



**LIGHTHOUSE PROJECT
STRATEGISING THE CIVIC SPACE
LIGHTHOUSE PROJECT**

CONCEPT NOTE TEMPLATE

Important: Please use Arial 10, line spacing 1.1, normal page margins and respect the specified character limits. Text exceeding these limits may not be taken into account by the Evaluation Panel.

1. ADMINISTRATIVE DATA OF THE CONSORTIUM

1.1. Lead Applicant

Administrative data of the Lead Applicant	
Name of the organisation	
Abbreviation	
Legal form	
Registration number (UIC)	
VAT Number	<i>If applicable</i>
Legal address	<i>Address, postal code, city, country</i>
Postal address	<i>If different</i>
Phone number	
E-mail address	
Website	
Social media links	
Legal representative	
Name and position	
Phone number	
Email address	
Contact person	
Name and position	
Phone number	
Email address	

1.2. Partner 1: [Name]

Please copy the table below as many times as needed to correspond to the number of partners.

Administrative data of Partner 1	
Name of the organisation	
Abbreviation	
Legal form	
Registration number (UIC)	
VAT Number	<i>If applicable</i>
Legal address	<i>Address, postal code, city, country</i>
Postal address	<i>If different</i>
Phone number	
E-mail address	
Website	
Social media links	
Legal representative	
Name and position	
Phone number	
Email address	
Contact person	
Name and position	
Phone number	
Email address	

1.3. Partner 2: [Name]

Administrative data of Partner 2	
Name of the organisation	
Abbreviation	
Legal form	
Registration number (UIC)	
VAT Number	<i>If applicable</i>
Legal address	<i>Address, postal code, city, country</i>
Postal address	<i>If different</i>
Phone number	
E-mail address	
Website	
Social media links	
Legal representative	
Name and position	
Phone number	
Email address	
Contact person	
Name and position	
Phone number	
Email address	

1.4. Partner 3: [Name]

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2. ORGANISATIONAL ELIGIBILITY AND CAPACITY

2.1. Consortium members and expertise

2.1.1. Consortium set-up

Please outline the set-up of your consortium, why these specific partners have been chosen, highlighting their expertise, roles, and added value. (Max 3000 characters with spaces)

Click or tap here to enter text.

2.2. Organisational eligibility and capacity of the Lead Applicant

2.2.1. Description of the Lead Applicant

Please describe the organisation and the resources (human, financial, material, technical, etc.) it possesses to ensure it can adequately implement the project. Explain how it covers the eligibility criteria. (Max 1200 characters with spaces)

Click or tap here to enter text.

2.2.2. Outline of usual activities, thematic and geographic focus of work

Please describe the work of your organization in similar activities in terms of civic activities, your usual thematic focus of activities, as well as national and regional experience (Max 1200 characters with spaces)

Click or tap here to enter text.

2.2.3. Specific project portfolio

Please provide information on one or more projects that demonstrate the eligibility of the lead applicant according to the requirements listed in the Guidelines in the last 7 years. (Max size – 1 page per project)

Please copy the cells below as many times as needed to correspond to the number of projects. However, keep in mind that once the eligibility criteria are met, additional projects will not contribute to a higher evaluation score.

Project 1

Provide information on: project title, source of finance, brief description of activities, thematic field, regions of implementation (NUTS2), period, grant amount, amount of support to organisation, number of partners, role in project.

Click or tap here to enter text.

Project 2

Provide information on: project title, source of finance, brief description of activities, thematic field, regions of implementation (NUTS2), period, grant amount, amount of support to organisation, number of partners, role in project.

Click or tap here to enter text.

2.3. Organisational eligibility and capacity of the Partners

2.3.1. Partner 1: [Name]

Copy the section below as many times as needed to correspond to the number of partners.

2.3.1.1. Description of the Partner	
<p>Please describe the organisation and the resources (human, financial, material, technical, etc.) it possesses to ensure it can adequately implement the project. Explain how it covers the eligibility criteria. (Max 1200 characters with spaces)</p> <p>Click or tap here to enter text.</p>	
2.3.1.2. Outline of usual activities, thematic and geographic focus of work	
<p>Please describe the work of your organization in similar activities in terms of civic activities, your usual thematic focus of activities, as well as national and regional experience (Max 1200 characters with spaces)</p> <p>Click or tap here to enter text.</p>	
2.3.1.3. Specific project portfolio	
<p>Please provide information on projects that demonstrate the eligibility of the organization according to the requirements listed in the Guidelines in the last 7 years. (Max size – 1 page per project)</p> <p>Please copy the cells below as many times as needed to correspond to the number of projects. However, keep in mind that once the eligibility criteria are met, additional projects will not contribute to a higher evaluation score.</p>	
Project 1	<p>Provide information on: project title, source of finance, brief description of activities, thematic field, regions of implementation (NUTS2), period, grant amount, amount of support to organisation, number of partners, role in project.</p> <p>Click or tap here to enter text.</p>
Project 2	<p>Provide information on: project title, source of finance, brief description of activities, thematic field, regions of implementation (NUTS2), period, grant amount, amount of support to organisation, number of partners, role in project.</p> <p>Click or tap here to enter text.</p>

2.3.2. Partner 2: [Name]

2.3.2.1. Description of the Partner
<p>Please describe the organisation and the resources (human, financial, material, technical, etc.) it possesses to ensure it can adequately implement the project. Explain how it covers the eligibility criteria. (Max 1200 characters with spaces)</p> <p>Click or tap here to enter text.</p>

2.3.2.2. Outline of usual activities, thematic and geographic focus of work	
<p><i>Please describe the work of your organization in similar activities in terms of civic activities, your usual thematic focus of activities, as well as national and regional experience (Max 1200 characters with spaces)</i></p> <p><i>Click or tap here to enter text.</i></p>	
2.3.2.3. Specific project portfolio	
<p><i>Please provide information on projects that demonstrate the eligibility of the organization according to the requirements listed in the Guidelines in the last 7 years. (Max size – 1 page per project)</i></p> <p><i>Please copy the cells below as many times as needed to correspond to the number of projects. However, keep in mind that once the eligibility criteria are met, additional projects will not contribute to a higher evaluation score.</i></p>	
Project 1	<p><i>Provide information on: project title, source of finance, brief description of activities, thematic field, regions of implementation (NUTS2), period, grant amount, amount of support to organisation, number of partners, role in project.</i></p> <p><i>Click or tap here to enter text.</i></p>
Project 2	<p><i>Provide information on: project title, source of finance, brief description of activities, thematic field, regions of implementation (NUTS2), period, grant amount, amount of support to organisation, number of partners, role in project.</i></p> <p><i>Click or tap here to enter text.</i></p>

2.3.3. Partner 3: [Name]

...

3. PROJECT SUMMARY

3.1. Project title	
Click or tap here to enter text.	
3.2. Project summary	
<i>Short executive summary (Max 1500 characters with spaces)</i>	
Click or tap here to enter text.	
3.3. Financial request	
Tentative funding requested from CETF (in CHF)	Click or tap here to enter text.
Tentative budget of complementary activities in the context of item 4.4. of the Guidelines (in CHF ¹)	Click or tap here to enter text.
3.4. Duration and location	
Project duration	Click or tap here to enter text.
Project geographical scope	<i>Describe the project coverage and the indicate locations where it will be implemented in terms of NUTS2 regions</i>

4. PROJECT JUSTIFICATION, AMBITION AND INNOVATION

4.1. Project context and problem statement
<i>Describe the key challenges of civic society in Bulgaria. How does the project address these needs and challenges? (Max 5000 characters with spaces)</i>
Click or tap here to enter text.
4.2. Project ambition and innovation

¹ If these activities are funded in a currency other than the Swiss franc, please use the Bulgarian National Bank exchange rate as of January 8, 2025. The calculations are intended to provide the Evaluation Committee with an indication of the scale of potential complementary activities.

Describe how the project demonstrates ambition by setting objectives, tackling challenges, and expanding the scope and size of activities beyond the current practices in the civic society sector in Bulgaria. Describe the innovativeness and added value of the project (Max 5000 characters with spaces)

Click or tap here to enter text.

4.3. Compliance with transversal/horizontal issues

Please provide information on the compliance of the project with the horizontal issues listed in item 3.5 of the Guidelines: social inclusion, sustainable environment, gender equality and anti-discrimination and good governance (Max 1500 characters with spaces)

Click or tap here to enter text.

5. PROJECT INTERVENTION

5.1. Objectives and thematic focus

5.1.1. Project overall objectives (impact)

Please describe the anticipated impact of the project and provide evidence of its national significance. (Max 1000 characters with spaces).

Click or tap here to enter text.

5.1.2. Project specific objectives (outcomes)

(Max 1000 characters with spaces)

Click or tap here to enter text.

5.1.3. Thematic and impact of intervention

Please define the sub-thematic areas in the field of strategic planning, civic engagement, or civil society advocacy the project will address, the expected project impact and provide justification for their selection. (Max 2000 characters with spaces)

Click or tap here to enter text.

5.2. Description of the work approach and target groups

5.2.1. Project work packages

Outline the project methodology. Provide a description of the main planned activities in work packages, indicating for each: title, short justification, WP contribution to project objectives/outcomes; short description of activities; outputs and deliverables; tentative budget; lead organization of the WP (in CHF); WP lead. (Max 10,000 characters with spaces)

Important! *If complementary activities are envisaged as described in item 4.4 of the Guidelines, they should be explicitly highlighted in this section.*

Important! *Please ensure the inclusion of at least one work package (WP) with activities outlined in item 4.6.3 of the Guidelines, along with a management WP, a capacity-building WP, a communications and visibility WP, and an impact evaluation WP.*

Click or tap here to enter text.

5.2.2. Target groups

Who are the main target groups: Identify their needs and how they will benefit from the project. How were they included in the project design and in which activities will they be involved in? Give an estimate of the approximate size of the general population and the number/share of those included in the project. (Max 2000 characters with spaces)

Click or tap here to enter text.

5.2.3. Geographical coverage

Describe the geographical reach of the project and the regions it will impact. Please provide evidence how the project will implement regional requirements for at least 70% of the funds to be for activities outside South-West regions, and cities of Plovdiv and Varna. (Max 1000 characters with spaces)

Click or tap here to enter text.

5.3. Communication and outreach approach

5.3.1. Communication, dissemination, and outreach approach

Outline your communication and dissemination activities planned to promote the activities and maximise the impact. Specify how you intend to reach new and diverse audiences and to increase the number of citizens who actively participate in civic initiatives. (Max 2000 characters with spaces)

Click or tap here to enter text.

5.4. Sustainability, partnership-building, and synergies with other initiatives

5.4.1. Sustainability

Describe the project sustainability at three levels: institutional sustainability meaning potential for long-term integration within existing structures, financial sustainability including plans for funding and resource management

post-project and at policy-level sustainability, which includes alignment with policy frameworks and potential for influencing. (Max 2000 characters with spaces).

Click or tap here to enter text.

5.4.2. Networking/cooperation with other stakeholders and/or synergies with other projects/initiatives

Please describe the project contribution to establishment or expansion of networking and cooperation with different stakeholders - from other sectors such business, public authorities, academia, opposing CSOs/parties as well as synergies with other initiatives including the other 2 LHPs under CETF (Max 2000 characters with spaces).

Click or tap here to enter text.

5.5. Project team

Describe the core team/s (or functions) that will implement the project.

Name and function	Organisation	Role/tasks/professional expertise/qualification

5.6. Indicators

Objectives/effects/outputs	SMART Indicator	Work Packages	Source for verification	Time of verification
Overall objective (impact)				
Specific objectives (outcome)				
Deliverables/Outputs				

SIGNATURE (VALID ELECTRONIC SIGNATURE)

Lead applicant legal representative:

Name:

Signature:

Important: Important! If the lead applicant is represented jointly by more than one representative, the application must be signed by all of them. If the form is submitted by an authorized person, they must be duly authorized by the legal representative(s).

Important! Failure to sign by the lead applicant, will lead to rejection of the application.

Date and place: