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Application form - events and activities

General information about the applicant organisation

Name of the organization / initiative	
Legal address of the organisations / initiative (including ZIP code)	
Contact name	
Phone number	
Email	
Legal entity / organization type (e.g. NGO, unregistered organization, civic initiative)	
How long has your organization / initiative group been active?	
Website / Facebook page of the organization / initiative (if applicable)	
The geographical area in which the activities of your organization / initiative are implemented	
Field of activity	
Description of the applicant organization (maximum of 500 words)	

1. **Project's name:** _____
2. **Location of your project (where do you plan to implement activities):** _____
3. **Budget requested (in EURO):** _____
4. **Project duration:** _____
5. **Project proposal**



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Project Summary (maximum of 300 words)

Relevant experience (maximum 200 words)

Please describe your relevant experience: projects/initiatives, partners/donors, results, etc. Please mention expressly if your organisation has ever received support from the European Union.

Problem analysis (maximum of 200 words)

Please describe what is the problem you would like to tackle through this event or activity and how your project will improve the situation.

Objectives and expected results (maximum of 400 words)

Please include also measurable and non measurable indicators, such as number of persons informed, etc.

Target audience (maximum of 200 words)

Please describe who are both the direct and indirect beneficiaries of the action. How many people will you reach with your activities?

Project Activities (maximum of 800 words)

Please describe all activities that you plan to implement.

Work Plan (maximum of 2 pages)

Please provide the project's work plan according to the following format:

	Activity	Period of implementation	Place of implementation	Expected result
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1.				
2.				

Future action (maximum of 300 words)

Please describe how and whether you plan to ensure sustainability of the action

Budget (maximum of 2 pages)

Please provide the project's budget according to the following format:

Note: you can use the below format or you can use an EXCEL file as an annex to the application form.

No.	Budget line	Unit	Unit Cost	Units number	Total (in EURO)	Narrative justification
	Event implementation* (film screening)					
1.	Room rent*	day	50	3	150	
1.2.	Coffee break*	person	3	30	60	
	Subtotal event implementation					
2.						
2.1.						
	TOTAL					

*Please note that these are only examples.