**QUESTIONNAIRE – PHASE 1**

|  |  |
| --- | --- |
| Full name of the organisation/media outlet and founder of the media outlet [legal representative of the media outlet] | Organisation: Media outlet: Founder of the media outlet:  |
| Short name of the organisation/media outlet | Organisation: Media outlet:  |
| Headquarters of the organisation/media founder [legal representative of the media outlet] |  |
| Website and social media profiles of the organisation / media outlet |   |

**STATUS OF THE APPLICANT [Organisation or Media Founder]**

|  |  |
| --- | --- |
| Tax Identification Number |  |
| Registration Number |  |
| Year of establishment[also include year of establishment of the media outlet if applicable] |    |
| Number of active members (for member-based organisations) |   |
| Membership in domestic, regional, and international networks and associations [clearly indicate what applies to the organisation / media founder / media outlet] |  |
| Collaboration with other organisations (specify forms of collaboration) – refers to organisations, media outlets and – if relevant – media founders.  |  |

**FIELD OF WORK**

|  |  |
| --- | --- |
| Mission and objectives of the organisation/media outlet  |  |
| How would you define the organisation/media outlet: expert (policy think-tank), activist, specialised in advocacy campaigns, service providing, informative media, etc.? |  |
| Target group(s) addressed by the organisation/media outlet (citizens, government authorities and state institutions, international institutions etc.) |  |
| What techniques does the organisation/media outlet use to communicate with its target group? |  |
| List the most important projects implemented by the organisation/media founder (referring to the media outlet to conduct activities within this program) in the last two years (2022 and 2023). | Project title: Donor: Grant amount: Project goal:Main activities:Project results: |
| Explain how your mission and strategy align with the objectives of this call. |  |
| Why is your organisation/media outlet the best choice to fulfil the objectives of this program? |  |
| Describe the environment in which the organisation/media outlet operates (local community, competition, coalitions, media scene). How do you view the media environment and working conditions for journalists and other media workers in your area? |  |

**MANAGEMENT AND DEVELOPMENT**

|  |  |
| --- | --- |
| Managing bodies of the organisation / media founder (assembly, managing board / steering board etc.) and their competences / mandates.  |  |
| Is the list of the members of the afore mentioned bodies available to the public? Provide a link or explanation.  |  |
| Does your organisation or media outlet have strategic and other planning documents for work and development? If yes, specify which ones. |  |
| What internal procedures and policies does the organisation / media outlet have (employee safety, gender equality, editorial independence, employment of persons with disabilities, etc.)? |  |
| Does your organisation have a code of professional / ethical conduct? Does your media outlet have its own Code of Ethics or do you apply other generally applicable Code of Ethics for journalists? |  |
| Which two currently valid strategic objectives of the organisation / media outlet, in your opinion, are particularly important for fulfilling its mission? |  |
| The number of employees and other engaged persons within the core team categorised by type of contract. |  |
| What expertise do the aforementioned individuals engaged in your organisation / media outlet possess, which is directly applicable to achieving the goals of this program? (specify the position/function and expertise for each individual) |  |
| Does the organisation / media outlet engage external collaborators, and if so, in what cases and of what profile? |  |
| What is, in your opinion, the treatment of the organisation / media outlet in the media? |  |
| For media publishers/founders: Does the media outlet have a decision issued by a regulatory or self-regulatory body regarding non-compliance with the Code of Journalists of Serbia or the Law on Electronic Media and REM regulations in the period 2022 - 2024? |  |
| For media publishers/founders: Does the media outlet comply with the decisions of regulatory or self-regulatory bodies? Describe how, and provide links if available as evidence of compliance with the decisions of the aforementioned bodies. |  |
| How does the organisation/media outlet promote and advertise its work? (techniques, methods) |  |
| Does the organisation/media outlet have a communication strategy a and a person responsible for its implementation? (if you have a communication strategy in writing, pls note that).  |  |

**FINANCIAL INFORMATION**

|  |  |
| --- | --- |
| List the total value in the last two years of all gifts, grants, contributions, and membership fees received by your organization or media publisher / founder. | 2023 - (Total income \_\_\_\_\_\_ EUR: donations – \_\_%, membership fees \_\_% income on the market \_\_%, other \_\_%) 2022 - (Total income \_\_\_\_\_\_ EUR: donations – \_\_%, membership fees \_\_% income on the market\_\_%, other \_\_%) |
| List of donors in the last two years (list sources and amounts) – 2022 and 2023 |  |
| Does your organisation or media publisher / founder have a recent audit report (financial, risk, performance audit etc)? |  |
| How often are external audits performed? If applicable, specify for which recent period have external audits been performed? |  |
| Are you aware or have you identified any instances of fraud within the organisation or media founder / publisher in the past? If so, how was this addressed? |  |
| Does your organisation or media founder / publisher have financial management and financial reporting processes in place? Describe these processes.  |  |
| Were your bank accounts blocked due to unpaid obligations for a period longer than 30 days during 2023 and 2024?  |  |
| What internal controls do you have in place that address fraud and risk (prevention/detection/deterring/mitigation)?Describe these mechanisms.  |  |
| Does the organisation or media publisher / founder have a plan for financing/procuring resources for work in the coming year? |  |

I Z J A V A

Kao odgovorno lice podnosioca prijave, ja [*ime i prezime odgovornog lica*] pod krivičnom i materijalnom odgovornošću izjavljujem da su svi podaci navedeni u obrascu istiniti i tačni.

Mesto i datum                                                                                                              Potpis i pečat

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                                                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_