

FORMAT FOR SUBMITTING PROPOSALS

1. The subject of the project/action;
2. The beneficiary/beneficiaries;
 - Description of the target group(s) and final beneficiaries
 - Reasons for the selection of the target group(s) and identification of their needs and constraints.
3. The duration of the project/action;
4. The maximum amount of the grant;
5. The description of the project/action;
 - Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.
 - Method of implementation and reasons for the proposed methodology
 - Brief description of activities to achieve results
 - Description of the role and participation in the action of the various actors (local partner, target groups, local authorities, etc.) and the reasons for which these roles have been assigned to them.
 - Main means proposed for implementation of the action (equipment, tools etc.)
6. The impact and relevance
 - How does the Action contribute to the needs of the target group(s) and final beneficiaries
 - Expected impact on target groups/beneficiaries.
 - Relevance of the action to the objectives and priorities of the programme.
 - Identification of perceived needs and constraints
7. Sustainability.
 - The financial aspect (how the activities will be financed when the grant ends.)
 - Institutional level (Will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of action outcomes?)
 - Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc?)
8. The detailed breakdown of the estimated budget.