**CALL FOR RE-GRANTING PROPOSALS 2015**

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**ANNEX I – Project proposal**

*Please fill in the following proposal template in a maximum of 10 pages and submit it by midnight CET on 10th May 2015 to the following email address:* [*applications@eap-csf.eu*](mailto:applications@eap-csf.eu)

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Project title |  |
| Lead organisation |  |
| Took part in the annual assembly of the EaP CSF in \_\_\_ (year) \_\_\_\_\_\_(place) |  |
| Contact person in the lead organisation; email; office phone and mobile |  |
| Partners |  |
| Contact person from each of the partner organisations; email; office phone and mobile |  |
| Requested budget |  |
| Geographic coverage |  |
| WG area |  |

1. **PROJECT DESCRIPTION**
2. **What societal challenge[[1]](#footnote-1) and Eastern Partnership policy agenda is this project contributing to? What does it aim to change?**
3. **The overall aim of the project**

*What is this project’s contribution to the societal challenge and EaP policy agenda mentioned in point a)?*

1. **Objectives of the project**

*The project should have very clearly defined objectives linked to the priorities of the EaP CSF Strategy 2014-2017 and Working Group thematic area.*

*Please specify up to 5 specific objectives that this project aims to achieve.*

1. **Actions**

*Please describe the actions that will ensure the project achieves its objectives – what and how will you do to achieve the objectives.*

1. **Timeline**

*The implementation time frame of all projects should be from May to -November 2015.*

*Please describe the time all actions are planned on a monthly basis. Please modify the table*

*below as needed.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Implementing organisation |
| 1. Preparation of the policy paper |  | X | X |  |  |  |  |  |  |  |
| 1. Conducting a conference |  |  |  | X |  |  |  |  |  |  |
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| 1. Submitting final report |  |  |  |  |  |  |  |  | X |  |

1. **Expected outputs and impact**

*Expected outputs should be clear and specific. Projects should consider concrete outputs including, but not limited to policy papers, handbooks/toolkits and other advocacy or capacity building products that EaP CSF members and civil society organisations can benefit from after the meeting.*

*Proposals should also include follow-up actions and where the results of the project can be used by the EaP CSF and its national platforms*

1. **Project partners (please describe their experience with this topic and project implementation)**

*Project proposals should involve at least three EaP countries. In the event of a lead partner from EU, there must be at least two partners from EaP countries. Members of National Platforms who are not members of the Forum (have not attended any annual meetings of the Forum) are eligible to apply as partners.*

1. **Financial and operational capacity**

*Please state here whether you are able to receive the grant (funds) on your bank account, provide account statements and have a financial management system in place to ensure clear and adequate reporting procedures.*

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

1. For example, the project can contribute to such societal challenges as inequality, societal exclusion, poverty, lack of regulation in a certain field, or many others. [↑](#footnote-ref-1)