[Organization Name]

[Date]

**APPLICATION FORM**

[Project Name]

**Summary**

|  |  |
| --- | --- |
| Name of organisation(s): |  |
| Country: |  |
| Local area for the project: |  |
| Title of the project: |  |
| Theme/Priority issue: |  |
| Target audience: |  |
| Total project budget: |  |
| Amount requested: |  |
| Project leader: |  |
| Partners: |  |

**1. Project justification**

*Before writing your proposal, make sure that you have:*

* *Consulted prospective beneficiaries, particularly refugees and school communities, to ensure that the actions that you are planning are relevant to their needs.*
* *Reviewed past actions to identify areas for improvement, remaining gaps and to avoid repetitive mistakes.*
* *Organised a participatory planning process involving stakeholders and potential allies: if the community members feel consulted on the issue, they’ll be more likely to contribute and support the project.*

*In this section, you should include:*

* *A description of the specific problems that the project is addressing*
* *Information on the length of time during which the problems have existed*
* *Information concerning the target population, how these problems negatively impact them, and what their needs are.*
* *Information on past actions that you or others have been taking to address it and related outcomes/remaining gaps.*
* *A description of the problems/needs that you have identified as priority to address with this proposal, and an explanation as to how you reached this decision*

**2. Objectives**

*In this section, please describe the objectives of your proposal, what the project will achieve, create, or deliver in relation to the priority needs/problems identified above. Make sure that your objectives are realistic and achievable within the frame of this project.*

* *Specific & measurable objective 1*
* *Specific & measurable objective 2*
* *Specific & measurable objective 3*

*Please explain how these objectives relate to the objectives of the overall EI initiative (see Call for Proposals, section 2).*

**3. Action plan**

*The action plan should include a detailed description of each of the planned project activities. The activities envisaged in this plan should relate to the problems/needs defined as priorities and help achieve the project’s objectives.*

*Make sure that the activities are sufficiently detailed to estimate the resources required. If technical support (external expertise, training, etc.) is needed to implement some activities, please indicate what would be required.*

**4. Timetable**

*The total duration of the project should be clearly stated (see Timeframe requirements in Call for Proposals, section 5), as well as the timeframe of the different phases/activities of the project. For that purpose, you can adapt the following template.*

|  |  |
| --- | --- |
| **ACTIVITY** | **IMPLEMENTATION TIME** |
| 1.  | Month 1 | Month 2 | Month 3 |
| XXXXXXX |  |  |
| 1.1.  |  | XXXXXX |  |
| 1.2.  |  |  | XXXXXX |
| 1.3.  |  |  | XXXXXX |
| 2.  | XXXXXXX | XXXXXX | XXXXXX |

**5. Budget**

*Describe in detail the financial resources that are necessary to complete the activities. For that purpose, you can adapt the following template. Please indicate if the costs are estimated in USD or in EUR.*

|  |  |
| --- | --- |
| **ACTIVITY** | **ANTICIPATED COSTS**  |
| 1. |  |
| 1.1.  |  |
| 1.2.  |  |
| 1.3.  |  |
| SUB-TOTAL: |  |
| 2.  |  |
| SUB-TOTAL: |  |
| **GRAND TOTAL:** |  |

**6. Roles**

**Project leader (***see Call for proposals, section 3)*

Name :

Position/Title :

E-mail :

Phone n°:

**Partners**

Partner 1 :

Role :

Partner 2 :

Role :

**7. Reporting**

*In line with the Call for Proposals’ reporting requirements (section 8), indicate in this section how you intend to report to Education International on the implementation of the actions mentioned in the plan. Education International will develop a simple and adaptable template to guide you in this reporting exercise. Nevertheless, each participant will be free to choose a format that can be easily derived from the deliverables of the activities (e.g. written material, video/audio recordings, online tools, etc.).*

**8. Dissemination**

*Your application should include a reach-out strategy, detailing how you intend to disseminate the outcomes of the project and use it in public awareness and broader advocacy activities in your local context, in order to promote the rights of refugees.*