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) – *if applicable* |  |
| Project duration indicative start & end date |  |
| Place of implementation |  |

|  |  |
| --- | --- |
| Describe your organisation/entity, its activities and experience (max 10 lines) |  |

|  |
| --- |
| *Summary*  |
| 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?

.......................................................................................................................................................

☐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% |
| Funding: amount requested from LADDER project |  |  | ... % (max 50% - according to the call) |
| Co-funding: amount covered by the applicant\* (if applicable) |  |  | … % (Min 50 %) |

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\*](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  |  |