

CALL FOR PROPOSALS

EaP CSF RE-GRANTING to WGs 2019

ANNEX I – Project Proposal

Please fill in the following template (10 pages maximum) and submit it by **December 16, 2018, 24.00 Brussels time** at the following email address: applications@eap-csf.eu

1. PROJECT SUMMARY

Project title	
Lead applicant (full name and address)	
Took part in the EaP CSF Annual Assembly in ____ (place) ____ (year)	
Legal representative of the lead applicant: email, office phone, gsm	
Project contact person (email, office phone, gsm)	
Partner CSOs (full names and addresses)	
Project contact person for each of the partners (email, office phone, gsm)	
Third parties (individual experts, if applicable)	
Total cost of action including cofinancing	
Project duration (with indicative starting date)	
Geographic coverage	
WG affiliation of lead applicant (past or present)	
WG thematic priority/ies addressed by the proposal	
Place, date and signature of Project contact person	



This project is funded by the European Union.

2. PROJECT DESCRIPTION

a) The overall aim (goal) of the project and relevance with the specific objectives and thematic priorities of the call

Please describe the current situation and how the project aims to change it. Please state clearly the overall aim of the project and its relevance with the specific objective/s and thematic priority/ies of this call.

b) Objectives of the project

Please describe the project objectives and how they address the project aim.

c) Target group/s

Please define the target groups of the project and describe how the proposal addresses their identified needs.

d) Project Outcomes and Activities

Please describe the project outcomes and list the project activities leading to achieving the project outcomes (Outcome 1 - Activity 1.1.). Please quantify the measurable outcomes. Please suggest envisaged compliance with point 2.3. of the guidelines (mainstreaming gender equality).

e) Innovative approaches in case of follow-up projects (if relevant)

Please specify how the project builds on the previous project experience and what the innovative elements are.

f) Project Timeline

Please modify the table below as needed. Please include mandatory reporting.

Project Activity (please follow the structure in point d)	Month	1	2	3	4	5	6	7	8	Implementing organisation
1 Preparation of the policy paper		X	X							
2				X						
3										
4										
5										
6										

g) Expected impact, outcome and regional added value

Please describe the envisaged impact of the project (please include the advocacy plan when relevant) and state clearly the regional added value of the project.



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h) Evaluation of risks

Please list the potential risks and how to avoid them during the implementation of the project.

i) Project publicity and visibility

Please describe how the publicity and visibility of the project will be ensured.

j) Financial and operational capacity of the lead applicant

Please list up to five past projects you have managed, including total amount, main donor and whether it was transnational or national.

Please list the project relevant experience.

Please list the planned personal composition of the project team (reflected in the budget template).

k) Project partners (including third parties)

Please describe the project relevant experience and expertise of the project partners and the individual experts (if already known).

