

## Project application form

### 0. Summary of proposal

<b>0.1 Name of project</b>	
<b>0.2 Country/region</b>	
<b>0.3 Duration of project</b>	
<b>0.4 Objective and expected results</b>	<i>As described in 2.3 (see below)</i>
<b>0.5 Target group</b>	<i>As described in 2.4 (see below)</i>
<b>0.6 Name of local organisation (partner)</b>	
<b>0.7 Name and contact details of person responsible for the present application</b>	
<b>0.8 Other organisations which may be involved in the project activities<sup>1</sup></b>	<i>If project is planned to be implemented in cooperation with other organisations please give name here.</i>

### 1. Description of general conditions (2-3 pages)

#### 1.1 General context

*What are the political, socio-economic and legal conditions in the respective country/region (focussing on union/employee interests) which are relevant for the project?*

#### 1.2 Interested parties

Who are other interested parties who could be affected in any way – positively or negatively – by the project (*e.g. states, unions, NGOs, international organisations, companies*).

#### 1.3 Problems

*What are the basic problems the project aims at? What are the most probable reasons for these problems? In which way do they affect the target group? In which way do these problems affect the future development of the country?*

### 2. Project

#### 2.1 Summary

*Please describe in one paragraph the project proposal.*

#### 2.2 Development goal (The development goal is the one which is not of direct responsibility of the project but indicates the direction towards which one wants to join forces in the development of such a kind of project). *To what long –term changes does this project contribute to?*

<sup>1</sup> Cooperation with respect to content. It is not allowed to redirect funds of DGB BW to third organisations.

### 2.3 Long-Term Project Objective

*Do you plan for a follow-up project after the end of this project? If so, what is the long-term objective of this and the following project phase?*

### 2.4 Project objective (outcome)

- A) Which concrete changes does the project bring about? What ought to be different in three years' time?*
- B) How can these changes be measured? Please suggest indicators (for information on how to develop indicators, see annex 7: indicators and their development)*

### 2.5 Target groups

- A) Who will be the direct target group?*
- B) Who will be affected indirectly by the project?*

### 2.6 Project activities

- A) Which concrete activities are planned? (e.g. training materials and courses, research, counselling, discussion panels, communication instruments, articles. Please state number of activities and number of beneficiaries, e.g. five trainings for XX participants each, publication of a study in 5,000 copies. These dates will be necessary to complete annex 2 – Project budget)*
- B) Will other organisations be involved in the project activities<sup>2</sup>?  
If it is planned to execute the project in cooperation with other organisations please give names, addresses (also internet address) and a short description of the role they are going to play in the project.*

### 2.7 Project output and use of output

- A) How are the target groups going to make use of the output (trainings provided, information material and studies distributed, infrastructure established etc.) of the project activities in order to reach the project objectives?*
- B) How can this be measured? Please suggest indicators (for information on how to develop indicators, see annex 7: indicators and their development)*

### 2.8 Preparatory work

- A) Have you already carried out any preparatory work (e.g. research studies content related to the application project objective) or have you already implemented a project which is connected to the project you are applying for?*

### 2.9 Risks (0.5–1 pages)

- A) What are the mayor risks for a successful implementation of the project?*

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*B) What can be done to mitigate these risks?*

### **2.10 Exit Strategy**

- A) What is your concrete strategy towards handing over the project to the project target groups after the project funding has ended?*
- B) How can you measure a successful handing over (please add one or two indicators)?*

## **3. Financing**

### **3.1 Project budget**

(to be attached as an Excel file and in accordance with the description under 2.5A)

### **3.2 Contribution of partner**

*In DGB Bildungswerk projects a contribution of the partner is always expected (for example: employees' working hours, equipment, facilities). What will be the organisation's contribution to the project?*

## **4. Description of partner (0.5-1 pages)**

### **4.1 Description of partner**

*History, task, principles, structure, type of organisation*

### **4.2 Partners**

*Please describe with which organisations/campaigns/networks you are presently cooperating or often cooperate and with respect to which issues/projects*

## **5. Other funds**

*Do you intend to apply for funds of other organisations for this project or any part of the project you are applying for?*

*No*

*Yes. Which organisations:*

I hereby confirm that the project here described can be implemented as described.

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Place and date

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Signature of the person entitled to represent the applicant organisation

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Name

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Position