**Application Form**

**<Specify the name of the organisation>**

###### Important note. Please read it carefully.

Take into consideration that we are a very small association of colleagues and that we have a very small budget, entirely coming from our work colleagues. While the number of requests that we receive is very high. So, the probability of being rejected is very high.

Please check our criteria on our web site[[1]](#footnote-1) before sending us your proposal and send us only true proposals and true neutral and reliable references that we can contact to ask information about your association and activity. Clearly writing only to us with focused information (we have very little time to evaluate the hundreds of projects that arrive to us and will not take into consideration proposals with very generic and long description of the area and the association, other issues, etc.). Again, please be focused. After writing us, do not write us asking for solicitation (we will not answer).

We will tell you (with our time) our decision (positive or negative) when we will evaluate the project. The evaluation process can take many months: we normally evaluate the requests once, maximum twice every year, so take into consideration that your request must come lots of time in advance with respect to your project.

We will not take into consideration (and not answer) to applications that do not use our forms

Also, consider that we will evaluate the projects very carefully. We will search for your organisation on the web and ask other associations and referencens if they know you.

If you do not provide us enough arguments to recognise you as a reliable association (e.g. updated web sites,  references, etc.) we will not take into consideration your proposal (and not answer to it).

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| --- |
| Applicant Organisation:Address:  * **Geographic Area and Country:** * **Project Responsible Person (full name and contact-details)** * **Project Title:** * **Reference(s): (full name and contact-details):** * **How did you know about ETM:** * **ETM contact:** * **Other Participating Organisations (full name and contact-details):** |

# General Information

1. **Execution length**

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| --- |
| Planned Starting Date:Planned Finishing Date: **Execution Time (in months):** |

1. **Total Funds**

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| --- |
| **Total Cost/Investment:**  **ETM’s contribution (max 3000 Euro):**  *Other contributions:* |

###### Brief description of the project

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1. **Analysis of the current situation**

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| * 1. **Current situation and background**   2. **Cross cutting-issues**   3. **Description of beneficiaries and target groups of the project**   4. **Problem Analysis**   5. **Analysis of the specific objective to be reached** |

1. **Estimation Breakdown by Activities**

|  |  |
| --- | --- |
| Items and Activities | Cost / Investment |
|
|  |  |
|  |  |
| Total Cost |  |

1. **Evaluation plan**

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| --- | --- |
|  |  |

1. **List of Annexes**

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| (Indicate at least applicant’s bank details. Please be precise, including the IBAN, SWIFT codes, etc.) |

1. http://etm.altervista.org [↑](#footnote-ref-1)