**CALL FOR PROPOSALS**

**EaP CSF RE-GRANTING 2016**

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**ANNEX I – Project Proposal**

*Please fill in the following template (10 pages maximum) and submit it by* ***February 21 2016, 24.00 CET*** *at following email address:* [*applications@eap-csf.eu*](mailto: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) |  |
| Requested budget |  |
| 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 singature of Project contact person |  |

1. **PROJECT DESCRIPTION**
2. **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.*

1. **Objectives of the project**

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

1. **Target group/s**

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

1. **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).*

1. **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.*

1. **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 |  |  |  |  |  |  |  |  |  |  |

1. **Expected impact 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.*

1. **Evaluation of risks**

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

1. **Project publicity and visibility**

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

1. **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).*

1. **Project partners (including third parties)**

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