

**I. Summary**

<b>Applicant organisation:</b>	
<b>Short title of the project:</b>	
<b>Country:</b>	
<b>Project duration:</b>	
<b>Amount requested:</b>	
<b>(equivalent to</b>	<b>euros)</b>

<b>Contact person</b>
Name:
Direct line:
Homepage:

**II. Information****1. Short description of the applicant organisation/partner organisation (max. 10 sentences/10 bullet points are sufficient; hyperlinks)**

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**2. Project goals/background (max. half page)**

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**3. Project measures (max. 10 sentences/10 bullet points are sufficient)**

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**4. Budget**

Only project-related costs and not the organisation's running costs (such as wage or rental costs) can be met.

The budget contains all costs pertaining to the overall project and all revenue available for its funding (*the organisation's own funds, funding from other donors.*)

Overheads can only be included in exceptional cases and only up to a maximum of 8% of the sum applied for.

<b>Costs:</b>	<b>Amount in euros</b>
Project-related staff costs/fees	
Project-related rental costs (e.g. for seminar rooms, equipment, vehicles)	
Travel costs	

Accommodation	
Food	
Printing of brochures or other material	
Investment/low-value commodities	
<b>TOTAL COSTS</b>	
<b>Financing of costs:</b>	
<b>Revenue</b>	
<b>Own funds/other resources</b>	
<b>Third-party funding (stating the donor)</b>	
<b>TOTAL FINANCING</b>	
<b>DIFFERENCE (= allocation applied for)</b>	

1. (a) Total of allocation being applied for € \_\_\_\_\_  
(b) Total of own funds and third-party funding € \_\_\_\_\_  
(c) Total cost of the project € \_\_\_\_\_
  
2. Have you already applied for or received any other public allocations for this project?  
yes  no
  
3. Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_
  
4. Has the project already begun? yes  no   
  
If yes, why? \_\_\_\_\_
  
5. Have administrative overheads been included? yes  no   
If yes, how high are they?

Place, date

Signature