Application for Grant Approval

**Important note:**

**No obligation to pay for a grant can be derived from this application.**

**Summary of the project application**

|  |  |
| --- | --- |
| Project name: |  |
| Applicant organization: |  |
| Legal form / official registration: |  |
| Implementing partner organization  (if applicable): |  |
| Planned activities: |  |
| Project location: |  |
| Duration: |  |
| Total expenditure (€): |  |
| Requested amount (€): |  |
| Co-funding (€) (if applicable): |  |

Application for Grant Approval

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| --- |
| Project name: |
| Project location: |
| Duration: |
| Requested amount in EUR: |

**Applicant organization**

|  |  |
| --- | --- |
| Name: | **Project contact person** |
| Address: | Name: |
| Phone: | Position: |
| E-mail: | Phone: |
| Website: | E-mail: |
| Legal form / official registration: |  |
| Name and position of authorized person: | |
| Bank details: | |

**Partner organization(s) (if applicable)**

|  |
| --- |
| Name: |
| Address: |
| Website: |
| Legal form / official registration: |

**1. Information on applicant and partner organization(s)**

a) Structure, fields of activity, list of previous projects for the last four years

b) Project team and staff

c) Cost effectiveness and financial management

**2. Project relevance: background and needs analysis**

a) Describe the background and rationale of the project. What issue/challenge/gap does the project aim to address?

b) Does the project relate to activities of other governmental or non-governmental organizations? Do these actors carry out comparable projects on site and is there a risk of duplication or the chance of synergies?

**3. Project design and implementation**

1. **General and specific objectives:** Which changes should be achieved against the background of the current situation?
2. **Activities**: Which specific project activities should be carried out in order to achieve objectives (incl. timetable)?
3. **Indicators:** On the basis of which criteria should the success of this project be documented?

1. **Impact**: Define the short and long-term effects of the project.
2. **Target persons/groups:** Who are project target persons/groups? Is the gender aspect considered?
3. **Risks**: Describe risks, uncertainties or difficulties related to the implementation of the project, and the measures/strategy for addressing them.

**4. Monitoring and evaluation**

a) Describe the methods and measures to ensure good quality, monitoring and control.

b) Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results. The indicators proposed to measure progress should be relevant, realistic and measurable.

**5. Dissemination and visibility**

What measures are planned to ensure the visibility of the project and dissemination of results considering no-harm policy?

**6. Financial management**

The financing plan provides a detailed list of the expenses that serve to achieve the purpose of the grant. A structure that is understandable for third parties is required.

In case of co-funding, own or third-party funds and donations from third parties are binding and must be presented in numerical form.

**7. Other**

|  |  |
| --- | --- |
| Please specify  1. Is the financial plan (budget) enclosed? Yes ☐ No ☐  2. a) Requested amount Euro -  b) Co-funding Euro -  c) Total budget Euro -  3. Project duration: | |
|  | |
| Place, date  Signature |  |