

Project Application

I. Summary

Person submitting application:

Short title:

Country:

Internal:

Project duration:

Amount requested:

Project name:

Application received:

Project number:

Person submitting application

Contact person

Name:

Name:

Address:

Position:

Telephone/Fax:

Extension number:

E-Mail:

E-Mail:

Website:

Legal form:

Bank details:

Project details:

Project title:

Project duration:

Country and location(s) of project:

Project goal:

Summary of activities covered in project:

Partner organization Name: Address: Website: E-Mail: Legal form: City, Date:	Contact person Name and position: E-Mail: Signature
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Please submit information to the following questions:

1. Short description of the applying organisation (max. 1 page)

- **Field of activity and target groups, structure, financing, staff, date established:**
- **Since when has there been cooperation between the applicant and the partner organization?**
- **How many people (core staff/project staff) will be deployed in the project? What qualifications do project staff have?:**
- **If possible, enclose statutes and most recent annual report.**

2. Short description of the partner organization (max. 1 page):

- **Which project activities will the partner organization perform?**
- **Field of activity and target groups, structure, financing, staff, date established:**
- **Since when has there been cooperation between the applicant and the partner organization?**
- **How many people (core staff/project staff) will be deployed in the project? What qualifications do project staff have?:**
- **If possible, enclose statutes and most recent annual report.**

3. Project goals and background (1 page):

- **What does the project hope to achieve?**
- **From whom did the idea for the project originate**
- **Are or have there been any similar projects?**
- **If so, what effect did they have?**
- **What effect is the project supposed to have on the situation with regard to human rights?**

4. Project measures

- **Description of the measures**
- **Target group**
- **Are there any realations to the engagement of international organisations?**
- **Will the project be conducted in coordination with the local government? Why? Why not?**

5. Budget

example

cost:	measure	Single price	total
Personnel/ Charges*			
rent (rent of meeting rooms)			
Travel expenses			
Accommodation and food			
Service/catering			
Administration			
Print			
TOTAL COSTS			
Financing of the costs:			
Inncom			
Own funds			
Other funds			
TOTAL FINANCING:			
DIFFERENCE (= requested amount)			

* costs for permanent staff is not eligible.

6. Monitoring and Evaluation

- How will you measure the results of your project?
- Are there any risks that could endanger the aim of the project?