# [Title]

## A. General information

### Project summary

*Please provide a short summary of your project. Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. (max. 10 lines)*

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### Dates and venues

|  |  |  |  |
| --- | --- | --- | --- |
| Starting date project |  | Final date project |  |
| Starting date actions |  | Final date actions |  |
| Venue(s) |  | | |
| Country(ies) |  | | |

### Financial framework

*Please indicate which sources of finance you will apply for to implement this project. Your choices in this box will need to be reflected afterwards in the budget section.*

|  |  |
| --- | --- |
| Grant  identifier | Erasmus+ KA1 – Youth exchange |
| Erasmus+ KA1 – European Voluntary Service |
| Erasmus+ KA1 – Mobility for youth worker |
| Erasmus+ KA2 – Transnational Youth Initiative |
| Erasmus+ KA3 – Meeting between youth and decision makers in the field of youth |
| Other EU grant: |
| European Youth Foundation – International activity |
| European Youth Foundation – Annual work plan |
| European Youth Foundation – Pilot projects |
| Alternative funding | Private foundation, private donations |
| Income generated through project |
| Crowd-funding |
| Other source: |

## B. Participating organisations

### Applicant organisation or group

*Please provide information on the applicant for this project. This can be an organisation or a group of young people. The information should enable the project assessors to get an overview on who will be managing the project. Therefore it is important when making the description to focus it on your capacity to manage this kind of project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Details applicant organisation** | | | |
| Name |  | | |
| Acronym |  | | |
| Street address |  | | |
| Postcode |  | City |  |
| Region |  | Country |  |
| Email |  | | |
| Website |  | | |
| **Legal responsible** | | | |
| Family name (Mr) |  | First name |  |
| Position/function |  | | |
| Email |  | | |
| **Contact person** | | | |
| Family name (Mr) |  | First name |  |
| Position/function |  | | |
| Email |  | | |
| **Description application organisation (max 10 lines)** | | | |
|  | | | |

### Partner organisations or groups

*Please provide information on each partner involved in the project. We are not asking for the same amount of information as for the applicant. We need to be able to identify with whom you are working together, in order to assess if they fit the project. Please copy this page if you have more partners. If you apply alone for a project, you can delete this section.*

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| --- | --- |
| **Details partner organisation** | |
| Name |  |
| Acronym |  |
| Country |  |
| Contact person |  |
| Position/function |  |
| Email |  |
| Website |  |

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| **Short description partner (max. 5 lines)** |
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| --- | --- |
| **Details partner organisation** | |
| Name |  |
| Acronym |  |
| Country |  |
| Contact person |  |
| Position/function |  |
| Email |  |
| Website |  |

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| **Short description partner (max. 5 lines)** |
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## Project description

### Needs statement

*The needs statement should be a concise but convincing overview of the needs your organisation wants to address with the project. Describe briefly the overall context – this will help the reader get a more complete picture of the problem. When outlining the actual problems or needs, use relevant facts, examples from the community or statistics to underpin your statement. However, make sure the data are accurate. If you aim to apply for a grant from Erasmus+ or from the European Youth Foundation, you need to make a connection between the needs you identify and the aims and objectives of the European Union or the Council of Europe. (max. 20 lines)*

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### Goals, target groups and activities

*The needs statement outlines the issues you are concerned with. You then have to explain your goals, the target groups and the activities you plan for addressing the needs. Goals are concepts or ideal situations that are not necessarily measurable but are the main aims of your project and organisation. Target groups are the people you aim to reach directly with this project. Defining the age group, size, social background and needs of the target group help the funder to understand who will directly benefit from the project. Activities are the specific, tangible and measurable outcomes that should be achieved in a specific time to fulfil your goals. This will allow the funder to see clearly where the motivation for your project comes from and the unique way in which it seeks to address one problem within a wider series of issues. max. 20 lines).*

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### Methodology and time table

*Your potential funder needs to know the ‘What’, ‘hows’, ‘where’ and ‘whens’ of your project. The methodology is the specific action you will be taking to carry out the activities you have listed. When detailing the methods by which you will implement your project, set a reasonable timetable for putting them into effect. This should include the proposed start and finishing dates. (max. 20 lines)*

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### Follow-up of the project

#### Results & dissemination of results

*What are the tangible and intangible outcomes of your projects? What are the deliverables? How are the participants, partner organisations or the community different after the project? (max. 10 lines)*

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*Which actions and activities will you carry out in order to share the results of your project outside your organisation and partnership? What will be the target groups of your dissemination activities? (max. 10 lines)*

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#### Evaluation

*Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results? (max. 10 lines)*

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#### Future actions

*Are there future actions you want to develop from it in order to achieve more impact? This question helps the funder understand how the project fits into the larger strategy of the applicant organisation. (max. 10 lines)*

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| **Time table project**  *Use this table to summarise the previous sections, and set-up milestones for the total period of the project.* | *Months* | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Preparation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Implementation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Follow-up** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## Budget

### Summary

*Develop a budget for the project using the expenditure and income tables on the following pages. Use this table to make an overview of the totals.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | | **Income** | |
| Personnel costs | € .......................... | Grants | € .......................... |
| Travel costs | € .......................... | Contributions participants | € .......................... |
| Food & accommodation | € .......................... | Donations & gifts | € .......................... |
| Activity costs | € .......................... | Sales deliverables | € .......................... |
| Publicity & communication | € .......................... | Own resources | € .......................... |
| Dissemination | € .......................... | Other sources | € .......................... |
| **Total expenditure** | € .......................... | **Total income** | € .......................... |

### Funding request

*Write a short motivation on your funding request, including the total expenditure, the funding you will raise yourself and your concrete request for funding. (max. 10 lines)*

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### Expenditure

*Make a clear breakdown of the expenses of the total project using the proposed budget headings. This includes costs for the preparation, the implementation and the follow-up. The overview should clearly show how the totals are calculated.*

|  |  |  |
| --- | --- | --- |
| **Expenditure** | | |
| **1.** | **Personnel costs:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **2.** | **Travel costs:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **3.** | **Food and accommodation:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **4.** | **Activity costs:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **5.** | **Publicity & communication:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **6.** | **Dissemination:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **Total** | | **€ ............................** |

### Income

*Make a clear breakdown of the expected income of the total project using the proposed budget headings. Use actual numbers for grants. The overview should clearly show how the totals are calculated (e.g. unit prices \* total participants).*

|  |  |  |
| --- | --- | --- |
| **Expenditure** | | |
| **1.** | **Grants (cf. grant identifier):** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **2.** | **Contributions participants:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **3.** | **Donations and gifts:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **4.** | **Sales deliverables:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **5.** | **Own resources:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **6.** | **Other resources:** | **€ ............................** |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
|  |  | € .......................... |
| **Total** | | **€ ............................** |

# Annex [n°] : [Title annex]

*Any information which is not included in the application form, but which is relevant as background or resource for the project application can be annexed to the application.*