**Guidelines for filling in the application form**

**IMPORTANT NOTE**

Take into consideration that we are a very small association of colleagues and that we have a very small budget. While the number of requests that we receive is very high. So the probability to be rejected is very high.

Please check our criteria on our web site 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 few 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, 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.

**Introduction**

This document provides the guidelines for filling in the application form. The form must be filled out by the organisation submitting the project. This form is an essential methodological instrument for the evaluation and possible approval of the project, and does not replace the other documents and annexes which can also be submitted.

**Applicant Organisation**

Acronym, complete name and link(s) to the website(s) of the organisation that submits the project.

**Address**

Full address.

**Geographic Area and Country**

Indicate the geographic area and country where the project will be carried out. It is advisable to provide a map in the annexes with the precise situation of the project.

**Project Responsible Person**

Indicate name, function, address, telephone and e-mail of the person responsible for the project.

**Project Title**

The title must coincide as much as possible with the specific objective of the project. It will be synthetic and precise.

**Reference(s) [very important]**

Organisation(s) and/or person(s) of reference that can provide reference to enforce credibility.

Add also links to the website(s) of the references (association or people).

**ETM contact**

Indicate the name of an ETM member if known personally to you

**Other Participating Organisations**

If there are (local) organisations that will collaborate in the execution of the project indicate full name, full address and responsible person(s) with full contact details.

| **General Information** |
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| 1. **Execution Length** |
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**Planned Starting Date**

Indicate planned month and year. The maximum interval to initiate a project will be two months after the funds have been received.

###### **Planned Finishing Date**

Indicate foreseen month and year.

**Execution Time (in months)**

Indicate the number of foreseen months to execute the project (maximum 30 months).

| **Total Funds** |
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**Total Cost / Investment**

Estimate the total project cost. It will be indicated either in $ USA or € Euros. Contributions in building materials, services etc must be quantified in money.

**ETM’s Contribution**

Indicate the total ETM’s contribution that is being applied for. **The maximum ETM’s contribution reaches 3000 €.**

**Other Contributions**

Indicate the total amount of other contributions. Specify what other organisations will finance this project and their respective contributions.

| 1. **Brief Description of the Project** |
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This part allows an overall understanding of the project and includes all the relevant data and elements. Express clearly the target groups. Beneficiaries must be clearly identified and quantified. Indicate also the accurate location of the project.

| 1. **Analysis of the Current Situation** |
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## **Current Situation and Background**

Describe the features of the economic and physical area where the project will be carried out that will be relevant to understand the type of problems that the project intends to solve: geographic, economic and social characteristics, demographic data including gender inequalities, etc.

Give also information on the current or near past interventions in the area, as well as the future planned actions to tackle some of the identified problems. If possible, please add pictures or other material.

## **Cross-cutting issues**

Explain how the three cross-cutting issues will be incorporated in the project.

**Alleviation of Poverty**: the extent to which the services and benefits of the project are targeted at those groups most in need.

**Gender Equality**: how the project will take into account the specific needs and interests of women and men and will lead to sustained and equitable access by women and men to the project services and benefits, as well as contribute to reduce gender inequalities.

**Environment:** describe the interaction with the environment, potential and limits for a sustainable environment.

* 1. **Description of beneficiaries and target groups of the project**

Describe the population that will benefit from the project, as well as the specific development aspects their interests, perceptions and their participation in the project.

## **Problem Analysis**

List the main identified problems that the project will tackle or alleviate.

* 1. **Analysis of the specific objective to be reached**

The specific objective shows the positive effects for the beneficiaries, it represents the goal that the project itself, with its resources and activities, tries to reach in a specific period of time. It starts from a problem that the project intends to overcome. The objective is the new situation in which the problem has been partly or completely solved.

| 1. **Estimation Breakdown by Activities** |
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Provide a detailed breakdown by activities and items of the cost estimation - include local manpower and building materials. The proposal needs to be clearly linked with the project-description.

**Please note**. ETM generally provides funding for material and equipment. Neither administration costs of the requesting organisation nor salaries are paid. Food or consumable material required for continuing needs cannot be funded. However, please include this information.

1. **Evaluation plan**

Describe how the use of the ETM-funds will be reported back to ETM (e.g. a report with pictures and description of the outcome…).

| 1. **List of Annexes** |
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List full titles of all the documents attached to this form. Indicate also the following applicant’s **bank details very carefully**:

* Account number
* Account holder
* Bank
* Bank agency
* Bank agency address
* **IBAN/SWIFT**