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



Production grants for independent media - Applying for funds

- Project proposals must be submitted via <u>Goethe Application Portal (GAP)</u>.
- Application deadline: 18 September 2025, 23:59 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 <u>Microsoft Edge</u> or <u>Google Chrome</u> 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
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Save and send



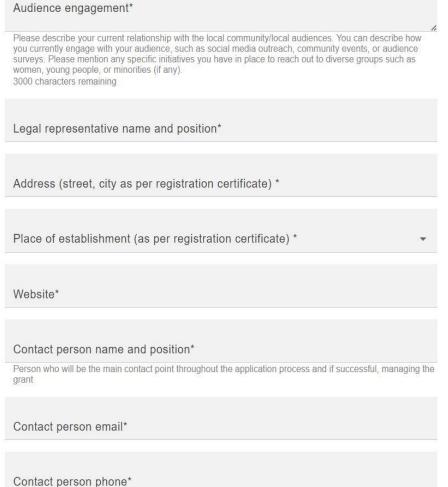




Production grants for independent media - Applicant profile

LEAD APPLICANT PROFILE

Legal name of the independent media outlet/media organisation* *as per registration certificate Legal name of the independent media outlet/media organisation* *in English Ownership* Other (please specify): Year of establishment * Registration (ID) number* Please provide information on your media outlet/organisation *



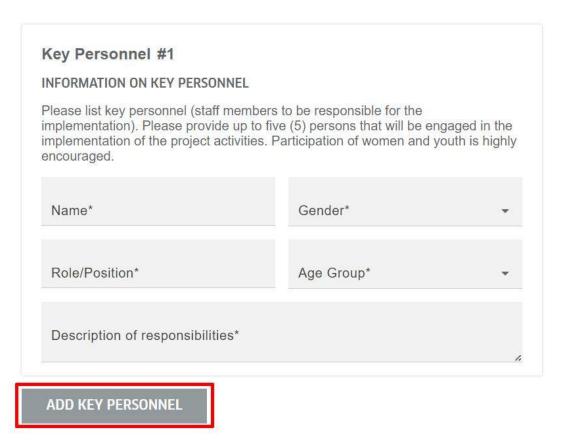
Please fill in the required basic information about the applicant and click "Save & next" option.







Production grants for independent media - Applicant profile cont.





Please fill in the required basic information about the lead applicant (key personnel and more information on the type of the media). Use "Add key personnel" option to add more staff members.

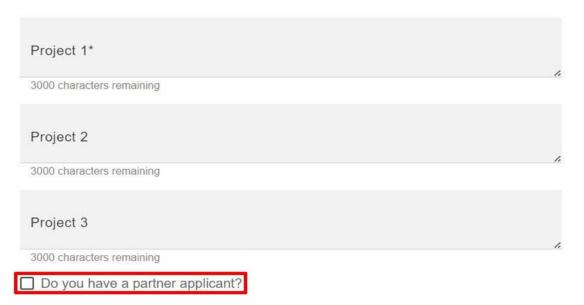






Production grants for independent media - Applicant profile cont.

BACK



- Please describe a maximum of three projects below. If available, please share a link(s) of relevant media content.
- If project(s) is related to the proposed project, please specify how and provide short synergy description.
- If you have a partner applicant, please tick the box at the end of this section and fill in required information about your partner (the same information you provided for lead applicant).
- After providing all required information, please click "Save & next".







SAVE



Production grants for independent media - Basic information about the project

Title of the project*			
Requested amount (in I	Euro)*		
Please provide proposed s	tart and end date	of the project implementation	١.
Please note that the imple	mentation period c	annot be longer than 12 mor	iths.
Please note that the earlie	st start of the proje	ct is December 01, 2024	
Start Date*		End Date*	Ö
Implementation period			
Duration in number of days 0			
Proposed project topic(s)*		,
Please provide information on to 2000 characters remaining	GOETHE AK		

- Please provide a title of your project and the requested amount (note: maximum amount up to 30,000 EUR).
- Please choose the implementation period of your project activities.
- Please describe proposed project topics, topics related to the media content you wish to produce.

Production grants for independent media - Project description

Project description *

Please provide a short background and main features of the project. 3000 characters remaining

Main objective(s) of proposed project*

Please provide a brief description of the main objective(s) of the proposed project 3000 characters remaining

Project target groups*

Target groups are persons with whom you will work directly with, or who directly will benefit from your actions (e.g. citizens expected to be directly included in the action, journalists directly involved in the process, etc.). Please summarize in one paragraph total number of people you target, % of women, age groups, and other specificities (e.g. if they are coming from underrepresented groups).

3000 characters remaining

Audience to be reached by the proposed project*

Audience are people you plan to reach with proposed actions (for example: citizens accessing your content 3000 characters remaining

Results*

Result that will be visible at the end of the project - changes you will accomplish. 3000 characters remaining

Supplied by

the European Union





- Please provide more details about your project, such as: project description, main objectives, target groups, audience to be reached and results of your project activities.
- After providing all required information, please click "Save & next".

BACK



Production grants for independent media - Problem analysis and implementation

PROBLEM ANALYSIS

Context and problem analysis*

What is the key problem your proposal is trying to address? Explain the context (external and internal factors) in which this problem exists. Please specify how this proposal will contribute to solving key problem(s) mentioned in the proposal.

3000 characters remaining

Relevance of the project to the call's objectives*

Please outline how this project and its activities contribute towards the objectives of the call for proposals. 3000 characters remaining

RISKS AND MITIGATION MEASURES

Describe the main internal and external risks or challenges, which could affect the implementation of the project and specify the measures planned for mitigation of those risks.

3000 characters remaining

SUSTAINABILITY

Please explain how your project will have a long-term impact after the grant funding ends. Consider how your project will continue to produce quality content, attract a diverse audience, and use new strategies and tools even after the project is completed.

3000 characters remaining

- Please provide information on the context of your project proposal, relevance to the call's objectives, risks and mitigation measures and sustainability (long-term impact) of proposed project.
- After providing all required information, please click "Save & next".

BACK

SAVE

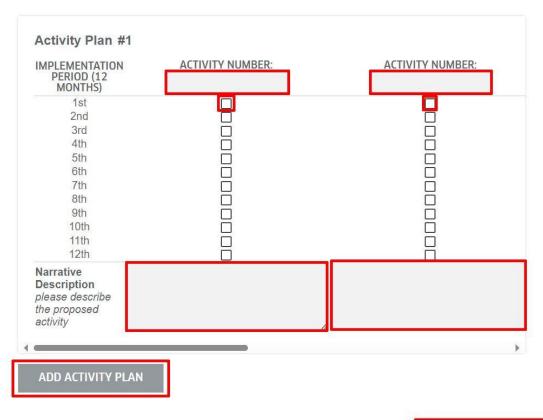








Production grants for independent media – Problem analysis and implementation cont.



 Please provide information on your project activities:

- Activity number: for example 1.1.
- Activity name: for example coordination meetings
- Implementation period: please tick the months in which you plan to implement your project activities.
- Narrative description: please narratively describe each activity in the field "Narrative description".
- If you need more space for project activities (you have more than five activities), please click "Add activity plan" option.





SAVE & NEXT







Production grants for independent media - Supporting documentation

CV'S AND PORTFOLIO

- of suggested key personnel



PORTFOLIO OF MEDIA OUTLET/ORGANISATION

- on a similar media content topic that the applicant is suggesting in its project proposal (for video)



- Please upload CVs of proposed key personnel.
- Please upload relevant portfolio of your media outlet/organisation.
- Please upload a registration certificate that confirms the legal entity status.

REGISTRATION DOCUMENTS (CERTIFICATE)

- confirming the legal entity status as a registered media outlet/organisation within the country of application









Production grants for independent media - Supporting documentation cont.

ANY OFFICIAL DOCUMENT (SIGNED AND STAMPED)

- which confirms the lead applicant has a written agreement with at least one Western Balkan PSM that is part of the Innovation. Media. Minds. Programme on broadcasting and co-production of the media content that will be produced within this grant scheme.



SELF-DECLARATION ON EXCLUSION CRITERIA AND AVOIDANCE OF CONFLICTS OF INTEREST

Please complete the template of the self-declaration, sign it and upload it below.

Self-declaration Template



- Please upload a document that confirms that you have a written agreement (contract/agreement/statement/letter of intent) with at least one Western Balkan PSM on broadcasting and co-production of media content.
- Please upload the signed selfdeclaration (template is available at <u>IMM website</u> and <u>GAP</u>).
- Please upload financial statements for the last two fiscal years.

FINANCIAL STATEMENTS

- for the last two fiscal years (for lead and partner application)









Production grants for independent media - Supporting documentation cont.

Please upload editorial guidelines of the lead and partner applicant (if applicable).



Please upload organisational chart of the lead and partner application (if applicable) that displays a reporting or relationship hierarchy. Please include all departments and managing bodies, including the steering committee and founders, and for the managing positions within the media outlet/organisation, please include the names of employees currently engaged at these roles.



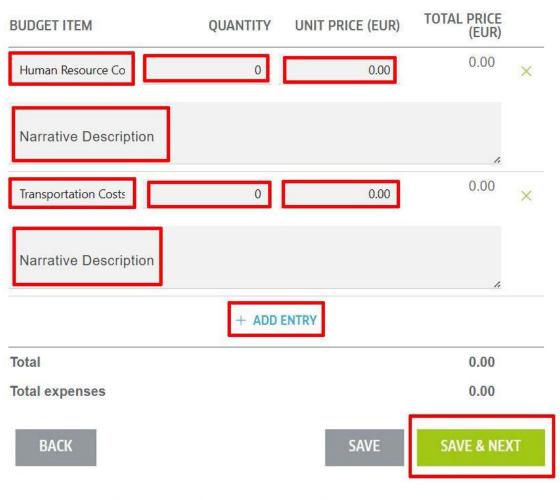
- Please upload the editorial guidelines of the lead and partner applicant (if applicable).
- Please upload the organisational chart of the lead and partner applicant (is applicable). The chart should display a reporting hierarchy. relationship Please include all departments and managing bodies, including steering founders, and for the managing outlet/organisation. include the names of employees currently engaged at these roles.







Production grants for independent media - Supporting documentation cont.



- Please fill in the following information about the budget:
 - Budget item name: for example Human resources expenses.
 - Quantity: please provide quantity for each budget line.
 - Narrative description: please narratively explain each expense.
 - Total price: will be calcuated automatically.
- If you want to add more budget lines, please use the option "+Add entry".
- <u>VAT</u> costs <u>will not be accepted</u> within this grant scheme.
- After entering all required information, please click "Save & next".







Production grants for independent media - Declaration of honour

I confirm that the applicant meets the following requirements:

- ☐ I am aged 18 or above*
- am legally entitled to submit project proposals for the applicant.*
- The lead applicant and/or partner applicant is established/located in one of the following countries: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia.*
- The lead applicant has signed a document which confirms a formal agreement with at least one Western Balkan PSM on broadcasting and co-production of the media content that will be produced within this grant scheme.*
- Legal representative, key personnel, lead and/or partner applicant's employees are not staff members of any of the following: Goethe-Institut, DW Akademie, Deutsche Welle *
- understand that the lead and/or partner applicant will be entitled to the Grants for independent media only if all conditions stated in the application guidelines are satisfied.
- have prepared this application without direct involvement of the staff responsible for the selection process.*
- In case of multiple submissions with different funding organisations, the lead and/or partner applicant will declare immediately any other such funding that they will receive for the implementation of the action subject to this application.*
- The EU has not imposed restrictive measures against the lead and/or partner applicant.*
- The lead and/or partner applicant has not been previously excluded from the EU funded projects or subject to financial penalty by the European Union.*
- The lead and/or partner applicant will pay all required taxes due on any grant support the applicant receives.*
- The lead applicant will notify Goethe-Institut immediately of any changes regarding application and participation in the project.*
- If the lead and/or partner applicant receives Grants for independent media, the lead and/or partner applicant agrees to submit a narrative and financial report, including supporting documentation.*
- The applicant read and understood Production grants for independent media and media organisations application guidelines. *

- Please read carefully each sentence and <u>tick each of the</u> <u>boxes</u> 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".

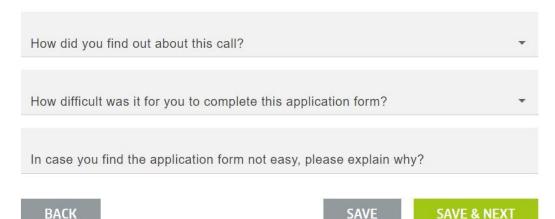






Production grants for independent media - final parts of the application form

APPLICANT'S FEEDBACK



- 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

Production grants for independent media and media organisations

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

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 is 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)
- 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.*













Production grants for independent media – submission of project proposal

SAVE AND SEND

Final Remarks



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







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 <u>IMM Programme website</u> for more information and Q&A section. The Q&A section will be revised regularly after each online informative session and received question.







Thank you for your time and attention!

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