

**1. General information: the applicant & the project**

Project title (in national language <u>and</u> 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 €	%
<b>Total budget</b>			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)

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\*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	

