

1. General information: the applicant & the project

Project title (in national language and English)	
Applicant (full name, address & country)	
Legal representative of the applicant: name surname, position, email, office phone, mobile	
contact person: Name Surname, position, email, office phone, mobile	
Other partner CSOs/LAs (full names and addresses) – <i>if applicable</i>	
Project duration indicative start & end date	
Place of implementation	

Describe your organisation/entity, its activities and experience (max 10 lines)	
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<i>Summary (to be filled in English only)</i>	
The project description (max 200 words):	
Objectives:	

Target groups:	
N. of participants: N. of citizens reached:	
Expected results	
DEAR dimension	

2. Project description

- Describe **the project** (15-20 lines) and the activities

- What is the **general objective** of the project? (5-7 lines)

- What are the **specific objectives** of the project? (5-10 lines)

- What are the major innovative aspects of your project proposal?

- What is the **need at the local level** that this project is addressing? (8-10 lines)

Please describe the current situation and how the project aims to change it.

- Describe the **target groups** of the project (5-8 lines)

- Describe other organizations, Local Authorities, NGOs, etc participating/involved in the project and how you intend to involve them (5-10 lines):

Describe the expected number of citizens reached by the project:

Men / Women	
Youngsters:	
Others	
Total:	

- Describe the **expected results** of the project: Provide quantitative and qualitative data (10-15 lines):

- Describe how the project intends to **reach out to citizens** that are not usually reached (8-10 lines)

- Describe why this project is **relevant** for the local community and how the project's results will benefit to the target groups (8-10 lines)

- Explain how it is linked to the **DEAR** approach (Development Education & Awareness Raising) and how it contributes to raise awareness on global development issues (8-10 lines):

3. Communication & visibility

The LADDER consortium may wish to use & publish the results, outputs, outcomes, pictures, and other materials created by your project in publications & news online. Do you have any objection?

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?I hereby confirm to comply with the visibility requirements of the LADDER project (inclusion of LADDER, ALDA & EU logos in all communications, documents, publications, materials, reports, news, etc)

4. Budget

	National currency (specify: ..)	In €	%
Total budget			100%
<u>Funding</u> : amount requested from LADDER project			... % (max ...% - according to the call)
<u>Co-funding</u> : amount covered by the applicant* (if applicable)			... %

Costs incurred in other currencies than EURO shall be converted using the monthly Inforeuro rate on the date of payment and available at:

http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&SearchField=&Period=2003-9&Delim=, &Language=en*

Explain the sources of the co-funding: (if applicable)

.....

...

*Is the co-funding originating from any EU funding/EU programme/EU project? (if applicable)

YES? NO?

(To be eligible under the LADDER project, the co-funding cannot be covered completely or partially by any project, programme or other funding opportunities of EU origin)



Check list (mandatory – tick the responses)

- All questions of the application table have been fully completed: YES?
 - The project proposal has a DEAR dimension: YES?
 - The entity/organisation submitting this proposal commits to provide all necessary information and reports (narrative & financial) upon its finalization YES?
 - The activities of the proposal submitted are in line with the guidelines of the call and not among the non eligible activities YES?
 - The co-funding (part of the budget covered by the beneficiary (if applicable)) is not originating from any EU source YES?
- Are you eligible for VAT refund? YES? No?

Name and Surname of the legal representative of the applicant	
Position	
Date	
Place	
Signature	
Stamp of the organization	