PrevenT

PrevenTing
Gender based violence & violence against Children
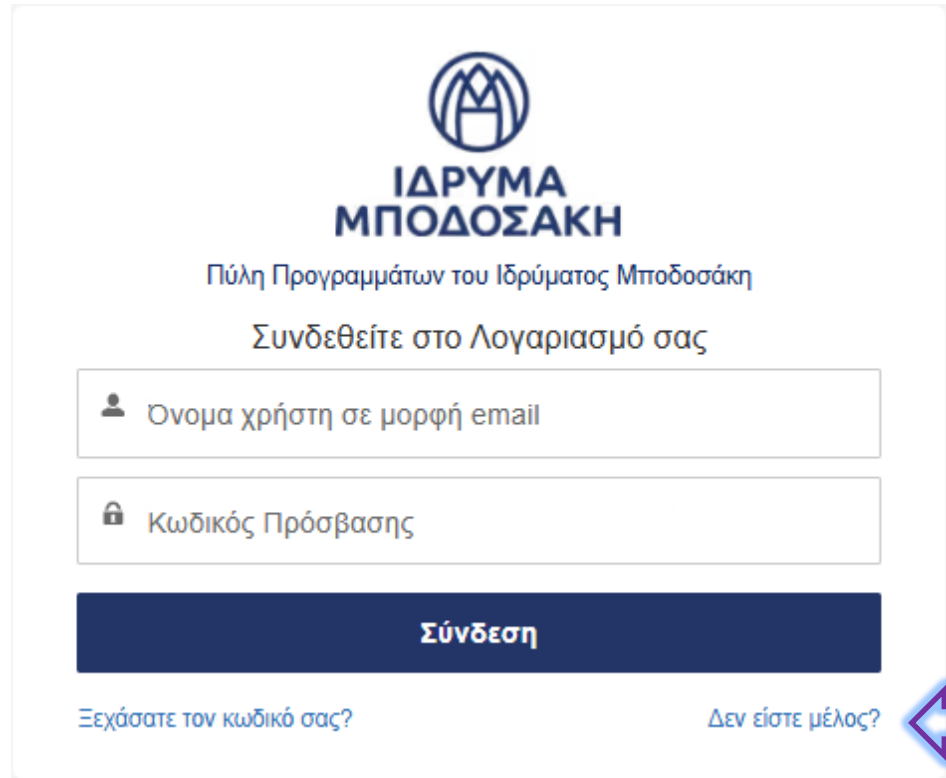
Με τη συγχρηματοδότηση:

ΙΔΡΥΜΑ ΜΠΟΔΟΣΑΚΗ

NGO

Bodossaki Foundation Funding Programmes Portal
User Instructions

Step 1 – Log In Page

- Visit Bodossaki Foundation Funding Programmes **Portal Log In Page** (Image 1).

- To create a new account, Click on the question *'Δεν είστε μέλος;'* *('Not a member?')*

ΙΔΡΥΜΑ ΜΠΟΔΟΣΑΚΗ

Πύλη Προγραμμάτων του Ιδρύματος Μποδοσάκη

Συνδεθείτε στο Λογαριασμό σας

Όνομα χρήστη σε μορφή email
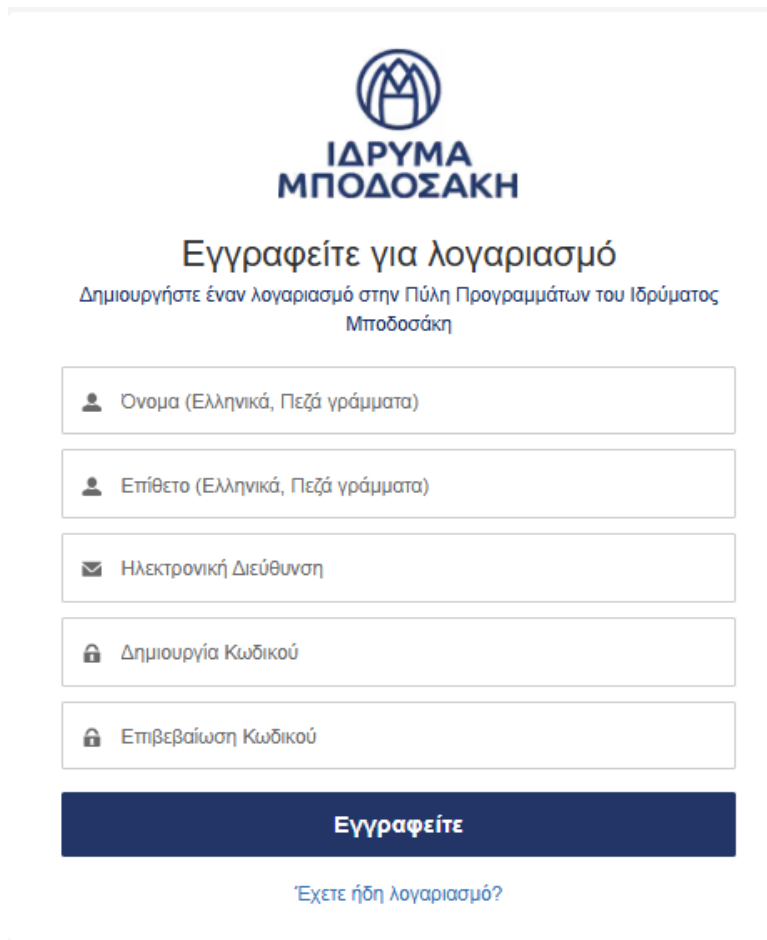
Κωδικός Πρόσβασης

Σύνδεση

Ξεχάσατε τον κωδικό σας?   Δεν είστε μέλος?

Image 1

ΙΔΡΥΜΑ
ΜΠΟΔΟΣΑΚΗ

Εγγραφείτε για λογαριασμό

Δημιουργήστε έναν λογαριασμό στην Πύλη Προγραμμάτων του Ιδρύματος Μποδοσάκη

Step 2 – Registration Page
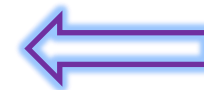
- Fill in the fields (Image 2*),
  and then click
  'Εγγραφείτε'/Register'.*

1. Name
2. Surname
3. Email
4. Create Password
5. Confirm Password

👤 Όνομα (Ελληνικά, Πεζά γράμματα) — **1**

👤 Επίθετο (Ελληνικά, Πεζά γράμματα) — **2**

✉ Ηλεκτρονική Διεύθυνση — **3**

🔒 Δημιουργία Κωδικού — **4**

🔒 Επιβεβαίωση Κωδικού — **5**

Εγγραφείτε

Έχετε ήδη λογαριασμό;

Καλωσορίσατε στο Ίδρυμα Μποδοσάκη - Welcome to Bodossaki Foundation -

BF Bodossaki Foundation Portal <bfportal@bodossaki.gr>
To

ΙΔΡΥΜΑ ΜΠΟΔΟΣΑΚΗ

Step 3 – Account Confirmation Email

- Follow the instructions (Image 3*)*

Όνομα χρήστη:

Ευχαριστούμε για την εγγραφή σας στην Πύλη Προγραμμάτων του Ιδρύματος Μποδοσάκη.

Για να μεταβείτε στην Πύλη Προγραμμάτων πατήστε εδώ: https://bodossaki.my.site.com/fundingprograms/s/login/?language=el

Σας ευχαριστούμε,

Ίδρυμα Μποδοσάκη

Username:

Thank you for registering at the Bodossaki Foundation Programmes Portal.

To access the Programmes Portal click here: https://bodossaki.my.site.com/fundingprograms/s/login/?language=el

Thank you,

Bodossaki Foundation

Image 3

Step 4 – Log In Page

- On the Portal's Log In Page :
  https://bodossaki.my.site.com/fun
  dingprograms/s/login/?language=
  el, fill in the username (1) and
  Password (2) and then click
  'Σύνδεση/Log In'». (Image 4)

Step 5 – Home Page

- Once you log in, you will be directed to the Home Page(Image 5).

- To fill in the application in English, you need to select English in the 'Language' drop-down menu.

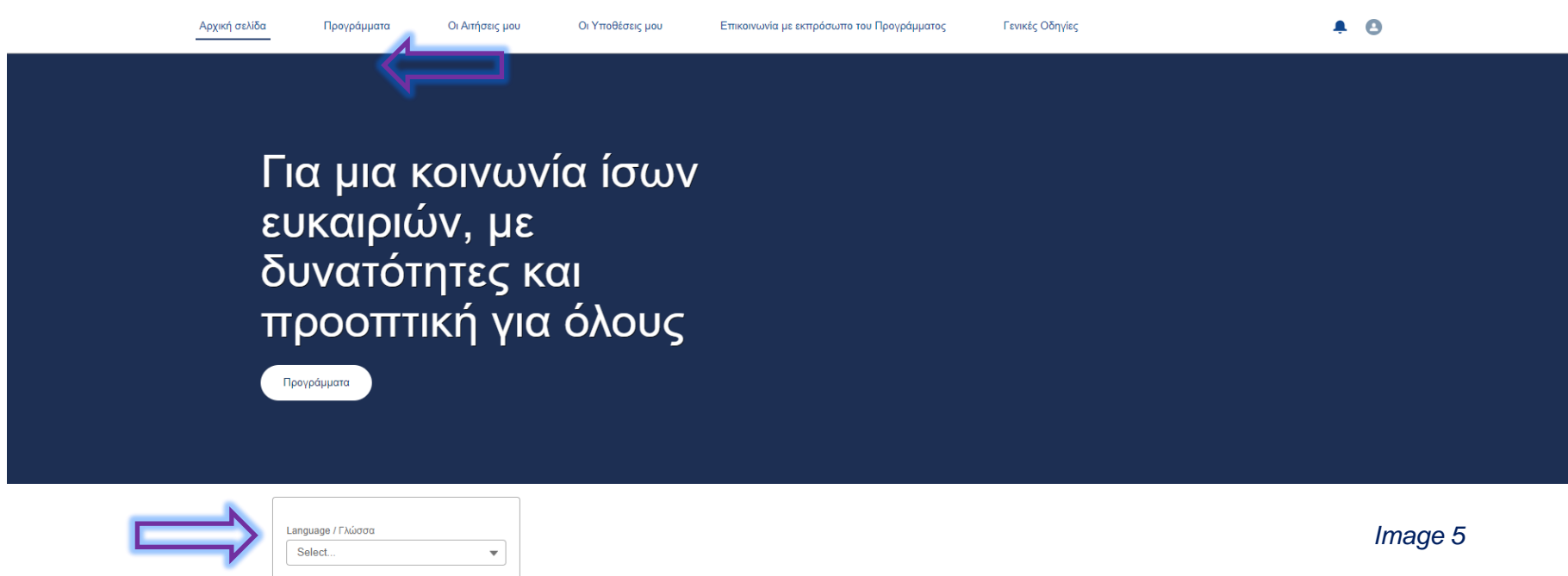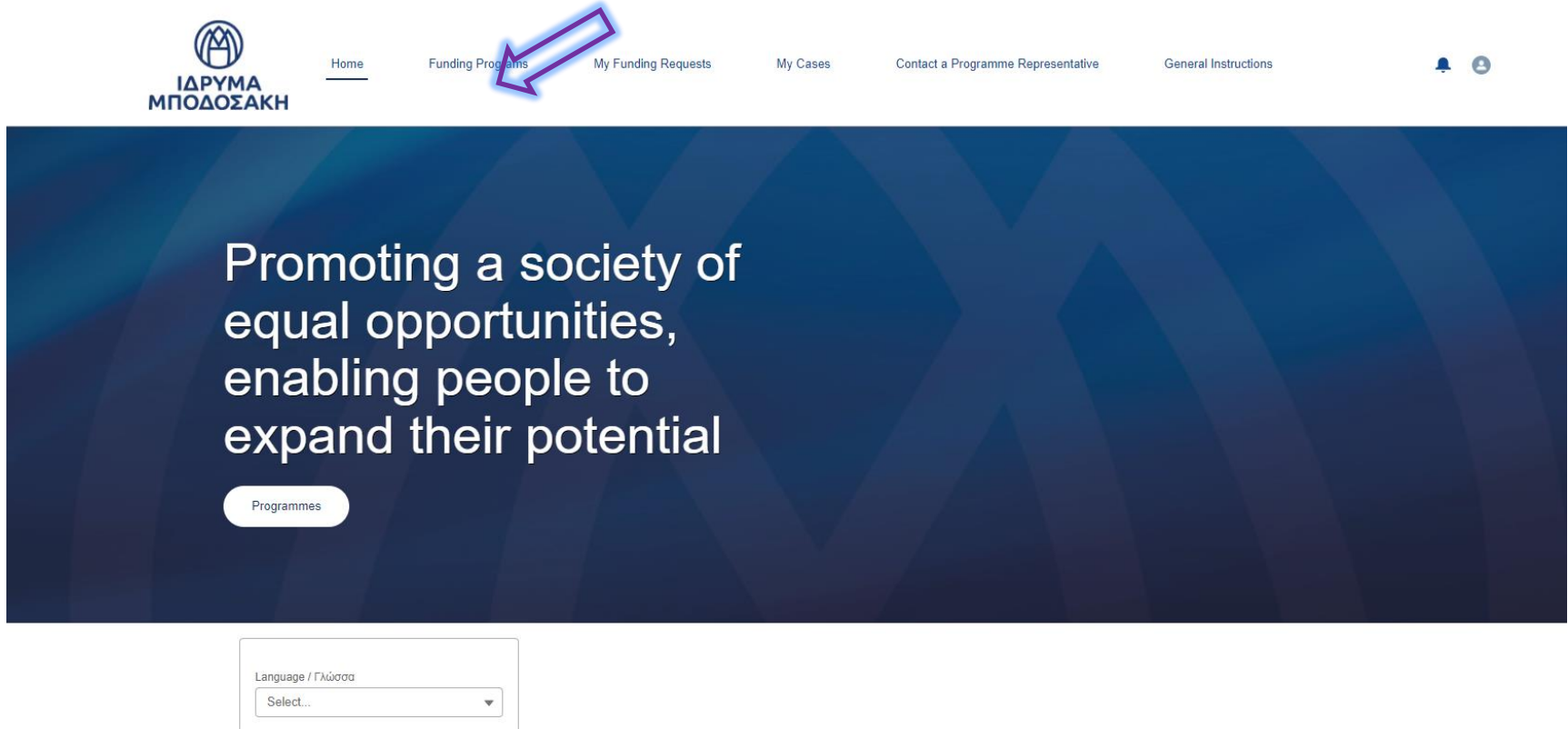*! Only applications by Cyprus-based CSOs can be filled in Greek or English.*

Image 5

- For the available programmes, click **'Funding Programs'.**

Image 6

Step 6 – Select the Funding Programme

- In the list, select **«PREVENT - Preventing gender-based violence and violence against children»** (Image 7).

*By clicking the link (under 'Program URL'), you will be directed to the <u>PREVENT webpage</u>.

ΙΔΡΥΜΑ ΜΠΟΔΟΣΑΚΗ

Home   Funding Programs   My Funding Requests   My Cases   Contact a Programme Representative   General Instructions

Image 7

This list shows the Programmes that are currently open for applying.

Select the Program of your Interest

ΔΙΑΘΕΣΙΜΑ ΠΡΟΓΡΑΜΜΑΤΑ - OPEN PROGRAMMES

Funding Program Name	Description	Program URL
"PREVENT"- Preventing gender-based violence and violence against children	Το πρόγραμμα "Preventing gender-based violence and violence against children" (PREVENT) έχει ως στόχο την πρόληψη και καταπολέμηση της έμφυλης βίας και της βίας κατά των παιδιών, μέσω της στήριξης Οργανώσεων της Κοινωνίας των Πολιτών (ΟΚοιΠ) στην Ελλάδα και την Κύπρο που δραστηριοποιούνται σε αυτούς τους τομείς, καθώς και της ενίσχυσης των γνώσεων, των ικανοτήτων και της βιωσιμότητάς τους. Το PREVENT συγχρηματοδοτείται από την Ευρωπαϊκή Ένωση, σε ποσοστό 90%, μέσω του προγράμματος Citizens, Equality, Rights and Values (CERV) 2023-DAPHNE, το Ίδρυμα Μποδοσάκη και το Κέντρο Στήριξης ΜΚΟ, σε ποσοστό 10%, με συνολικό ποσό επιχορήγησης €2,3 εκ. Συντονιστής του PREVENT είναι το Ίδρυμα Μποδοσάκη (Ελλάδα), σε σύμπραξη με το Κέντρο Στήριξης ΜΚΟ (Κύπρος). --------- The programme "Preventing gender-based violence and violence against children" (PREVENT) aims to prevent and combat gender-based violence (GBV) and violence against children, by supporting Civil Society Organisations (CSOs) active in these fields, in Greece and Cyprus, and by increasing their knowledge, capacity and sustainability. PREVENT is co-funded by the European Union (90% funding rate), through the Citizens, Equality, Rights, and Values (CERV) 2023-DAPHNE programme, and by the Bodossaki Foundation and NGO Support Centre (10% funding rate), with the total grant amounting to €2.3 million. PREVENT is coordinated by the Bodossaki Foundation (Greece) in consortium with the NGO Support Centre (Cyprus).	https://www.bodossaki.gr/prevent-cerv/programma-prevent/

View All

Step 7 – Create an Application

After selecting the funding programme (PREVENT), select '***Application Creation Prerequisites'*** (Image 8).

Funding Program

🏛 "PREVENT"- Preventing gender-based violence and violence against children

Status	Start Date	End Date Time
In progress	5/6/2024	25/9/2024 5:00 pm

Funding Program Name

"PREVENT"- Preventing gender-based violence and violence against children

Description

Το πρόγραμμα "Preventing gender-based violence and violence against children" (PREVENT) έχει ως στόχο την πρόληψη και καταπολέμηση της έμφυλης βίας και της βίας κατά των παιδιών, μέσω της στήριξης Οργανώσεων της Κοινωνίας των Πολιτών (ΟΚοιΠ) στην Ελλάδα και την Κύπρο που δραστηριοποιούνται σε αυτούς τους τομείς, καθώς και της ενίσχυσης των γνώσεων, των ικανοτήτων και της βιωσιμότητάς τους. Το PREVENT συγχρηματοδοτείται από την Ευρωπαϊκή Ένωση, σε ποσοστό 90%, μέσω του προγράμματος Citizens, Equality, Rights and Values (CERV) 2023-DAPHNE, το Ίδρυμα Μποδοσάκη και το Κέντρο Στήριξης ΜΚΟ, σε ποσοστό 10%, με συνολικό ποσό επιχορήγησης €2,3 εκ.

Συντονιστής του PREVENT είναι το Ίδρυμα Μποδοσάκη (Ελλάδα), σε σύμπραξη με το Κέντρο Στήριξης ΜΚΟ (Κύπρος).

The programme "Preventing gender-based violence and violence against children" (PREVENT) aims to prevent and combat gender-based violence (GBV) and violence against children, by supporting Civil Society Organisations (CSOs) active in these fields, in Greece and Cyprus, and by increasing their knowledge, capacity and sustainability. PREVENT is co-funded by the European Union (90% funding rate), through the Citizens, Equality, Rights, and Values (CERV) 2023-DAPHNE programme, and by the Bodossaki Foundation and NGO Support Centre (10% funding rate), with the total grant amounting to €2.3 million. PREVENT is coordinated by the Bodossaki Foundation (Greece) in consortium with the NGO Support Centre (Cyprus).

Image 8

Application creation prerequisites
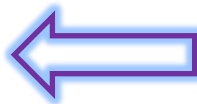
Step 8 – Application Request Requirements

- A form including a series of questions regarding the application requirements will be displayed (Image 9).

- Based on your answers, new questions will be displayed.

- It is mandatory to answer all questions.

- After you have answered all questions, select 'Next'.

Image 9

Step 9 – Application Request Requirements (Eligible/Ineligible)

- If you meet the eligibility criteria, the message shown in Image 10 will be displayed. By clicking **'Next',** you will be directed to the **main application page**.

- If you don't meet all the eligibility criteria (based on the information you have provided), the message shown in Image 11 will be displayed. In this case, you will not be able to proceed to the main application page.

Image 10

Application creation prerequisites

As you meet the eligibility criteria set by the Programme "PREVENT"- Preventing gender-based violence and violence against children", you can proceed to create your application by selecting "Next".

Then, you will be directed to your application screen, where you can begin filling it out by selecting **"Application Filling Out"** at the top right.

For more information on navigating through the Bodossaki Foundation Programmes Portal, please refer to the "General Guidelines" section.

Next

Image 11

Application creation prerequisites

We regret to inform you that you do not meet the eligibility criteria set by the Project "**PREVENT**"- **Preventing gender violence and violence against children",** for the following reasons:

- Eligible applicants must have completed twelve (12) months of operation by the deadline for submitting applications for the open call.

- The proposed implementation period of a project must be within the permissible limits (minimum 6 to maximum 12 months), as defined in the call for proposals.
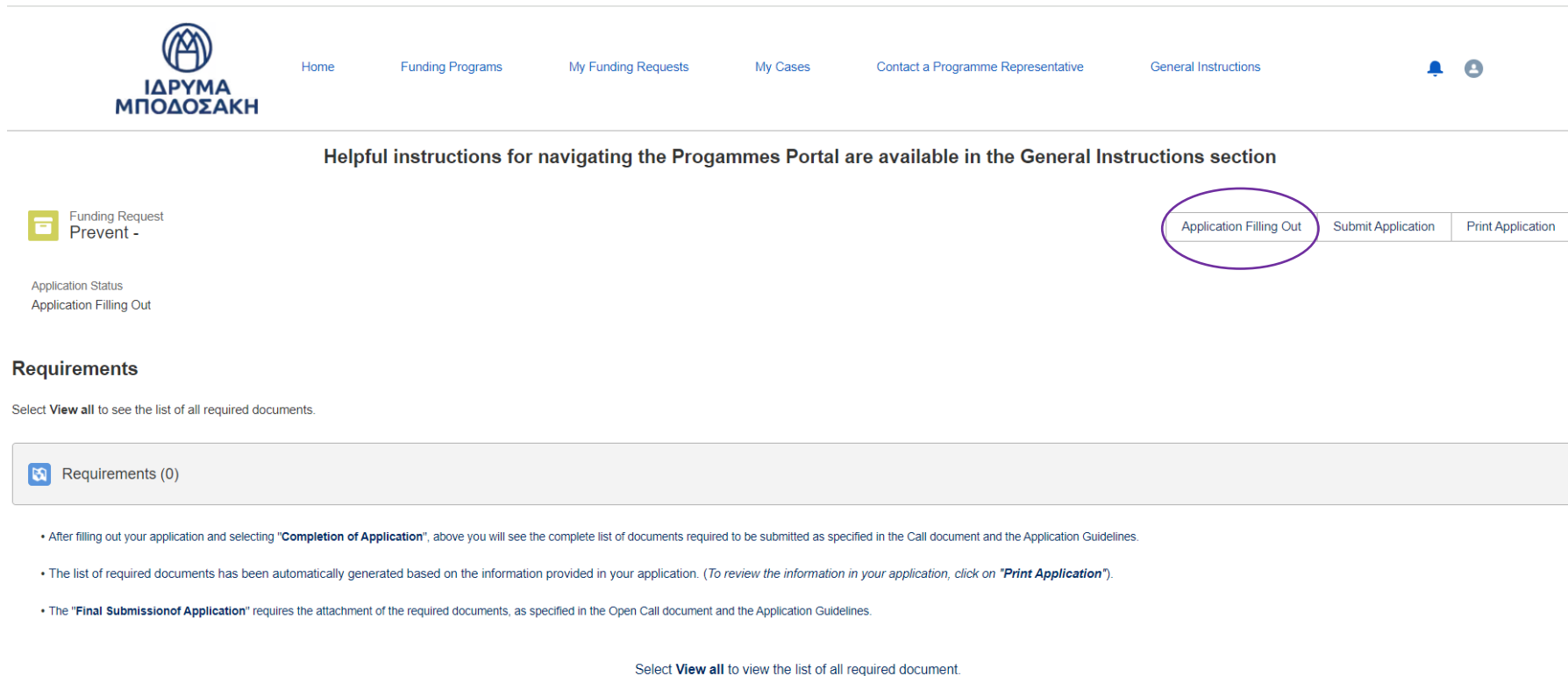
For more information, please refer to the "Application Guidelines" and the relevant "Open Call" document.

Previous   Exit

Step 10 – Main Application Page
Select 'Application Filling Out' to start completing the application information.

Image 12

Step 11 – Completing the Application

APPLICATION SECTIONS
- LEAD APPLICANT
- PARTNER (IF APPLICABLE)
- FINANCIAL DATA
- PROJECT PROPOSAL INFORMATION
- WORK PACKAGES
- COMPLETION OF APPLICATION → REQUIRED DOCUMENTS

! Note

In order to be able to click 'Save & Continue' and move on to the next section, you must have answered all the mandatory questions of the section.

Step 11 - Completing the Application

1st section: Lead Applicant

| Lead Applicant | Financial Data | Project Proposal Information | Work Packages | Completion of Application |

Lead Applicant

ˇ Information about the Organization

*In what language is the Organization's legal name? ⓘ

○ Greek
○ English

*Legal Name in Greek

[   ]

*Legal Name in English

[   ]

*Legal Status

[--None--   ▲▼]

T.I.N. Number

[   ]

Date of Legal Establishment: 2 July 2021

Webpage (In format https://www.abc.com)

[   ]

*Organization's Phone Number

[   ]

Check that you have filled in **all** the fields and that in the "**Street**" field you have filled in street & number.

* **Registered Address**
Country

[Cyprus   ▼]

Street

[   ]

Zip/Postal Code

[   ]

City   State/Province

[   ]   [--None--   ▼]

*District

[--None--   ▲▼]

*Municipality / Community

[   ]

Image 13

Step 12 – Adding New Records

At some parts of the application (e.g 'Lead Applicant', 'Work Packages' sections), you will be asked to create records for data entry. Select **'New'** to add a new record.

∨ * Experience in project implementation

Describe up to 5 most relevant to the call activities and projects realized by the organisation over the last three (3) years   *Image 14*

You can add multiple records to the information requested above by clicking the **"New"** button

- Fill in the information required and click '**Save**' on each record
- To edit or delete your entries, select the arrow to the right of each entry and click '**Edit**' or '**Delete**' respectively

* Activity/project title

* Start

* End

* Role (Coordinator or Partner)

--None--

* Activity/Project Budget (€)

* % of budget managed by the organisation

* Brief description of the activity/project (max 70 words)

Cancel   Save

New

No data to display

After you have added all the required information, click **'Save'**.

Image 15

Step 13 – Completion of Application

Once you complete filling out all the sections of the application, you can refer back to each section to confirm/change the information you have entered. After you have selected **'Completion of Application',** you will no longer be able to edit the information you have entered.

| Lead Applicant | Financial Data | Project Proposal Information | Work Packages | Completion of Application |

Please carefully read the following instructions

Completion of Application

• At this point you can go through the sections of your application to confirm the correctness and completeness of the information you have filled out. In case you have omitted to fill in mandatory information, messages will appear that will guide you to the corresponding sections to check the information you have filled in, in order to successfully complete your application

• Once you have completed filling in your mandatory application details, select **'Completion of Application'** to finalize your application details.

• **After** the final registration of your application details and **the completion of stage 'Completion of Application' :**
    - you will no longer be able to edit the information you have entered in the sections of your application.
    - You can review the information in your application, by clicking on 'Print Application'
    - The status of your application changes from "Application Filling Out" to **"Application to be submited"**

Required Documents

• The full list of supporting documents that you are required to submit is automatically generated during the completion of your application.

• Once you have **successfully completed the "Completion of Application" stage**, please go to the **main screen of your application** under the **'Required Documents' section** to view the full list of documents you are required to submit.

• For the Final Submission of your application, it is required to attach all the required supporting documents, as defined in the the Programmes's open call.

For more information, please refer to the "Application Guidelines" and the relevant "Open Call" document.

Final Submission of Application

• After you have completed attaching the required supporting documents, select **"Final Submission of Application"** to submit your application to the Bodossaki Foundation (Greece) and the NGO Support Centre (Cyprus).

• The status of your application in the Programmes Portal will change from "Application to be submitted" to **'Submitted'.** At this stage, you will receive a confirmation receipt email from Program's Executive Management Unit

Exit   Save & Previous   Completion of Application

Image 17

Step 13 – Completion of Application

Click **'Completion of Application'** to finalise the data entry process.

In case you have omitted to fill in mandatory information, messages will be displayed to guide you to the respective sections requiring additional information.

Lead Applicant	Financial Data	Project Proposal Information	Work Packages	Completion of Application

Please carefully read the following instructions

Completion of Application

• At this point you can go through the sections of your application to confirm the correctness and completeness of the information you have filled out. In case you have omitted to fill in mandatory information, messages will appear that will guide you to the corresponding sections to check the information you have filled in, in order to successfully complete your application

• Once you have completed filling in your mandatory application details, select **'Completion of Application'** to finalize your application details.

• After the final registration of your application details and **the completion of stage 'Completion of Application'** :
    - you will no longer be able to edit the information you have entered in the sections of your application.
    - You can review the information in your application, by clicking on 'Print Application'
    - The status of your application changes from "Application Filling Out" to **"Application to be submitted"**

Required Documents

• The full list of supporting documents that you are required to submit is automatically generated during the completion of your application.

• Once you have **successfully completed the "Completion of Application" stage**, please go to the **main screen of your application** under the **'Required Documents' section** to view the full list of documents you are required to submit.

• For the Final Submission of your application, it is required to attach all the required supporting documents, as defined in the the Programmes's open call.

For more information, please refer to the "Application Guidelines" and the relevant "Open Call" document.

Final Submission of Application

• After you have completed attaching the required supporting documents, select **"Final Submission of Application"** to submit your application to the Bodossaki Foundation (Greece) and the NGO Support Centre (Cyprus).

• The status of your application in the Programmes Portal will change from "Application to be submitted" to **'Submitted'.** At this stage, you will receive a confirmation receipt email from Program's Executive Management Unit

Exit | Save & Previous | Completion of Application

Step 14 - Completion of Application Confirmed

To confirm completing the application, click '**Completion of Application Confirmed'** and then 'Exit'.

After you have clicked 'Exit', you will be directed to the Main Application Page..

Image 18

Step 15 – Application Status

Under the tab 'My Funding Requests' the application status will be 'Application to be submitted'.

	Home	Funding Programs	My Funding Requests	My Cases	Contact a Programme Representative	General Instructions

ΟΙ ΑΙΤΗΣΕΙΣ ΜΟΥ

Funding Request Name	Applying Contact	Application Status	Created Date
Prevent - NGO	NGO SC EN Application	Application to be submitted	3/7/2024 12:03 am

Step 16 – Required Documents

Back to the main application page, under 'Requirements', a list of required documents is automatically generated based on the information provided during the completion of your application.

1. Select **'View all' ('Προβολή όλων')** to view the list of all required documents.
2. To upload a document, click on the available link for each document (2).

Image 19

Funding Request
Prevent - MKO MKO

Application Filling Out | Submit Application | Print Application

Application Status
Application to be submitted

To submit your application to the Programme, you need to click **"Final Submission of Application"**.
Then, you will receive a submission confirmation email from the Programme's Executive Unit. The application's status on the Programme Portal will change from "Application to be submitted" to "Submitted".

Requirements

Select **View all** to see the list of all required documents.

Requirements (6+)

Requirement Name	Requirement For	Requirement Name Eng	Requirement For ENG	
Έντυπο Προϋπολογισμού	Αίτηση έργου	Budget File	Project Proposal	▼
Ισχύον Καταστατικό/Συστατικό Έγγραφο (νομίμως δημοσιευμένο αντίγρ...	Φορέας Υλοποίησης	Statute of the organisation – Founding Act in force	Lead Applicant	▼
Τελευταία σε ισχύ Πολιτική Παιδικής Προστασίας της οργάνωσης	Φορέας Υλοποίησης	Last in force Child Protection Policy of the organisation	Lead Applicant	▼
Υπεύθυνη δήλωση για ελλιπή υποστηρικτικά έγγραφα	Φορέας Υλοποίησης	Declaration signed by Legal Representative for missing supporting docs.	Lead Applicant	▼
Υπεύθυνη Δήλωση Ακεραιότητας υποψηφίων στη Κύπρο για το πρόγρα...	Φορέας Υλοποίησης	Declaration of honor for applicants in Cyprus for the "PREVENT" Project	Lead Applicant	▼
Πιστοποιητικό Εγγραφής στο κατά περίπτωση Μητρώο	Φορέας Υλοποίησης	Certificate of registration in the relevant Register	Lead Applicant	▼

Προβολή όλων

- The list of required documents has been automatically generated based on the information provided in your application. (*To review the information in your application, click on "Print Application"*).

- The "**Final Submission of Application**" requires the attachment of the required documents, as specified in the Open Call document and the Application Guidelines.

Step 17 – Uploading Documents

Requirement
Έντυπο Προϋπολογισμού

Back to All Requirements

Due Date   Status
                   Open

Requirement Name
Έντυπο Προϋπολογισμού

Useful Information GR
Το έντυπο προϋπολογισμού αποτελεί βασικό έγγραφο και είναι υποχρεωτικό για την οριστική υποβολή της αίτησης. Πρέπει να γίνει χρήση του υποδείγματος που έχει αναρτηθεί στην ιστοσελίδα του Προγράμματος και να υποβληθεί σε μορφή Excel.

Requirement Name Eng
Budget File

Useful Information ENG
The Budget File is a core document and is mandatory for the final submission of the application. You must use the template provided on the Programme's webpage and submit it in Excel format.

Requirement For
Αίτηση έργου

Requirement For ENG
Project Proposal

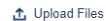⌄ Requirement Details

Funding Request
Prevent - NGO

Completed Date

Primary Contact
NGO SC EN Application

📄 Files (0)

⬆ Upload Files
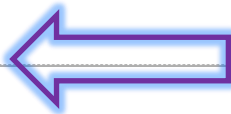
Or drop files

Image 20

Step 17 - Uploading Documents

Click 'Done' to finalize uploading the file. To return to the required documents list and upload a new document, proceed by clicking 'Back to All Requirements'.

Image 21

Step 20 – Required Documents Status

- Back to the Required Documents list, the status of the document has changed to 'Complete'.
- Repeat the process for all the required documents.

! Important Note: Uploading the 'Budget File' is mandatory for submitting your application.
For the rest of the documents the due date is visible.

In the "Requirements" column, click on the link of each required document to go to the screen for attaching your respective file.

When you attach your document, the Required Document Status will automatically change from "Open" to "Complete"

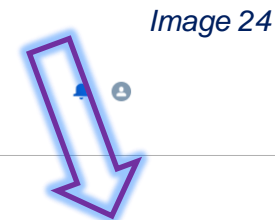To go to your application home page, click on '**My Funding Requests**'

Funding Requests > Prevent - NGO
Requirements
8 items • Updated 8 minutes ago

	Requirement Name	Requirement For	Requirement Name Eng	Requirement For ENG	Due Date	Status	
1	Έντυπο Προϋπολογισμού	Αίτηση έργου	Budget File	Project Proposal		Complete	
2	Ισχύον Καταστατικό/Συστατικό Έγγραφο (νομίμως δημοσιευμένο αντίγραφο)	Φορέας Υλοποίησης	Statute of the organisation – Founding Act in force	Lead Applicant	25/9/2024	Open	▼
3	Υπεύθυνη δήλωση για ελλιπή υποστηρικτικά έγγραφα	Φορέας Υλοποίησης	Declaration signed by Legal Representative for missing supporting docs.	Lead Applicant	25/9/2024	Open	▼
4	Υπεύθυνη Δήλωση Ακεραιότητας υποψηφίων στη Κύπρο για το πρόγραμμα «PREVENT»	Φορέας Υλοποίησης	Declaration of honor for applicants in Cyprus for the "PREVENT" Project	Lead Applicant	25/9/2024	Open	▼
5	Πιστοποιητικό Εγγραφής στο κατά περίπτωση Μητρώο	Φορέας Υλοποίησης	Certificate of registration in the relevant Register	Lead Applicant	25/9/2024	Open	▼
6	Βεβαίωση εγγραφής στο Τμήμα Φορολογίας και Τμήμα Κοινωνικών Ασφαλίσεων	Φορέας Υλοποίησης	Certificate of Registration to the Com. of Taxation and Dep't of Social Insurance	Lead Applicant	25/9/2024	Open	▼
7	Υπεύθυνη δήλωση για ελλιπή οικονομικά στοιχεία	Φορέας Υλοποίησης – Φορολογικό έτος 2023	Declaration signed by the Legal Representative if financial data are unavailable	Lead Applicant - Tax Year 2023	25/9/2024	Open	▼
8	Υπεύθυνη δήλωση για ελλιπή οικονομικά στοιχεία	Φορέας Υλοποίησης – Έτος 2024	Declaration signed by the Legal Representative if financial data are unavailable	Lead Applicant - Year 2024	25/9/2024	Open	▼

Image 22

Step 21 – Submit Application

After you have uploaded all the documents, click **'Submit Application'** to complete the process.

Image 24

ΙΔΡΥΜΑ ΜΠΟΔΟΣΑΚΗ

Home   Funding Programs   My Funding Requests   My Cases   Contact a Programme Representative   General Instructions

Helpful instructions for navigating the Progammes Portal are available in the General Instructions section

Funding Request
Prevent - NGO

Application Filling Out | Submit Application | Print Application

Application Status
Application to be submitted

To submit your application to the Programme, you need to click **"Final Submission of Application"**.
Then, you will receive a submission confirmation email from the Programme's Executive Unit. The application's status on the Programme Portal will change from "Application to be submitted" to "Submitted".

Requirements

Select **View all** to see the list of all required documents.

Requirements (6+)

Requirement Name	Requirement For	Requirement Name Eng	Requirement For ENG	
Έντυπο Προϋπολογισμού	Αίτηση έργου	Budget File	Project Proposal	▼
Ισχύον Καταστατικό/Συστατικό Έγγραφο (νομίμως δημοσιευμένο αντίγρ...	Φορέας Υλοποίησης	Statute of the organisation – Founding Act in force	Lead Applicant	▼
Υπεύθυνη δήλωση για ελλιπή υποστηρικτικά έγγραφα	Φορέας Υλοποίησης	Declaration signed by Legal Representative for missing supporting docs.	Lead Applicant	▼

Step 22 – Final Application Submission

A confirmation email will be displayed.
Click **'Final Submission of Application'.**

Submit Application

Your application is ready for final submission.

If you wish, please press **"Final Submission of Application"**

Final Submission of Application

Submit Application

You have successfully submitted your application.

You will receive a confirmation email from Program's Executive Management Unit.

- If you wish to review your application details, select **"Print Application"**

- If you wish to cancel your application, go to the section **"Contact a Programme Representative"** to submit your request.

Finish

Step 23 – Application Status and Required Documents

The application status has changed to 'Submitted'.

If the upload of any supporting document is pending, you can click 'View All'. Then all the required documents and the due dates will be displayed.

Helpful instructions for navigating the Progammes Portal are available in the General Instructions section

Funding Request
Prevent - NGO

Application Filling Out | Submit Application | Print Application

Application Status
Submitted

To submit your application to the Programme, you need to click **"Final Submission of Application"**.
Then, you will receive a submission confirmation email from the Programme's Executive Unit. The application's status on the Programme Portal will change from "Application to be submitted" to "Submitted".

Requirements

Select **View all** to see the list of all required documents.

Requirements (6+)

Requirement Name	Requirement For	Requirement Name Eng	Requirement For ENG	
Έντυπο Προϋπολογισμού	Αίτηση έργου	Budget File	Project Proposal	▼
Ισχύον Καταστατικό/Συστατικό Έγγραφο (νομίμως δημοσιευμένο αντίγραφο)	Φορέας Υλοποίησης	Statute of the organisation – Founding Act in force	Lead Applicant	▼
Υπεύθυνη δήλωση για ελλιπή υποστηρικτικά έγγραφα	Φορέας Υλοποίησης	Declaration signed by Legal Representative for missing supporting docs.	Lead Applicant	▼
Υπεύθυνη Δήλωση Ακεραιότητας υποψηφίων στη Κύπρο για το πρόγραμμα «PREVENT»	Φορέας Υλοποίησης	Declaration of honor for applicants in Cyprus for the "PREVENT" Project	Lead Applicant	▼
Πιστοποιητικό Εγγραφής στο κατά περίπτωση Μητρώο	Φορέας Υλοποίησης	Certificate of registration in the relevant Register	Lead Applicant	▼
Βεβαίωση εγγραφής στο Τμήμα Φορολογίας και Τμήμα Κοινωνικών Ασφαλίσεων	Φορέας Υλοποίησης	Certificate of Registration to the Com. of Taxation and Dep't of Social Insurance	Lead Applicant	▼

View All

Image 27

Step 24 – Confirmation Email

When you submit your application, you will receive a confirmation email.

Prevent - dsdqd

Σας ευχαριστούμε για την αίτηση που υποβάλατε στο Πρόγραμμα: "PREVENT"- Preventing gender-based violence and violence against children

Η αίτηση σας υποβλήθηκε με επιτυχία.
Μετά την προθεσμία υποβολής των αιτήσεων, η αίτησή σας θα παραμείνει υπό επεξεργασία μέχρι να επικοινωνήσουμε μαζί σας.
Για περισσότερες πληροφορίες σχετικά με τη διαδικασία επιλογής έργων μπορείτε να ανατρέξετε στα έντυπα της Ανοιχτής Πρόσκλησης εκδήλωσης ενδιαφέροντος και των Οδηγιών Υποβολής Αιτήσεων.

Με εκτίμηση
Η Διεύθυνση του Προγράμματος "PREVENT"- Preventing gender-based violence and violence against children

Παρακαλούμε μην απαντήσετε στη συγκεκριμένη ηλεκτρονική διεύθυνση.
Εάν επιθυμείτε να επικοινωνήσετε με εκπρόσωπο του Προγράμματος, μπορείτε να βρείτε τα στοιχεία επικοινωνίας στα έντυπα της Πρόσκλησης και των Οδηγιών Υποβολής Αιτήσεων.

Prevent - dsdqd

Thank you for submitting your application to the Project: "PREVENT"- Preventing gender-based violence and violence against children

Your application has been successfully submitted.
After the application submission deadline, your application will be under review until we contact you.
For more information regarding the project selection process, you can refer to the Open Call document and the Application Guidelines.

Best Regards,
Executive Management Unit "PREVENT"- Preventing gender-based violence and violence against children

Please do not reply to this email address.
For any inquiries, you can contact a Project representative. You can find contact details in the Open Call document and the Application Guidelines.

Image 27

Useful Information

✓ The application information is structured into sections.

✓ Start filling out each section of the application in lowercase letters.

✓ Click the symbol **'i'** (when it is displayed next to a question) to have access to additional information.

✓ Respect the word limit.

✓ During completing the application, and given that all the mandatory information in a section is completed, you can click 'Save' and continue filling the rest of the section at a later stage.

✓ Once you complete filling out all the sections of the application, you can refer back to each section to confirm/change the information you have entered.

Useful Information

✓ Once you confirm the accuracy and completeness of the information entered in the sections of your application, proceed to the last section of the application and select 'Completion of Application' to finalize the completion of your application details.

✓ In case you have omitted to fill in mandatory information, messages will be displayed to guide you to the respective sections requiring additional information.

✓ After you have selected 'Completion of Application', you will no longer be able to edit the information you have entered.

✓ You can save and/or print your application details as a *.pdf file by selecting 'Print Application'.

✓ You can download a template of the application on the programme website (Information Documents: 'Application Preview'). You encourage you to read the document before completing your application.

Questions relating to the process of completing the application form can be submitted through the Funding Programmes Portal of the Bodossaki Foundation in the relevant section **'Contact a Programme Representative'**. This feature is available after the organisation has created an account.