

Checklist for ACM RfS (Event & Meeting Support)

Before you submit your RfS form, we kindly invite you to review the checklist below. The questions are prepared to remind you of the most frequently missed details regarding RfS.

1	In case of unclear terms and vocabulary, did you check the Key Concepts document?
2	Did you explain your activity in relation to right-based approach?
3	Did you explain the contribution of your activity to civil society in Turkey?
4	Did you mention the time & content plan of your event?
5	Have you contacted potential partners/stakeholders while planning your activities?
6	Did you mention the list of invitee / potential invitee civil society organisations to your event?
7	In case of carrying out advocacy or lobbying work involving political parties, did you contact all parties represented in the parliament?
8	Did you take gender balance into consideration while planning your activities?
9	Did you take necessary measures for the inclusion of disadvantaged groups in the planning as well as the implementation of your work?
10	Have you checked the eligible costs under Event & Meeting Support when filling in the RfS form?
11	Did you get any price quotes from potential service providers when preparing the budget?
12	Co-funding involving Sivil Düşün support is eligible. For ineligible costs under Sivil Düşün, did you seek alternative resources?
13	Did you review Sivil Düşün Pool of Experts for possible expert advice to support your action or activity?
14	Did you check out the Event Toolkit prepared by Sivil Düşün TAT, especially if you are planning an event?

Checklist for ACM RfS (Advocacy & Lobbying Support)

Before you submit your RfS form, we kindly invite you to review the checklist below. The questions are prepared to remind you of the most frequently missed details regarding RfS.

1	In case of unclear terms and vocabulary, did you check the Key Concepts document?
2	Did you explain your activity in relation to right-based approach?
3	Did you explain the contribution of your activity to civil society in Turkey?
4	Did you mention the time & content plan of your event?
5	Have you contacted potential partners/stakeholders while planning your activities?
6	Did you state the target group, media and scale (national, local etc.) of your campaign on the RfS form?
7	In case of carrying out advocacy or lobbying work involving political parties, did you contact all parties represented in the parliament?
8	Did you explain the contribution of your work to disadvantaged groups (if available)?
9	Have you checked the eligible costs under Advocacy & Lobbying Support when filling in the RfS form?
10	Did you get any price quotes from potential service providers when preparing the budget?
11	Co-funding involving Sivil Düşün support is eligible. For ineligible costs under Sivil Düşün, did you seek alternative resources?
12	Did you review Sivil Düşün Pool of Experts for possible expert advice to support your action or activity?

Checklist for ACM RfS (Communication Support)

Before you submit your RfS form, we kindly invite you to review the checklist below. The questions are prepared to remind you of the most frequently missed details regarding RfS.

1	In case of unclear terms and vocabulary, did you check the Key Concepts document?
2	Did you explain previous work of your CSO or yourself on the RfS form?
3	Did you explain the contribution of the Sivil Düşün support you seek to your CSO on the RfS form?
4	Did you mention the time & content plan of your event?
5	Did you explain the contribution of your work to disadvantaged groups (if available)?
6	Have you checked the eligible costs under Communication Support when filling in the RfS form?
7	Did you get any price quotes from potential service providers when preparing the budget?
8	Co-funding involving Sivil Düşün support is eligible. For ineligible costs under Sivil Düşün, did you seek alternative resources?
9	Did you review Sivil Düşün Pool of Experts for possible expert advice to support your action or activity?



Checklist for ACM RfS (Organisational Support)

Before you submit your RfS form, we kindly invite you to review the checklist below. The questions are prepared to remind you of the most frequently missed details regarding RfS.

1	In case of unclear terms and vocabulary, did you check the Key Concepts document?
2	Did you explain the aim of your CSO and the activities planned?
3	Did you explain the contribution of the Sivil Düşün support you seek to your CSO on the RfS form?
4	Did you mention the time & content plan of your event?
5	Did you take necessary measures for the inclusion of disadvantaged groups in the planning as well as the implementation of your work?
6	(In case you requested Office rental support) Did you prepare an activity plan or strategic plan covering the period of rental support?
7	(In case you requested Office rental support) Did you request expert support from Sivil Düşün Pool of Experts on fields like institutionalisation, fundraising, member / volunteer management etc.?
8	Did you review Sivil Düşün Pool of Experts for possible expert advice to support your action or activity?
9	Have you checked the eligible costs under Organisational Support when filling in the RfS form?
10	Did you get any price quotes from potential service providers when preparing the budget?
11	Co-funding involving Sivil Düşün support is eligible. For ineligible costs under Sivil Düşün, did you seek alternative resources?

Checklist for ACM RfS (Mobility & Networking Support)

Before you submit your RfS form, we kindly invite you to review the checklist below. The questions are prepared to remind you of the most frequently missed details regarding RfS.

1	In case of unclear terms and vocabulary, did you check the Key Concepts document?
2	Did you explain your activity in relation to right-based approach?
3	Did you explain the contribution of your activity to civil society in Turkey?
4	Did you mention the time & content plan of your event?
5	Did you take passport/visa application and approval durations into consideration while planning your activities?
6	(For those planning study visits) Did you provide details regarding the visiting CSOs or CSOs you will visit on the RfS form?
7	(For participants of a rights-based activity) Did you already register or apply for the event?
8	Did you take gender balance into consideration while planning your activities?
9	Did you explain the contribution of your work to disadvantaged groups (if available)?
10	Have you checked the eligible costs under Mobility & Networking Support when filling in the RfS form?
11	Did you get any price quotes from potential service providers when preparing the budget?
12	Co-funding involving Sivil Düşün support is eligible. For ineligible costs under Sivil Düşün, did you seek alternative resources?
13	Did you review Sivil Düşün Pool of Experts for possible expert advice to support your action or activity?