eligible for participation in the Adapt-an-App EaP Sprint, the applicant must apply with a team sufficient to replicate (adjust and localise) the chosen digital solution within the budget and timeframe of the Sprint. As a minimum and in additional to the selected CSO or civil society activist, the implementing team must:
- consist of at least two persons, with a proven track record of working in programming/coding and / or graphic and web design, *or* an IT company / studio, with experience in developing similar solutions;
- have a good command of English and/or Russian.

Upon the request of the EU-funded Project, shortlisted applicants should provide examples of the implementing team's work (portfolio) proving their capacity and experience in developing solutions similar to the one chosen for the replication.

The applicant may include more than the two profiles described above in the implementing team, with a short justification.

4.4 Eligibility of costs

The proposed budget for the solution replication should be realistic and include only specific works or services needed to adjust and localise the chosen digital solution.

The provided financial support within the Adapt-an-App EaP Sprint shall cover:
- any development works needed to adjust the code of the digital solution to the realities of the new environment and needs of the participating organisation;
- any design works needed to localise the digital solution to the realities of the new environment and needs of the target audience;
- domain name and hosting for at least one year (if relevant);
- access to the registers and/or databases (if relevant);
- other costs directly related with the development and launch of the digital solution.

The following types of costs are **ineligible** for the inclusion into the solution replication budget:
- fees or any payment to the participant and his/her organisation;
- operational costs of the participant's organisation, such as office rent, internet and utilities, full-time staff salaries, etc.;
- other costs not related with the development and launch of the digital solution.

The eligible costs presented in the budget are to be based on simplified cost options. Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an <u>amount per unit</u>. *For example, access to the state registry for 12 months, per month.*
- **lump sums:** covering in <u>global terms</u> all or certain specific categories of eligible costs which are clearly identified in advance. *For example, costs of design and development of the IT product by outsourcing, lump sum of the contract with a software company.*

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs or lump sums must ensure that the costs correspond fairly to the actual costs incurred by the applicant and no profit is made and the costs are not already covered by other sources of funding (no double funding). Any costs exceeding EUR 1,000 shall be based on the price quotes from at least three service providers.

It is an applicant's responsibility to ensure the accuracy of budget calculations and estimation of costs.

The proposed budget should not exceed 7,000 EUR.

5. How to Apply and the Procedures to Follow

To apply for participation in the Adapt-an-App EaP Sprint, the applicants need to:
1. Check the eligibility criteria;
2. Choose one of the 6 digital solutions proposed for replication in Section 2;
3. Analyse the chosen solution;
4. Fill in the online application form at https://eapcivilsociety.eu/application-form-2020-sprint and submit it before 23.00 (CET) on Monday, December 21, 2020.

Applications must be submitted in accordance with the instructions in the Sprint application form and the Guidelines for Applicants. Applicants may apply in English or Russian. The provided application form in Annex D is included for information purposes only. In order to submit an application, an applicant should fill in the online application form at https://eapcivilsociety.eu/application-form-2020-sprint and upload all requested documents in the requested format.

Questions may be sent by e-mail no later than two working days before the deadline for the submission of applications to ict@eapcivilsociety.eu.

To ensure the equal treatment of applicants, the EU-funded Project cannot give a prior opinion on the eligibility of applicants.

Please note that all questions and answers as well as other important notices to applicants during the course of the procedure, will be published at http://eapcivilsociety.eu/, as appropriate. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

The application form consists of five parts:
(1) information on the applicant and his/her organisation/ activist group;
(2) motivation to participate and justification for why a certain solution was chosen for replication (real needs of the target audience; country or regional similarities; language options, etc.)
(3) proposed approach in adapting the solution (including information on potential limitations to the replication process), its further promotion and support;
(4) the implementing team;
(5) the budget.

5.1   Information on the applicant and the organisation / group

Applying for participation in the Adapt-an-App EaP Sprint, an applicant needs to demonstrate:
- active status of the CSO / group of activists (s)he represents;
- his/her position in the organisation / group; previous experience in managing projects / action with an IT component would be considered an advantage;
- activity of the CSO / group within at least past 2 years (i.e. at least since January 1, 2019);
- areas of engagement as relevant to the digital solutions participation in the Sprint;
- experience of work in at least one EaP country;
- if relevant, the management's consent to participate in the Adapt-an-App EaP Sprint programme and uptake the chosen solution (letter of support).

The applicant shall be directly responsible for the management, coordination and implementation of the solution replication process, and its further support and promotion among the end-users within at least 12 months since the launch of the replicated solution.

5.2   Motivation and relevant experience

The applicant needs to:
- describe the relevance of the problem addressed by the chosen digital solution to the needs of the targeted society / community / country;
- describe the previous experience of the applicant and his/her CSO/group in addressing the issue targeted by the chosen solution;
- demonstrate a clear understanding of the target audience (end-users) and their needs;
- demonstrate the capacity of the applicant and his/her CSO/group to manage the replication, launch and maintenance of the digital solution.

Remember that only digital solutions listed in Section 2 of the Guidelines are eligible for replication within this Adapt-an-App EaP Sprint.

5.3   Proposed approach

Preparing this part of the application will require in-depth analysis of the digital solution chosen by the applicant for the replication. In particular, the applicant needs to describe:
- the feasibility of replicating the chosen digital solution in the targeted country, i.e. that it is possible to adjust and launch the product, including data and mechanisms availability;
- the overall approach and main needs in adapting the original solution to the realities of the new target country / community / needs (code, design, functions, etc.);

- the promotion strategy and efforts to ensure the sustainability of the replicated solution;
- other IT tools that tackle the same problem (if they exist) in the target country, and the main differences from the chosen solution;
- how the proposed IT solution will be maintained and updated in future.

The applicant shall be in the position to start the replication process no later than February 1, 2021, and launch the replicated solution no later than March 1, 2021.

5.4   Implementing team

In this part, the applicant needs to demonstrate the technical capacity to replicate the chosen digital solution within the budget and timeframe of the Sprint, including resources available.

The applicant needs to indicate the selected mode of the replication: in-house, with engaging additional technical expertise, or fully outsourcing the design and development works to an IT company/studio (see Section 3 for details). Depending on the selected mode, the applicant needs:
- for in-house replication process, to include at least two persons who will be implementing all technical works necessary for the replication of the respective solution;
- for outsourced replication works, to provide the name of the IT company/studio and the person who will be coordinating the technical work.

The applicant may include more than 2 members in the implementing team, depending on the proposed replication approach and needs.

The implementing team shall be managed by the applicant – manager and coordinator of the replication process from the take-up organisation/group.

5.5   Replication budget

The Digital Solution Replication Budget template is presented in Annex C.

Complete the template with reference to the guidelines:
- the budget of the development (adjustment and localisation), launch and maintenance of the replicated digital solution (worksheet 1), for the total duration of the action;
- justification of the budget (worksheet 2), for the total duration of the action.

Please note that the cost of the digital solution replication and the financial support requested must be stated in EURO.

The replication budget should be submitted as a separate **excel file** attached the Application form.

While preparing the replication budget the applicants should:
- Draw up a reliable, plausible, transparent and realistic replication budget in line with the works and time period defined for the replication and launch of the digital solution.
- Explain in the justification sheet the assumptions used to draw up the budget and the methods and sources used to.

The applicant should be able to provide – on request of the EU-funded Project and in addition to the budget and the justification sheet – further explanations, documents and sources used to draw up the budget. Failure to do so casts doubt on the reliability and plausibility of the budget.

Only 'eligible costs' can be covered by the replication budget. The categories of costs that are eligible and non-eligible are indicated in section 4.4 above.

Applicants must clearly indicate in worksheet no.1 of Annex C, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/year etc) or "LUMPSUM" in the Unit column.

Additionally, in Annex C, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount.

At the evaluation phase, the Selection Committee decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants by analysing factual data of similar activities.

Recommendations for participation and EU support are always subject to the condition that the checks preceding the signature of the agreement do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Selection Committee to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the amount of the support as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget.**

- The budget should be clear, transparent and comprehensive.
- The budget should be realistic. Rough estimates and amounts which are not explained cast doubt on the reliability of the budget. This involves a high risk of over- and underestimates.
- Quantitative and qualitative data should be clear and plausible taken into account the digital solution's objectives and technical execution.
- Budgeted expenditure should be properly classified to avoid overruns which may result in ineligible expenditure.
- The arithmetical accuracy of the budget should be checked.
- Budgeted expenditure should be eligible in accordance with applicable contractual conditions.

6. Evaluation and Selection of Applications

Applications will be examined and evaluated by the Selection Committee with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the applicant and/or the CSO/group (s)he represents and/or chosen digital solution do not meet the eligibility criteria stated in Section 4, the application will be rejected on this sole basis.

STEP 1: ADMINISTRATIVE CHECKS OF THE SUBMITTED APPLICATION FORM

The following will be assessed:
- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- All requested documents are provided.
- Eligibility check of the applicant, the CSO/group (s)he represents and the digital solution chosen for the replication.

If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further. The applications that pass the first administrative check will be evaluated on the capacity to replicate the chosen digital solution.

STEP 2: EVALUATION OF APPLICATIONS

The quality of the applications, including the capacity of the applicants and feasibility of replicating the chosen digital solution in the new environment, will be evaluated using the evaluation criteria in the evaluation grid below. The applications will be evaluated on:
1. The capacities and professional competencies to replicate and maintain the chosen digital solution;
2. The relevance, feasibility and sustainability of the digital solution in the new environment;
3. The justified budget.

The applications will receive an overall score out of 46 using the breakdown in the evaluation grid below. The evaluation will also check compliance with the instructions on the application, which can be found in Section 5 of the Guidelines.

The evaluation criteria are divided into headings and subheadings. Except for subheading 1.2, each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Subheading	Scores	
1. Operational capacity of the applicant	**Sub-score**	**11**
1.1 How well does the applicant know the issue(s) to be addressed by the chosen digital solution?	5	
1.2 Does the applicant have sufficient experience of leading projects with digital/IT component?	Yes (1) / no (0)	
1.3 How relevant is the team proposed for the replication of the chosen digital solution?	5	
2. Relevance, feasibility and sustainability of the digital solution	**Sub-score**	**25**
2.1 How relevant is the proposed solution to the needs of the targeted society / community?	5	
2.2 Is the chosen digital solution feasible in the new environment, i.e. is it possible to adjust the chosen solution to the realities of the target country and launch it within the timeframe and the budget as defined by the Call? Are the data and the	5	

mechanisms, including national regulations, needed for its proper functioning in the new environment in place?		
2.3 Is the chosen digital solution likely to develop a sufficient userbase (user acquisition and user retention potential) in the new environment?	5	
2.4 Is the chosen digital solution sustainable financially in the new environment? How will it be financed / maintained after the launch?	5	
2.5 Is the chosen digital solution sustainable institutionally and / or at policy level in the new environment? Will structures allowing the IT product to continue be in place after the initial launch? Will there be local 'ownership' of the developed IT product?	5	
3. Budget and cost-effectiveness of the digital solution replication	**Sub-score**	**10**
3.1 Are the technical aspects of the IT product development and the relevant supporting activities appropriately reflected in the budget?	5	
3.2 Are the estimated costs realistic?	5	
TOTAL SCORE		46

The Evaluation Committee will select **up to six best scoring applications**. The selected and rejected applicants will be informed by email of the evaluation results.

7. Replication of Digital Solutions

The Adapt-an-App EaP Sprint will be held **online over 5 weeks in January-February 2021**. It includes the following online activities:

- individual orientation meetings of the Sprint coordinator with the successful applicants and their implementing teams;
- formal opening and introductory meeting with the organisers, mentors, authors of the digital solutions and the implementing teams: rules, procedures, timeline, mentors, technologies for remote work and coordination;
- at least two meetings of each team with the author of the chosen solution facilitated by the team's Sprint mentor, to understand the technicalities and develop a plan for the next 4 weeks;
- at least two individual consultations of each team with its mentor;
- remote work of the teams on Slack;
- at least two online check-in sessions with the Sprint Coordinator;
- at least two capacity building webinars with project experts, mentors or invited experts, on relevant topics (budgeting IT projects; developing technical specifications and working with technical specialists; targeted communications; online advertisement, etc.);
- user acceptance test by an independent service provider;
- launch of the newly developed solutions no later than March 1, 2021;
- presentation of the newly developed and launched solutions by the teams no later than March 15, 2021.

Financial support for the solutions replication will be provided in line with the conditions specified in a standard agreement. In addition to financial support, the EU-funded Project will provide the participants with supervision, administrative support, and assistance in testing and promoting the newly developed digital solution.

The EU-funded Project will monitor the replication and launch of the digital solutions.

9.1 Intellectual property rights and liabilities

The up-take CSOs/ groups are obliged to support, maintain and update (if needed) the developed digital solutions for a period of not less than 12 months following its launch.

The up-take CSOs/ groups are obliged to provide free and unimpeded access to the developed digital solutions to all citizens – final users of the solution, and to the source code of the IT products for civil society organisations from EaP countries, either by publishing it on an open source platform, or by request.

9.2 Visibility

The up-take CSOs/ groups must take all necessary steps to publicise the fact that the European Union has financed the development of their digital solution.

The up-take CSOs/ groups must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the 2018 Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en).

Annexes

Annex A: Provisional Timetable of the Adapt-an-App EaP Sprint

STEP	DATE	TIME
Call for Applications among CSOs and groups of activists for adapting the proposed digital solutions announced and opened	2 December 2020	Not applicable
Deadline to request clarifications	17 December 2020	18:00 CET
The EU-funded Project responds to queries	18 December 2020	17:00 CET
Applications from CSOs and groups of activists due	21 December 2020	23:00 CET
Notification of shortlisted applicants	11 January 2021	18:00 CET
Shortlisted and rejected applicants are informed of the selection process results	15 January 2021	18:00 CET
Individual orientation meetings of the implementing teams with the Sprint coordinator	18-29 January 2021	Not applicable
Adapt-an-App Replication Sprint	1-28 February 2021	-
Launch of newly developed digital solutions	Until 1 March 2021	-
Online presentation of the newly developed and launched solutions by the teams	Until 15 March 2021	Time and date TBC

CET – Central European Time

Annex B: List of Abbreviations

CSO	Civil Society Organisation
EU	European Union
EaP	Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine)
ICT, or IT	Information communication technologies

Annex C: Budget Template

Presented as a separate file at https://eapcivilsociety.eu/wp-content/uploads/2020/11/Replication-Sprint-Annex-C-Replication-Budget.xlsx

Annex D: Application Form

For information purposes only

Application Form
Call for Applications under
Adapt-an-App EaP Sprint

for information only, submission is online at https://eapcivilsociety.eu/application-form-2020-sprint

NOTICE
Applications are accepted until 23.00 (Brussels time) on Monday, December 21, 2020. Download the Guidelines for Applicants and Replication Budget template at https://eapcivilsociety.eu/news/hackathons-news/adapt-an-app.html Read more about the Adapt-an-App EaP Sprint: https://eapcivilsociety.eu/news/hackathons-news/adapt-an-app.html Should you have questions regarding the application process or need assistance with identifying the implementing team members, please contact ict@eapcivilsociety.eu.

The preparations for the Sprint are planned to start on 18 January 2021, with the actual Sprint to be held on 1-28 February 2021 and the replicated solutions to be launched by 1 March 2021. Please make sure that you are available for this period!*

☐ By clicking here you confirm your availability for this period

Provide your valid email address*: _____

| From the list below choose one of the digital solutions you would like to replicate within the Adapt-an-App EaP Sprint*: | • The Serebranka platform for urban development http://serabranka.by/
• The Doika online donation module http://doika.falanster.by/
• The Provodnik interactive map on infrastructure accessibility https://provodnik.online/
• The Market Research Tool platform for searching pubic tenders https://mrt.in.ua/
• The Donor.Online platform advancing volunteer blood donations http://ideas.eapcivilsociety.eu/donor-online-platform/
• The SaveUs crowdfunding platform https://saveus.web4net.ru/ |

1. Information on Applicant

1.1	**Title***	• Mr • Mrs • Ms • Other (please specify)
1.2	**First and last name***	
1.3	**Organisation or group of activists that you represent and that will take up the replicated solution***	
1.4	**Type of organisation***	• Registered CSO • Established group of activists
1.5	**Country of engagement***	• Armenia • Azerbaijan • Belarus • Georgia • Moldova • Ukraine
1.6	**How long has your organisation / group been active?***	• 2-3 years • 4-7 years • More than 7 years
1.7	**From the list below, choose the main areas of engagement of your organization / group***	• Citizen participation in decision-making • Civic tech • Civil society development • Government transparency • Public monitoring • Public health • Urban development • Volunteer movement • None of the above
1.8	**Link to the website and/or main social media accounts (not more than 2) proving the active status of your organisation / group within at least past 2 years (i.e. at least since January 1, 2019) and engagement in the spheres as selected above***	
1.9	**Your position in the organisation / group***	
1.10	**Are you a Director or Board Member of the organisation / group?***	• Yes • No If you are not a Director of the organisation / group, please provide the management's written consent for the organisation to participate in the Adapt-an-App EaP Sprint programme (letter of support)

15

1.11	Did you manage projects / actions with an IT component?*	• Yes (please specify) • No
1.12	Evaluate your command of the working languages of the Adapt-an-App EaP Sprint*	• I have a good command of English. • I have a good command of Russian. • I have a good command of English and Russian. • I do not have a good command of English or Russian.
1.13	Contact phone*	

2. Motivation and relevant experience

2.1	**Motivation letter (not more than 2000 characters)*** *Please describe why your organisation/group and you personally want to participate in this Replication Sprint. Please detail:* • *why and how the problem addressed by the chosen digital solution is relevant to the needs of your community / country;* • *what your personal and your organisation's/group's previous experience is in addressing the targeted problem (provide the links, if possible);* • *who and why is likely to use the developed solution in your home country / target community;* • *what your personal and your organisation's/group's previous experience is of working with the target audience (provide the links, if possible).*
2.2	**What resources, including HR (staff or volunteers), does your organisation / group have available to replicate the chosen digital solution, and to support and develop it in future? (not more than 500 characters)***

3. Proposed Approach

Please note that the applicant shall be in the position to start the replication process no later than February 1, 2021, and launch the replicated solution no later than March 1, 2021.

3.1	**Analyse the chosen digital solution and propose your approach to adapt it to the new environment: realities of your community/country, needs of your organisation/group and expectations of the target audience*** *Describe here how you will adapt the chosen solution. List main changes that need to be done: functions, code, design, etc.*
3.2	**List the data and mechanisms needed for the proper functioning of the chosen digital solutions in the new environment, and confirm / provide evidence that they are in place***
3.3	**Are you aware of any other digital solutions that tackle the same issue in your home country?*** *If yes, please provide a brief description, a link to the solution and how your proposal differs from existing solutions*
3.4	**Provide a brief plan on promoting your digital solution among users and beneficiaries. Name specific strategies and instruments to be used***

3.5	**Describe how your digital solution would be maintained and updated in future (financial sustainability of your solution)*** *If you envisage to cooperate with / engage other actors into the development and maintenance of your IT product, including any state actors, please describe it here, too*
3.6	**Are there legislative frameworks and institutions in place to ensure the effective utilization of the digital solution in future? Are there any laws / legislative initiatives or policies that might hinder the implementation of your digital solution in the future?*** *Product sustainability at the institutional and policy level*

4. Implementing Team

Please note that in order to be eligible for participation in the Adapt-an-App EaP Sprint, the applicant must apply with a team sufficient to replicate (adjust and localise) the chosen digital solution within the budget and timeframe of the Sprint.

The applicant may choose between two modes of the replication: in-house, with engaging additional technical expertise, or fully outsourcing the design and development works to an IT company/studio (see Section 3 of the Guidelines for details).

Depending on the mode of the solution replication, the applicant needs:
- *for the in-house replication process, to name at least two persons who will implement the technical work related to the replication;*
- *for outsourced replication works, to provide the name of the IT company/studio and the person who will be coordinating the technical works.*

Shall you need assistance with identifying the implementing team members, please reach out to the Project Team at ict@eapcivilsociety.eu.

4.1	**Choose the mode for replicating the chosen digital solution***	• In-house, we will engage additional technical expertise to adjust and localise the chosen digital solution • Outsourcing, we will recruit an IT company/studio for all replication works related to design and development

4.1 (a)	*If selected option* <mark>*In-house, we will engage additional technical expertise to adjust and localise the chosen digital solution*</mark>	Team Member #1*:
		• First and last name*
		• Role in the team*
		    ○ *Backend developer*
		    ○ *Frontend developer*
		    ○ *Full-stack developer*
		    ○ *Graphic and web designer*
		• Technical expertise*
		• Previous projects (portfolio)*
		• Sprint working language skills*
		    ○ *good command of English*
		    ○ *good command of Russian*

		o *good command of English and Russian*
		o *no command of English or Russian*
		
		Team Member #2*:
		• First and last name*
		• Role in the team*
		  o *Backend developer*
		  o *Frontend developer*
		  o *Full-stack developer*
		  o *Graphic and web designer*
		• Technical expertise*
		• Previous projects (portfolio)*
		• Sprint working language skills*
		  o *good command of English*
		  o *good command of Russian*
		  o *good command of English and Russian*
		  o *no command of English or Russian*
		
		Add more team members

4.1 (b)	*If selected option Outsourcing, we will recruit an IT company/studio for all replication works related to design and development*	• Name of the IT company/studio*
		• Link to the website*
		• Links to previous similar projects*
		• Contact person*
		• Sprint working language skills*
		  o *good command of English*
		  o *good command of Russian*
		  o *good command of English and Russian*
		  o *no command of English or Russian*

5. Replication Budget

Digital Solution replication budget should be attached to your application as a separate file in excel format. Please follow the instruction of Section 5 of the Guidelines for Applicants and use the provided template: https://eapcivilsociety.eu/wp-content/uploads/2020/11/Replication-Sprint-Annex-C-Replication-Budget.xlsx

5.1	**Submit the budget for the replication of the chosen digital solution***	Upload the budget

6. Additional information (Please note that this section characters limit is 1000 per question)

6.1	**How did you learn about the Call?**	• Website of the *Eastern Partnership Civil Society Facility* project www.eapcivilsociety.eu • Facebook page of the *Eastern Partnership Civil Society Facility* project • Newsletter of the *Eastern Partnership Civil Society Facility* project

		• Website of a civil society organisation or media • At a social network page of a civil society organization or media • From a friend or colleague • I don't remember • Other (please, specify)
6.2	**Would you like to add anything pertinent to this Call?**	

Applicant declaration:

To sign the applicant's declaration, please confirm that you:
- ☐ are a representative of a civil society organisation / established group of activists active in at least one the EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova or Ukraine) for the past two years;
- ☐ have the professional competences and qualifications to manage the replication, launch and promotion of the chosen digital solution;
- ☐ are directly responsible for the preparation of the application form and management of the replicated digital solution;
- ☐ are fluent in at least one working language of the event – English or Russian;
- ☐ will not participate in the progamme in your capacity as affiliate to any political party or religious organization;
- ☐ if recommended for participation in the Adapt-an-App EaP Sprint, are in a position to start the replication of the chosen solution from 1 February 2021 and launch it no later than 1 March 2021;
- ☐ if recommended for the participation in the Adapt-an-App EaP Sprint, accept the contractual conditions as laid down in the Guidelines for Applicants.

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╭─────────────╮
│   SUBMIT   │
╰─────────────╯

Before clicking "Submit" button please make sure you have checked all provided information and attached all necessary supporting documentation. You will not be able to revise the application form after submission. Failure to submit the required information and documentation within the deadline specified may lead to rejection of the application.

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