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# **Needs Assessment**

### **Financial support grant for media and press councils in emergency situations**

**Project:** Media Councils in the Digital Age #4

**Implementing partner:** European Federation of Journalists (EFJ)

Deadline for receipt of applications: **16 October 2023**

Address for sending applications: **rebecca@europeanjournalists.org**

As part of the application process, you have to complete a needs assessment. This is a descriptive assessment of the emergency situation in which your organisation finds itself. You are required to answer **all** questions for the jury to consider your application as valid and understand your needs and the emergency situation you face.

After you have filled in the needs assessment, be sure to check to include all necessary documents for your application to be considered valid.

**1. General information about the applicant**

**Applicant data:**

| Name of the organisation: |  |
| --- | --- |
| Address of the organisation: |  |
| Website of the organisation |  |
| Legal representative of the organisation: |  |
| Person responsible for the grant (if the person is different than the legal representative): |  |
| Mailing address (if the registration address is different than the address where the organisation is based): |  |
| E-mail address of the contacting person: |  |
| Phone number: |  |

**2. Your organisation**

| **2.1 What is your organisation’s mission and objectives** |
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| **2.2 What is your governance structure?** |
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| **2.3 How does your organisation relate to the government?** |
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| **2.4 How does your organisation handle complaints?** *Please describe your complaints-handling procedure* |
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| **2.5 How many complaints did your organisation receive in the past year?** |
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| **2.6. Do you have an ethical code or a code on which you base decisions?** |
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| **2.7 Has your organisation implemented projects in the past? If so, please describe them and include evidence where possible.** |
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| **2.8 Please describe the human resources structure and project experience of staff or freelancers of your organisation?** |
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**3. Your emergency situation**

| **3.1 Please tick the below that corresponds the best to your current situation** |
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| * Self-regulatory body that operates in a country at war or conflict; * Self-regulatory body that operates in a challenging or difficult political environment (in terms of human rights, rule of law and democratic standards); * Self-regulatory body that operates with financial difficulties; * Self-regulatory body that operates with structural difficulties |
| **3.2 Please describe in details the emergency situation as you indicated above including*:*** |
| **3.2.1. Emergency situation and its impact** *please explain the impact of the emergency situation on your internal and external operations*  *(max. 10 lines per section)* |
|  |
| **3.2.2. Political environment**; *Please describe the current political and legal environment in your country and how it impacts on the functioning of your organisation*  *(max. 10 lines per section)* |
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| **3.2.3. Media environment** *Please describe the impact of the current media environment on your organisation*  *(max. 10 lines per section)* |
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| **3.2.4. Socio-economic environment** *Please describe the social and economic factors that contribute to the emergency situation of your organisation*  *(max. 10 lines per section)* |
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| **3.2.5. Financial situation**: *Please describe your current financial situation including the financing structure of your organisation, the annual budget, the income and expenditure structures and how the organisation ensures independence from its funders.*  *(max. 10 lines per section)* |
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**4. Your Needs**

| **4.1 If you were to receive this grant, what goals and objectives would you aim to achieve in the short and long term?** |
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| **4.1.1 Short-term goals** *(six months to 2 years) (max. 10 lines per section)* |
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| **4.1.2 Long-term goals** *(more than 3 years) (max. 10 lines per section)* |
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