

Version 1.1

Aug 2015

[Document title]

[Document subtitle]

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| **History of Changes** | | |
| Version | Publication date | Changes |
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| General Information |

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| --- | --- |
| **Topic:** | **Type of Action:** |
| **Call Identifier:** | **Acronym:** |
| **Proposal Title:** | |
| **Duration in months:** | |
| **Free Keywords:** | |

## Abstract

|  |
| --- |
| Short summary(max 2000 characters, with spaces) to clearly explain:   * Objectives * Activities * Type and number of persons benefiting from the project * Expected results * Type and number of outputs to be produced   Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.   * Do not include any confidential information * Use plain type text, avoiding formulae and other special characters.   If the proposal is written in a language other than English, please include an English version of this abstract in the ‘Technical Annex’ section. |

## Declarations

|  |  |
| --- | --- |
| 1. The coordinator declares to have explicit consent of all applicants on their participation and on the content of this proposal |  |
| 1. The information contained in this proposal is correct and compete |  |
| 1. The coordinator hereby declares that each application has confirmed |  |
| 1. The coordinator hereby declares that    * He is fully compliant with the exclusion and eligibility criteria set out in the class for proposals/topic, and has the financial and operation capacity to carry out the proposed actions. He also declares that each application has confirmed that they are fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and they have the financial and operation capacity to carry out the proposed action. |  |
|  |  |

## List of Participants

|  |  |  |
| --- | --- | --- |
|  | Participant Legal Name | Country |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

## Administrative data of participating organizations

|  |  |  |
| --- | --- | --- |
| **PIC** | **Legal Name:** | |
| **Short Name:** | | |
| **Address of the organization:** | | |
| **Street:** | | |
| **Town:** | | |
| **Postcode:** | | |
| **Country:** | | |
| **Webpage:** | | |
| **Legal status of the organization:** | | |
|  | | |
| **Research and Innovation legal statuses** | | |
| **Public body:** | | **Legal person:** |
| **Non-profit:** | | |
| **International organization** | | |
| **International organization of European interest:** | | |
| **Secondary or Higher education establishment** | | |
| **Research organization** | | |
|  | | |
| **Enterprise Data** | | |
| **SME self-declared status:** | | |
| **SME self-assessment** | | |
| **SME validation sme:** | | |
|  | | |

## Department(s) carrying out the proposed work

|  |  |
| --- | --- |
| **Department 1** | |
| **Department Name:** |  |
| **Street:** | |
| **Town:** | |
| **Postcode:** | |
| **Country** | |
|  | |
|  | |
| **Department 1** | |
| **Department Name:** | |
| **Street:** | |
| **Town:** | |
| **Postcode:** | |
| **Country** | |

## Person in charge of the proposal

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Sex:** | **Male** | **Female** |
| **First Name:** | | | |
| **Last Name:** | | | |
| **Email :** | | | |
| **Position in Organization :** | | | |
| **Department:** | | | |
| **Street:** | | | |
| **Town:** | | | |
| **Country:** | | | |
| **Website:** | | | |
| **Phone 1:** | **Phone 2:** | | |
| **Fax:** |  | | |

**PART B - SUBMISSION TEMPLATE**

**PROJECT DESCRIPTION AND**

**IMPLEMENTATION**

|  |  |
| --- | --- |
| **Proposal number:** |  |
| **Proposal acronym:** |  |

## Part 1- General Description of the Project and Application Organization

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| --- |
| 1.1 Abstract (max 2000 characters) |
| **Describe briefly the project’s objectives, its activities, the type and number of persons who will benefit from the project, the expected results and the type and number of outputs to be produced. The type and number of outputs should be in line with the ‘indicators’ excel sheet that is to be provided as an Annex 4 to this application. See also point 1.11 below**  **This part should be identical to the abstract provided in Part A**  **Note:** You are requested to include information under all headings mentioned below and to respect the limit of 2000 characters indicated above. If your proposal is written in language other than English, please include an English version of this abstract under point 1.17 of this document. |
| **Objectives:** |
| **Activities:** |
| **Type and number of persons benefiting from the project:** |
| **Expected results:** |
| **Type and number of outputs to be produced:** |
| 1.2 Definition of the problem, needs assessment and objective of the project |
| ***What are the problems and/or the current situation? Which are the needs that the project aims to address?***  ***In relation to these problems and needs, what are the major objectives that the project should attain? Who are the target group(s) of your activities and why were they chosen?***  ***Note:***  ***You are expected to provide here a needs assessment for your proposed activities. Such needs assessment should include relevant and reliable data and should contain a robust analysis clearly demonstrating the need for the action. The applicant can refer to existing research, studies, previous projects which had already identified the need. The needs assessment must make it***  ***clear to what extent the action will meet the need and this shall be quantified. You are requested to be specific and focus on the actual needs that your project will aim to address and not limit the analysis to general statements and information about the problems and needs of the target group in general.*** |
|  |
| 1.3 Relevance and justification (max. 4000 characters) |
| ***How does your project address the call priority under which you are applying? What is the project’s contribution in this area?***  ***What are the innovative aspects of the project?*** |
|  |
| 1.4 Expected results (max. 4000 characters) |
| ***What are the expected results of the project? Who will benefit from these results and how?***  ***How will the target groups of the project benefit concretely from the project results and what shall change for them?***  ***How will these results contribute to achieving the objectives of the call priority under which you are applying?***  ***Note: Results are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness). Results must be distinguished from outputs, which are produced with the resources allocated to the project, e.g. training courses, conferences, leaflets.*** |
|  |
| 1.5 European added value (max.2000 characters) |
| ***What is the project’s added value at European level?***  ***How will you ensure that the project methodology and/or outputs and/or results will be transferable at the European level?***  *Note: European added value of actions, including that of small-scale and national actions, shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law, and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to contribute to the creation of minimum standards, practical tools and solutions that address cross-border or Union-wide challenges.* |
|  |
| 1.6 Methodology |
| *Outline the approach and methodology. Explain why this is the best approach to attain the objectives and the proposed results.*  *Explain the structure and complementarity of the workstreams.* |
|  |
| 1.7 Timeline by workstream (max. 2000 characters) |
| ***Provide in a structured manner the timing of the activities per workstream by using, for instance, a Gantt chart***  *Note: European added value of actions, including that of small-scale and national actions, shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law, and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to contribute to the creation of minimum standards, practical tools and solutions that address cross-border or Union-wide challenges.* |
|  |
| 1.8 The partnership and the core project team (max. 4000 characters) |
| ***Describe the partnership of organizations implementing the project (applicant, partners, associate partners). Explain how the partners and associate partners were selected, and why is this partnership the best to attain the objectives of the project. Describe the value of the partnership, its strengths/weaknesses, the organizational arrangements within the partnership and how you will ensure coordination within the partnership. Introduce the persons of the core project team and list the CVs (to be attached to the application) of the key people working in the***  ***project (project manager, financial manager and the key experts).*** |
|  |
| 1.9 Subcontracting (max. 2000 characters) |
| ***If applicable, explain the reasons for any subcontracting in your project.*** |
|  |
| 1.10 Monitoring of the project implementation; risks and measures to mitigate them (max. 2000 characters) |
| ***How will you ensure that the project is implemented as planned and what methods will you use to monitor its progress?***  ***What are the potential risks and what action do you plan to undertake to mitigate them?*** |
|  |
| 1.11 Evaluation of the project activities, outputs and results (max. 2000 characters) |
| ***How will the project activities, the outputs and the results be evaluated, and by whom?***  ***Explain which quantitative and qualitative indicators you propose to use for the evaluation of the reach and coverage of project***  ***activities and project results.***  ***Explain what data will be collected, according to what method and at what moments, including feedback from project participants***  ***(satisfaction surveys, evaluation forms, etc).***  ***How will findings be analysed and reported and how will they be used.***  ***Note: For the evaluation of the activities you will be requested to use the participation evaluation questionnaire to be provided by***  ***the Commission.***  ***You must identify which indicators you will use from the list provided in the Indicators excel sheet and include them in the indicators***  ***of your project. You will be asked to report on those indicators as part of the project's Final Report.***  ***Where relevant, data must be disaggregated by gender and by age.*** |
|  |
| 1.12 Dissemination strategy and communication tools |
| ***How do you plan to disseminate (actively spread) information about the project, its activities and its results? Please specify in***  ***particular:***  *** Communication needs and objectives: What are the communication needs and objectives of the project?***  *** Target groups and multipliers: What are the target groups? Which stakeholders or other organisations could possibly be***  ***supporters and multipliers of the communication activities?***  *** Key messages: Which messages will the activities convey in order to meet the communication objectives?***  *** Distribution channels/tools: Which communicationchannels/tools will be used to convey the messages to your target***  ***groups and multipliers?***  *** How will your dissemination strategy facilitate further use and transferability of the project results?*** |
|  |
| 1.13 Sustainability and long-term impact of the project results (max. 2000 characters) |
| ***What is planned as follow-up of the project after the financial support of the European Union has ended? How will the sustainability***  ***of the project's results be assured? Are the project results likely to have a long-term impact? How?***  ***Note: In this part you should not list activities or outputs of your project, but you should focus on the expected long-term impact of***  ***your project. The long-term impact refers to long-term socio-economic consequences that can be observed after a certain period***  ***following the completion of the project and may affect either the target groups of the project or other groups falling outside the***  ***boundary of the project, who may be winners or losers.*** |
|  |
| 1.14 Ethical issues related to the project (max. 2000 characters) |
| ***Describe any ethical issues which you could come across during the implementation of your project, including with regard to interactions with target groups or persons benefiting from the project, and present your strategy to address them*** |
|  |
| 1.15 Ethical issues related to the project (max. 2000 characters) |
| ***Describe any ethical issues which you could come across during the implementation of your project, including with regards to the interactions with target groups or persons benefitting from the project, and present your strategy to address them.*** |
|  |
| 1.16 Mainstreaming (max. 2000 characters) |
| *How do you plan to ensure mainstreaming of equality between women and men and the rights of the child, and respect of the charter of fundamental rights in the activities of this project?* |
|  |
| 1.17 If Applicable: Description of child protection policy (max. 2000 characters) |
| *If the applicant and/or any of the partners work directly with/have contact with children, provide a description of the child protection policy of these organizations, covering the following topics:*   * *Purpose of the child protection policy* * *Application of the policy (applicable to which staff, in which situations);* * *Responsibility: who is responsible for ensuring that the policy is adhered to;* * *Description of the recruitment and screening processes with regard to child protection policy (details of training on child protection policy and rights of the child, screening, vetting(criminal background check). Preventing harm to children: processes exist to help minimize the possibility of children being abused by those in position of trust.* |
|  |

## Part 2- Description of Workstreams and Activities

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| *In Part 2 describe in detail the activities that you will undertake in order to achieve the objectives you described in Part 1 of this document. This section is divided into several Workstreams (WS), i.e.: set of activities leading to a specific output that you wish to produce. Any project will have a minimum of two WS: Workstream 0 with the management and coordination activities and Workstream 1 with outputs related to the objective of your project. (This does not imply that a project with just two WS will necessarily score low). The division should be logical and guided by the different identifiable results of an activity. The application form contains boxes for projects with up to 5 Workstreams (including management and coordination). If you think your project has more than 5 WS, please try to group them to be able to present them in the space provided. Under each WS you should then enter an objective, list specific activities that you will undertake and list the expected outputs.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Workstream-0 : Management and Coordination of the Project | | | | |
| Workstream 0 is intended for all activities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific workstream. In such case, instead of splitting them across many workstreams, please enter and describe them in workstream 0. For this reason, this workstream has a different layout, where you do not have to enter objectives and duration. Nevertheless, it will have its own outputs and corresponding budget. | | | | |
| Description of the work (activities) Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | | | |
| No. | Name and description of the activity | | Partner | |
| 1. |  | |  | |
| 2. |  | |  | |
|  |  | |  | |
|  |  | |  | |
| Outputs of this workstream List the outputs to be produced by this workstream.  Outputs of your planned activities can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) and tangible (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | | |
| No. | Output | Characteristics (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | | Target Group |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
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| --- | --- | --- | --- | --- | --- |
| Workstream-1 : Title | | | | | |
| Duration in months: | | | Leading partner: | | |
| 1.Objective(s) of this workstream | | | | | |
|  | | | | | |
| 2.Description of the work (activities) Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | | | | |
| No. | Name and description of the activity | | | Partner | |
|  |  | | |  | |
|  |  | | |  | |
| 3.Output(s) of this workstream List the outputs to be produced by this workstream.  Outputs of your planned activities can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) and tangible (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | | | |
| No. | Output | Characteristics (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | | | Target Group |
| 1. |  |  | | |  |
| 2. |  |  | | |  |
| 3. |  |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Workstream-2 : Title | | | | | |
| Duration in months: | | | Leading partner: | | |
| 1.Objective(s) of this workstream | | | | | |
|  | | | | | |
| 2.Description of the work (activities) Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | | | | |
| No. | Name and description of the activity | | | Partner | |
|  |  | | |  | |
|  |  | | |  | |
| 3.Output(s) of this workstream List the outputs to be produced by this workstream.  Outputs of your planned activities can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) and tangible (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | | | |
| No. | Output | Characteristics (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | | | Target Group |
| 1. |  |  | | |  |
| 2. |  |  | | |  |
| 3. |  |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Workstream-3 : Title | | | | | |
| Duration in months: | | | Leading partner: | | |
| 1.Objective(s) of this workstream | | | | | |
|  | | | | | |
| 2.Description of the work (activities) Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | | | | |
| No. | Name and description of the activity | | | Partner | |
|  |  | | |  | |
|  |  | | |  | |
| 3.Output(s) of this workstream List the outputs to be produced by this workstream.  Outputs of your planned activities can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) and tangible (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | | | |
| No. | Output | Characteristics (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | | | Target Group |
| 1. |  |  | | |  |
| 2. |  |  | | |  |
| 3. |  |  | | |  |

## Part 3- Information concerning other grants/procurement

3.1 Grant applications or offers submitted under other grants/procurement procedures by the applicant to the EU institutions in the current year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Year | EU Programme | Reference number and title | Applicant/Partner | Amount (EURO) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

3.2 EU Grants or contracts awarded to the applicant in the last 4 years.

Any project or contract that has been awarded funding from a European institution in the last 4 years should be listed. This includes awards under grants/procurement procedures.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Year | Name of the EU Programme | Title and reference of project ( if applicable) | Amount received by application during the year of the latest certified accounts | Total amount of award. | Project webpage. |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

## Part 3- Budget for the proposal

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name of the Beneficiary | Country | A.Direct Personnel costs | B1. Direct Travel Costs | B2.Direct subsistence costs | C.Direct costs of sub-contracting | D.Direct costs of providing financial support | E. other direct costs | F. Indirect costs (Cannot exceed 7% of (sum of budget categories a-E) | G. Total costs  A+B+C+D+E+F | Estimated Income | | EU Contribution |
|  |  |  |  |  |  |  |  |  |  |  | Receipts | Other Income |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |