**PROJECT PROPOSAL**

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| **NAME OF PROJECT:** | |  | | --- | |  | |

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| **NAME OF APPLICANT:** | |  | | --- | |  | |

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| **SEAT OF APPLICANT:** | |  | | --- | |  | |

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| **NAME OF HOSTING ORGANIZATION/S (CC4WBs GRANTEE):** | |  | | --- | |  | |

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| **SEAT OF HOSTING ORGANIZATION/S:** | |  | | --- | |  | |

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| **CONTACT NAME, PHONE AND EMAIL OF THE APPLICANT:** | |  | | --- | |  | |

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| **PARTICIPANTS TO THE EXCHANGE (estimate number and disaggregate by gender):** | |  | | --- | |  | |

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| **LOCATION/S OF THE EXCHANGE:** | |  | | --- | |  | |  | |

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| **DURATION OF PROJECT (number of months):** | |  | | --- | |  | |

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| **BUDGET:** | |  |  | | --- | --- | | Funds requested in EUR: | 8,000 (example) | | Co-financing in EUR: | 800 (example) | |

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| **1. INFORMATION ABOUT THE APPLICANT** |
| *Please note that the information you enter in this section is used to determine the eligibility of the Applicant. All information provided will be reviewed by the proposal’s evaluation committee and ranked/assessed in the evaluation table under the elimination section, which refers to the financial and operational capacity of the Lead Applicant and the partner/s.*  *It is necessary to provide all information related to your organisation and its qualifications relevant to the implementation of the proposed project. Please include a brief history of your organisation (****when and how it was founded),*** *your mission and vision, and what are your main institutional goals.*  **INFORMATION ABOUT THE APPLICANT[[1]](#footnote-1)**   |  |  | | --- | --- | | **Mission:** |  | | **Vision:** |  | | **Established on (date of registration/enabling legislative act):** |  | | **Main objectives of the applicant, according to the statute of the organisation or government legislative act:** |  |  |  |  | | --- | --- | | **Short description of the decision-making process in the organisation and the operational systems in place for disbursement of funds, reporting, and internal control procedures of Lead Applicant (Please refer to the Statute of organisation and other appropriate legal documents):** |  |   **Key personnel in the Organisation (please add more rows if needed):**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name and Surname** | **Occupation** | **Position in the organisation** | **Main tasks in the organisation** | **Gender** | **Years of experience** | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Key staff to be engaged in the project/exchange, if different from above (please add more rows if needed):**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name and Surname** | **Occupation** | **Role** | **Full time employment or consultancy** | **Gender** | **Years of experience** | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Data on current projects (please add more rows if needed):**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Theme/Sector** | **Name of project** | **Donor/Funding source** | **Duration of implementation** | **Value of project**  **(in EUR)** | | |  |  |  |  | |  | | |  |  |  |  | |  | | |  |  |  |  | |  | | |  |  |  |  | |  | | |
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| **2. PROJECT DESCRIPTION for Peer to Peer Exchanges** |
| *Describe why you chose the particular hosting organisation and what you plan to do at the location of the visit?*  *This section should be no longer than half page.* |

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| **3. PARTICIPANTS (BENEFICIARIES)** |
| *Please clearly define the participants in the peer to peer exchange project and their needs. Explain the benefits of the project proposal for the specific participants and/or wider community.* |
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| **4. EXPECTED RESULTS and SUSTAINABILITY** |
| *Please list* ***max 2*** *expected results of the project. (What you plan as a result of your visit, for example – better visibility in the place of visit, or better cooperation with your host, or joint new project preparation etc.*   * *Please describe what and how you plan to engage your new knowledge/skills or similar once you are back from this exchange visit as an organisation.* |

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| **5. ACTIVITIES and DURATION OF THE PROJECT** |
| *Please provide us with the list of preparatory activities and (tentative) schedule of the Peer to peer exchange visit that you should have agreed with the hosting organisation.* |

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| **6. BUDGET** |
| *In this section of the project proposal, you should provide a narrative explanation of all budget items specified in Form 2 (Budget) including co-financing.*  *Do not forget to mention your in-kind contribution to the project (volunteer work, your equipment, your office space) and/or your financial contribution, if applicable etc. Both in-kind contribution and financial contribution should be* *monetized, and explained in this chapter.*  *Try to be as realistic as possible, e.g. you will not ask for the purchase of a device if it is not essential for the implementation of the project.* |

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| **7. COMMUNICATION AND VISIBILITY** |
| *We also ask that, in order to protect the environment, you reduce the printing of materials to as reasonable a measure as possible.* |

1. Public institutions in this section describe the mandate of the institution including relevant strategies, policy documents. [↑](#footnote-ref-1)