

Project Application

Summary

Organization submitting application:

Short title:

Country:

Project duration:

Amount requested (UAH):

Organization/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:	Contact person Name and position: E-Mail:
City, Date	Signature (Person submitting application)

⇒ 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 (max. 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 (detailed)
- Target group
- Will the project be conducted in coordination with the local government?

5. Budget

example

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

* 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?