

## 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 you intend to collaborate with other organisations/affiliates for this project, please name them here.</i>

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

#### 1.1 Project context and specific challenge

*The project is responding to specific challenges in the project country/countries. Please describe here: What are the framework conditions affecting the sector, thematic focus or fields of actions of the project? What are the specific problems the project is responding to? 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?*

#### 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 Activities by other actors and potential for synergies

*Do you know of any other actors or projects being active in the same thematic focus or field of action that your project is addressing? Are you in contact with them? Do you see potential for cooperation or building on the result of their activities? Could their activities build on your project results?*

### 2. Project

#### 2.1 Summary

*Please describe the project proposal in one paragraph.*

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

## 2.2 Development goal

*A development goal is the long-term goal that cannot be reached by your project alone but many different interventions by a number of different actors are needed in order to reach it. It stands for the long-term change to which the project is aiming to contribute.*

*Please describe here to what long-term changes your project contributes.*

## 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(s)?*

*If your project is already a follow-up project: Please describe your results in the previous phase(s), why it is important to follow it up and how the different phases will feed into the long-term objective.*

## 2.4 Project objective (outcome)

*A) What are the concrete changes that your project can reach realistically? What ought to be different in three years' time?*

*B) How can you measure these changes? 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? If possible and relevant, please describe their social characteristics (like economic situation, gender, education, social status).*

*B) Who will be affected indirectly by the project?*

## 2.6 Project activities

*A) Which concrete activities do you plan? (e.g. training materials and courses, research, counselling, discussion panels, communication instruments, articles). Please state the number of activities and number of beneficiaries, e.g. five trainings for XX participants each, publication of a study in 5,000 copies. This information will be necessary to complete annex 2 – Project budget as well.*

*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/affiliates 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) What will be the output of your activities (e.g. X training participants know their rights in the workplace; an information centre is established that can be reached five hours daily; a study on the supply chain in the manufacturing sector is published and presented to the public, X young workers are trained to take up leadership positions in their unions)?*

*B) How are the target groups and/or other interested parties going to make use of these outputs in order to reach the project objectives?*

*C) How can you measure the use of the outputs by the target groups/other interested parties? Please suggest indicators (for information on how to develop indicators, see annex 7: indicators and their development)*

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

## **2.10 Exit Strategy**

*The funding is a project funding and will be finalised after a specific period. However, if your project is building structures or related activities shall be continued, who will be in charge and how can you manage a successful handing over?*

- 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 at the end of the project interventions (please state one or two indicators)?*

# **3. Financing**

## **3.1 Project budget**

(to be attached as an Excel file and in accordance with the description under 2.6 A)

## **3.2 Contribution of partner**

*In DGB Bildungswerk projects, a contribution of the partner is always expected. What will be your organisation's contribution to the project?*

- A) Are you able to provide financial means (money) to the project?*  
*B) What kind of in-kind contribution does your organisation provide to the project (for example: employees' working hours, equipment, office space and other facilities, oversight of the project by management)?*

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

## **4.1 Description of partner**

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

## **4.2 Co-operations**

*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