

## APPLICATION GUIDELINES

The Application consists of the following mandatory documents:

- a) Application form
- b) Initiative budget form
- c) Certificate of Registration

### a) Application form

An application for project funding may only be submitted EWI's Application Form. Complete the form in its entirety, taking care that the length of the final document does not exceed four pages. Be clear, concrete and avoid abbreviations.

### b) Project budget

The initiative budget must be completed using EWI's form, with EUR as the official currency. Include only costs to be funded by EWI. Staff costs should be expressed in gross amounts and must not exceed 20% of the total value of the initiative. Include only costs to be funded by EWI.

For those who are employed by the applicant organisation and receive salaries, the budget unit is *month*. For those who receive a fee (e.g. as a trainer) the budget unit is *contract*. Organisational costs (electricity, water, rent office space, telephone, office supplies, equipment, computer software etc.) may not exceed 20% of the submitted initiative.

Budget items should clearly relate to the proposed project activities and be in accordance with the law and tax regulations applicable in the applicant's country.

### c) Certificate of Registration

A copy of the Certificate of Registration from the Register of Associations, **not older than six months**, should be included with the Application Form and Budget Form. Applications with incomplete documentation will not be considered.

The completed forms together with the Certificate of Registration, should be sent by e-mail to: [natjecaj2021@eiz.hr](mailto:natjecaj2021@eiz.hr) by **1.10.2026**. EWI will confirm receipt of all applications. For any additional information, please contact the EWI office.

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