

INNOVATION. MEDIA. **MINDS.**

EU SUPPORT TO PUBLIC
SERVICE JOURNALISM
IN WESTERN BALKANS

#EU4MediaMindsWB



INNOVATION PROJECT GRANTS – GUIDELINES

"INNOVATION. MEDIA. MINDS.:
SUPPORT TO PUBLIC SERVICE
JOURNALISM IN THE WESTERN
BALKANS"



EU Programme

Dajana Čelebić

dajana.celebic@goethe.de



International mobility grants – Applying for funds

- Project proposals must be submitted via [Goethe Application Portal \(GAP\)](#).
- Application deadline for International mobility grants: [24 April 2025, 18:00 CET](#).
- Please have your project idea written in Word document (not only directly in the online application form).
- The application form consists from the following parts:
- Important note:
 - Please use [Microsoft Edge](#) or [Google Chrome](#) browsers when filling in the GAP online application form.
 - It is important that you use [the latest version](#) of the browser so that you do not have technical difficulties when filling out the application form.
 - If you have any technical difficulties or you need technical support, please contact Dajana Celebic via email: dajana.celebic@goethe.de.


- ☐ Programme overview
- ☐ Applicant profile
- ☐ Professional experience
- ☐ Additional information
- ☐ Mobility
 - ☐ Mobility description
 - ☐ Mobility results and sustainability
- ☐ Supporting Documentation
- ☐ Declaration of honour
- ☐ Your feedback
- ☐ Data protection
- ☐ Save and send

International mobility grants – Applicant profile

Place of permanent legal residence* ▼

Place of current residence* ▼

Gender* ▼

Date of birth* 

I am an media professional with a disability. *

☐ Yes ☐ No

If yes, please provide additional Information

Please fill in the required basic information about the public service broadcaster (applicant) and click „Save & next“ option.

SAVE

SAVE & NEXT

International mobility grants – Professional experience

Professional activity and experience

Briefly describe your professional activity and experience *

2500 characters limit

Current employment status *

Please indicate your type of employment at the Western Balkan public service media broadcaster, work contract or freelance contract.

Employer name *

Please briefly describe the employer and your work tasks. *

2500 characters limit

- Please provide short description of your previous professional activity and experience. Please also mention any professional experience outside PSM (if relevant).
- Please choose which type of professional relationship you have with PSM.
- Please describe your current work tasks within PSM.

International mobility grants – Professional experience cont.

Contact person at your employer

Name *

Contact Telephone *

Contact E-Mail *

- Please provide contact information of your superior at the PSM, a person that can confirm that you an employee at the PSM.

International mobility grants – Professional experience cont.

Please provide recent professional achievements or reference projects from last three years relevant to the project application. Please provide a maximum of three links (if available):

Please describe *

English level of proficiency

Please choose *

BACK

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SAVE & NEXT

- Please provide information on your professional achievements for the last three years. If possible, please mention professional achievements related to the topic(s) of the mobility.
- Please choose the English level of proficiency (self assessment).
- After providing all required information, please click „Save & next“.

International mobility grants – additional information about the applicant

Have you received an international mobility grant from another organisation in the last five years? (Please describe)

Please describe *

1250 characters remaining

Are you currently involved in a project funded by the European Union? (If yes, please indicate which one(s).)

Please describe *

1250 characters remaining



Have you applied to other mobility funding programmes with the same mobility project? If yes, please indicate which one(s).

Please describe *

1250 characters remaining


- Please provide information on any other mobility grant(s) you have received within the last five years (if any).
- Please provide information on any EU funded projects you are currently involved in (if any).
- If you have applied to other mobility funding opportunities with the same mobility project, please provide more information about it (if any).

International mobility grants – mobility description


Start Date (including travel days)* 	End Date (including travel days)* 
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Duration in number of days
1

DESTINATION
Please choose one of the following destinations:

Destination* 

ADDITIONAL DESTINATION (OPTIONAL)
Please choose one of the following destinations:

Destination 

- For example: you can do job shadowing in one destination and attend a training in a different destination.

- Please indicate start and end date of your mobility (start and end date include travel days as well) for each destination separately (if you are planning on completing your mobility activities at two different destinations).
- Please have in mind that the earliest start of mobility is **10 May 2025**.
- Please choose destination of your mobility. Please have in mind that you can choose up to three (3) destinations for your mobility activities.

International mobility grants – mobility description cont.

MOBILITY TOPIC

Please specify the main topic(s) to which your mobility project is linked:

- ☐ Programme promotion, creation, production, web
- ☐ Multimedia production
- ☐ Mobile journalism
- ☐ Cyber security
- ☐ Human resources
- ☐ Archiving / digitisation of archives
- ☐ Youth and online platforms management
- ☐ Advertising and marketing
- ☐ Design

Other

- Please describe your mobility project as well as your plan of activities during the mobility. If you plan to combine job shadowing with attending other event such as conferences or trainings, please describe both in this section.

- Please choose topic(s) to which your mobility project is linked. If you cannot find your topic on the list, please specify in the section „Other“.

PLAN OF ACTIVITIES

Please provide a more detailed description of your mobility project, what it is about, which destination you are going to, and how long will your mobility last.

Description *

2500 characters remaining

Please provide a plan of activities.

Description *

2500 characters remaining

International mobility grants – mobility description cont.

INFORMATION ABOUT THE HOST MEDIA OUTLET, PROGRAMME

Please provide the information about the host media outlet/programme you plan to attend.

Description *

2500 characters remaining

Name of the host media outlet/programme *

Name of the contact person *

Email of the contact person *

Phone number of the contact person *

Website/Social media/other communication channels of the host media outlet/progr

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- Please provide more information on the host media outlet or programme that you plan to attend during your mobility.
- After entering all information related to your host media outlet or programme, please click „Save & next“.

International mobility grants – Mobility results and sustainability

RESULTS

Please explain what you expect as a result of your mobility, and why it is important. Results can be **tangible** (objects/productions...) or **intangible** (skills, knowledge, contacts...). If relevant, be specific in terms of quantities/numbers/size.

Explanation*

2500 characters remaining

SUSTAINABILITY

Explain how you will use the results described above (tangible or intangible) after the end of your mobility project.

Explanation*

2500 characters remaining

If you plan to follow up your mobility with other activities, please explain what these activities are.

Explanation*

2500 characters remaining

- Please list the results you expect to achieve. For example, tangible results can be: production of one short video on the topic of EU integrations. Example for intangible results: improved mobile journalism skills for content creation.
- Please mention how will you use the described results in practice (for example: created short video or skills for mobile journalism) in your work, focusing on your current work at Western Balkan PSM.
- Please mention if you plan any additional activities after the mobility. If you do not plan any follow up activities, please write „N/A“.

International mobility grants – Mobility results and sustainability cont.

MOTIVATION:

How is your mobility project connected to your professional work? What is your personal motivation to undertake this mobility, and how do you think the mobility experience will affect you as an individual?

Explanation*

2500 characters remaining

BACK

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- Please describe how proposed mobility activities are connected to your current work, your personal motivation for completing the mobility and your thoughts on how can this mobility affect you as an individual.
- After entering all information related to your mobility, please click „Save & next“ option.

International mobility grants – Supporting documentation

The following documents should be provided in English.

2. APPLICANT'S CV



Drag files here or click and select

3. OFFICIAL DOCUMENT

Any official document (signed and stamped) which confirms the applicant has a formal professional relationship with a Western Balkan PSM.

(If possible, please upload the document in English)



Drag files here or click and select

1. EVIDENCE DOCUMENTS

Evidence that a plan of activities has been organised for your mobility, for example:

- A letter, statement or any other official document which confirms that a host media outlet is ready to host you; Official letter with the signature and/or stamp, otherwise the document will not be accepted.
- A letter of invitation (indicating the dates), meeting confirmations, co-production agreements, contracts etc. with the mobility partner;
- In case of conferences, trainings, master classes etc., any document that verifies the event (public announcement, web link, agenda).



Drag files here or click and select

• Please upload required documentation to GAP by using the upload option below the text.

International mobility grants – Supporting documentation cont.

TYPE OF EXPENSE / BUDGET LINE	NO. OF DAYS / UNITS	UNIT COST (EUR)	TOTAL
1.1 Food expenses			0.00 ✕
1.2 Accommodation expenses			0.00 ✕
1.3 Transportation costs			0.00 ✕
1.4 Other costs			0.00 ✕
+ ADD ENTRY			
Total	0	0.00	0.00

- Then, please upload the completed budget file and complete the summary budget table below with the figures.

- The maximum grant amount: 5,000 EUR
- Please download the budget template at GAP or IMM website and fill in required information.

4. BUDGET

Please download the budget template below, complete it for your mobility activities. Then, please upload the completed budget file and complete the summary budget table below with the figures.

[Budget template](#) (MS Excel)



International mobility grants – Supporting documentation cont.

Int. mobility budget sheet

International mobility grants budget template_final.xlsm

First and last name of the applicant
Mobility destination

Number of days	Type of expense/budget line	Mobility destination	City	Fee (EUR)	Description	Unit value	Total

- In the budget template, please fill in only parts marked in yellow.
- Detailed explanations on how to fill in the budget template are available in the template.

Type of expense/budget line	Unit description	# of units	Unit value (in EUR)	Total Cost (in EUR)	Narrative description of costs
				0,00 €	
				0,00 €	
				0,00 €	
				0,00 €	
				0,00 €	
				0,00 €	

International mobility grants – Declaration of honour

DECLARATION OF HONOUR

I confirm that I meet the following eligibility requirements:

- ☐ I am a media professional.*
- ☐ I am aged 18 or above.*
- ☐ I legally reside in one of the following: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia.
- ☐ I have a formal professional relationship with one of the Western Balkan PSM.
- ☐ I am not a staff member of any of the following: Goethe-Institut, DW Akademie, Deutsche Welle.
- ☐ I understand that I will be entitled to the International mobility grant only if I satisfy all the conditions stated in the application guidelines.
- ☐ I have prepared this application without direct involvement of the staff responsible for the selection process.
- ☐ In the case of multiple submissions with different funding organisations, I will declare immediately any other such funding that I will receive for the implementation of the action subject to this application.
- ☐ The EU has not imposed restrictive measures against me.
- ☐ I have not been previously excluded from the EU funded projects or subject to financial penalties by the European Union.
- ☐ I will pay all required taxes due on any mobility support I receive.
- ☐ I undertake to notify Goethe-Institut immediately of any changes regarding my application and participation in the project.
- ☐ If I receive International mobility grant, I agree to submit a narrative and financial report on my mobility, including proof that it took place.

- Please read carefully each sentence and **tick each of the boxes** beside each sentence in the Declaration of honour in order to proceed to the last part of the application form.
- At the bottom of the Declaration of honour form please click „Save & next“.

International mobility grants – final parts of the application form

APPLICANT'S FEEDBACK

How did you find out about this call? ▼

How difficult was it for you to complete this application form? ▼

In case you find the application form not easy, please explain why?

BACK

SAVE

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- If you want, please provide your feedback on the application form.
- Please read carefully the Data protection clause and tick the last two boxes and click „Save & next“.

DATA PROTECTION

International mobility grants scheme

INFORMATION ABOUT DATA PROTECTION FOR APPLICATIONS to the Innovation. Media. Minds. EU Support to Public Service Journalism in Western Balkans Programme of the Goethe-Institut

We, the Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, Germany, would like to inform you which personal data (in short: "data") we process when you submit an application to us via online form. We would also like to inform you about the rights you are entitled to.

You can contact our data protection officer by E-mail at datenschutz@goethe.de.

1. Which data are processed?

When you submit an application, we store and process the following data about you and the other partners involved in the application:

applicant profile
professional information
address of applicant(s)(street, city, country)
telephone number(s)

- ☐ I have read the Data Protection Declaration and I agree to the processing of the data.*
- ☐ I certify that all information provided is correct. I know that false statements can lead to rejection or if applicable termination of contract. *

BACK

SAVE

SAVE & NEXT

International mobility grants – submission of project proposal

SAVE AND SEND

Final Remarks

PRINT VERSION (PDF)

BACK SAVE

- If you have any final remarks that you want to provide before submission of your project proposal, please write your remarks in this field.
- If you completed all required fields in the application form, please click „Save“ to submit the application form.
- After submission, you will receive a confirmation email that the application was submitted. If you do not receive a confirmation email, please contact IMM team.

International mobility grants – potential mobility hosts

- Applicants are encouraged to find their mobility host in cooperation with departments for international cooperation of the public service broadcaster they are employed at or research potential capacity building activities for skills they want/need to improve depending on their working position/tasks.
- Applicants can do their job shadowing at Western Balkan PSMs part of the IMM programme.
- The provided list is non-exhaustive, not mandatory list of mobility hosts.

No.	Name of the PSM/institution
1.	Deutsche Welle (DW)
2.	Radio and Television of Slovenia
3.	Radio and Television of Croatia
4.	Radiotelevisión Española (still waiting their final agreement)
5.	Raidió Teilifís Éireann
6.	European Federation of Journalists (EFJ)
7.	International Press Institute (IPI)
8.	Centre for media pluralism and media freedom
9.	International journalism festival
10.	Arena for Journalism in Europe
11.	Journalism Fund Europe
12.	ifp - Institut für publizistische Ausbildung e.V. (only for media professionals speaking German)

Questions?

- If you have any questions/concerns/problems with the application form or any other part of the submission procedure, please contact Dajana Čelebić (dajana.celebic@goethe.de).
- Visit our [IMM Programme website](#) for more information. Q&A section is available at the IMM Programme website. The [Q&A section](#) will be revised regularly after each received question.

Thank you for your time and attention!

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