



## PROJECT & COLLABORATION PROPOSAL FORM



*Thank you for your interest in working with us. The purpose of this form is to streamline our communications, ensure that we can support each other, and make the necessary resources available. Upon reviewing this form, Better Days will determine if your proposal is feasible in our space. Better Days prioritises the safety of our participants and aims to provide services that meet international quality standards.*

*Basic instructions on how to fill in this form:*

1. Please answer ALL questions on the **Project & Collaboration Proposal** and send it to us at **hello@betterdays.ngo**.
2. We are not able to respond to applications that are incomplete. Please make sure to **complete all sections and attach all relevant documentation**.
3. Please submit your proposal in a **timely manner**. We review project proposals twice a month to determine whether proposed programming is feasible in our space.
  - a. If your proposal is feasible, we will contact you to discuss it in more detail.
  - b. If your proposal is not feasible, we will try to suggest alternative homes for your idea.

Better Days leads with the conviction that displaced children and youth should have access to positive and safe environments so they can build better futures. Our partners are expected to share our organisational values and core beliefs and to use them as guiding principles in all interactions with participants (inside and outside the physical boundaries of Gekko. **Screening and onboarding requirements are defined to enable Better Days to establish mutually beneficial learning relationships with third parties.** Please be aware that, on top of managing capacity, space, and scheduling concerns, we must also manage safeguarding concerns. It is our responsibility to ensure that projects we host are trauma-informed and trauma-supporting, meet Better Days quality and safeguarding standards, and are compatible with Better Days' pedagogical philosophy and organisational mission and values.



Section 1

Proposer's Details	
Representative Details	Representative First & Last Name:  Title/Position:  Phone number:  Email:
Organisation/Institution Details (if applicable)	Organisation Name:  Website:  Registered Address:
VAT/Non-Profit Registration (if applicable)	VAT Number:  VAT Office:  Non-Profit Registration Number:
Introduction <i>Provide a brief description of your work.</i>	



<p>Have you previously worked with Better Days?</p>	<ul style="list-style-type: none"> <li>● Yes</li> <li>● No</li> <li>● Other</li> </ul>
<p>If 'yes' or 'other' please describe the details of the collaboration. <i>(i.e. name of project, location, date, duration, Better Days contact)</i></p>	

## Section 2

Project Details	
<p>What type of project do you propose to offer at Gekko?  <i>Select all that apply.</i></p>	<ul style="list-style-type: none"> <li>● Education</li> <li>● Mental Health and Psychosocial Support (MHPSS)</li> <li>● Recreation</li> <li>● Water, Sanitation, and Hygiene (WASH)</li> <li>● Medical</li> <li>● Legal</li> <li>● Emergency</li> <li>● Food</li> <li>● Shelter</li> <li>● Other</li> </ul>
<p>How many participants can the proposed project accommodate?</p>	<ul style="list-style-type: none"> <li>● 1-10</li> <li>● 10-20</li> <li>● 20-40</li> <li>● 40-80</li> <li>● 80-120</li> <li>● Other</li> </ul>



<p>What is the age range of the proposed project's participants?</p>	<ul style="list-style-type: none"><li>• Ages 15-18</li><li>• Ages 18-24</li><li>• Other</li></ul>
<p>Describe the proposed project's scope and objectives. 500 words max.</p>	
<p>Describe the methodologies, approaches, and practices that the proposed project may include. (i.e. SEL, blended learning, project-based approach) 200 words max.</p>	



<p>Have you determined KPIs for the proposed project?</p>	<ul style="list-style-type: none"> <li>● Yes</li> <li>● No</li> </ul>
<p>How will you collect, monitor, analyse, and evaluate the proposed project's impact?  <i>Select all that apply.</i></p>	<ul style="list-style-type: none"> <li>● Attendance sheets</li> <li>● Registration forms</li> <li>● Assessment tests</li> <li>● Satisfaction survey</li> <li>● Testimonials</li> <li>● KPIs</li> <li>● Database</li> <li>● Narrative reports</li> <li>● Budget</li> <li>● Other</li> </ul>
<p>Describe the nature of the proposed project's collaboration with Better Days.</p>	<ul style="list-style-type: none"> <li>● Integrated: The project occurs during an extended period of time and becomes an integrated component of BD's activities.</li> <li>● Recurrent: The project activities occur multiple times in a set period of time, or continuously over a brief period of time. (i.e. 4 training sessions, once per month, Jan-April)</li> <li>● One-off: The project activities occur only one time. (i.e. workshop, seminar, training, recreational activity, event)</li> <li>● Other</li> </ul>
<p>What is the time frame of the proposed project?</p>	<p>Flexible</p>



<p>Would the proposed project take place exclusively within the Gekko premises?</p>	<ul style="list-style-type: none"> <li>● Yes</li> <li>● No</li> <li>● Other</li> </ul>
<p>What is the estimated project cost?</p>	<ul style="list-style-type: none"> <li>● 0-1000 EUR</li> <li>● 1000-5000 EUR</li> <li>● 5000-10000 EUR</li> <li>● Other</li> </ul>
<p>What percentage of the budget has already been secured?</p>	<ul style="list-style-type: none"> <li>● 100%</li> <li>● Other</li> </ul>
<p>List the resources needed to implement the proposed project.   <i>(i.e. staffing, materials, equipment, etc.)</i></p>	<ul style="list-style-type: none"> <li>● IT equipment</li> <li>● Teaching/other staff</li> <li>● Volunteers</li> <li>● Supervision by Better Days</li> <li>● Stationery</li> <li>● Project supplies</li> <li>● Physical space</li> <li>● Transportation</li> <li>● Food/Snacks</li> <li>● Other</li> </ul>
<p>Does the proposed project require Better Days' support? If so, please specify the support needed and indicate the priority level.</p>	<ul style="list-style-type: none"> <li>● Yes</li> <li>● No</li> </ul> <p>If yes, prioritise the required areas of support:</p>



<p>What is the size of the implementing team? Specify the total number of instructors/staff required on-site simultaneously to implement your project.</p>	<ul style="list-style-type: none"> <li>● 1-5 people</li> <li>● 5-10 people</li> <li>● +10 people</li> </ul>
<p>Describe the roles and qualifications of the team members required.  <i>(i.e. 1 Program Coordinator with a Management degree; 3 volunteers with education degrees)</i></p>	
<p>Do you have a volunteer recruitment process?</p>	<ul style="list-style-type: none"> <li>● Yes</li> <li>● No</li> <li>● N/A</li> </ul>
<p>Risks: Please list any internal or external issues you anticipate as risks to the proposed project's success. Describe how the risks will be mitigated.  <i>(i.e. COVID-19, safeguarding issues, low participation, schedule changes)</i>      200 words max.</p>	

Section 3

Due Diligence
<p>Has the proposed project been offered in the past? If so, was it with at-risk or at-need children? Please share any important observations, incidents, complaints, or concerns you may have following this experience.      200 words max.</p>



<p>The following documentation is required to fulfill the requirements of Better Days' Partners Recruitment Procedure. Please confirm that you have attached the requested documentation with this form prior to sending it to <b>hello@betterdays.ngo</b>. Incomplete applications will not be considered.</p>	
<p><b>Proof of legal status</b></p> <p>If the proposing organisation is a citizens' initiative or an unregistered group, please help us understand how you operate. At a minimum, attach the <b>Code of Conduct</b>.</p>	<ul style="list-style-type: none"> <li>● Attached</li> <li>● Not attached</li> </ul>
<p><b>Safeguarding Policy</b></p> <p>If the proposing organisation is a citizens' initiative or an unregistered group, please help us understand how you operate. At a minimum, attach the <b>Complaint Form</b>.</p>	<ul style="list-style-type: none"> <li>● Attached</li> <li>● Not attached</li> </ul>
<p><b>Volunteer Recruitment Policy</b></p> <p>If you do not require the recruitment of volunteers to support the implementation of the project, it is not necessary to attach a Volunteer Recruitment Policy.</p>	<ul style="list-style-type: none"> <li>● Attached</li> <li>● Not attached</li> </ul>
<p>Have you or has the organisation been involved in any incidents, reputational, or safeguarding issues or allegations? If so, please explain.</p>	<ul style="list-style-type: none"> <li>● Yes Explain</li> <li>● No</li> <li>● Other Explain</li> </ul>





<p>Please include a maximum of 10 sources (links, reports, etc.) that reflect the impact and quality of past work.</p>	<p><i>Links:</i></p>       <p><i>Attachments (list):</i></p>
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Please be aware that upon approval of your project proposal, the following documentation will be required to complete our Partner's Recruitment Procedure and onboarding:

- 1. Signed MoU**
- 2. Partners Declaration\_Competence & Background Check.**
- 3. Partner's Waiver of Liability.**
- 4. BD's Communication Policy and Consent of Media Use**



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## Declaration

- I/We declare that we are not currently being investigated for an allegation of sexual exploitation, sexual abuse or sexual harassment or any other serious misconduct such as fraud or misuse of funds in Greece or abroad. I am /we are not been implicated, condemned, or charged with accusations that may inflict reputational damage and harm to my/our partners and those they are associated with.
- I/We understand that Better Days may require additional information and evidence to complete its vetting process. I remain committed to being responsive to any follow-up communication or otherwise informing the organisation in writing and in a timely manner of my decision to withdraw my interest in collaborating with them.
- Having knowledge of the legal consequences of a false declaration, I declare that the above information and attached documentation are genuine and true.
- I consent that the information provided for the purpose of this application will be stored in Better Days' online Drive for a minimum of 12 months and as required by law and will not be shared with any other party - other than for the purpose of meeting Better Days' statutory and regulatory requirements - without my prior consent.

## Submitted by

First & Last Name:	
Date:	
Signature:	