|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project number |  | Date of entry  (at LED Head Office) | |  |
| Focus country |  | Sector | |  |
| Type of application | New project | | New project phase | |
| Discussed in the LED Board meeting of: | | | | |

*This grey section is to be filled in by the LED project manager*

|  |  |  |
| --- | --- | --- |
| Name of the project |  | |
| Implementing institution | Name, address, phone, fax, e-mail | |
| Place | Town, province, country | |
| Applicant | Name, address, phone, fax, e-mail | |
| Person in-charge | Name, address, phone, fax, e-mail | |
| Bank account | Bank, account number, address | |
| Target group | Social strata, number of persons | |
| Aim | is a broad objective that the project cannot achieve alone, but it can provide a substantial contribution to its achievement | |
| Specific Objectives | are those objectives the project is responsible to reach and has to account for their achievement | |
| Duration of the project | Duration of the project, beginning and ending of the phase | |
| Total cost of the project | For the project phase the total budget of the institution and of the project | |
| Local contribution | Contribution of the implementing institution and the target group (if possible in monetary terms) | |
| Amount applied for | *Phase:* **EUR** | *Year:* **EUR** |
| Contributions of other organizations | To the project: names of the organizations and amounts for the phase  To the institution: names of the organizations | |

|  |  |  |
| --- | --- | --- |
| Previous support by LED | Project (for previous phases for the project you are currently applying for): | Institution:(total support to the institution by LED up to now, apart from project currently applied for): |

*This grey section is to be filled in by the LED project manager*

# Short Description of the project (max. 4 pages)

## Description of the Institution and the person in-charge

* Who are we?
* How are we organized
* What kind of projects do we implement?

## Description of the project

* Why the project is necessary? What (direct) benefits does the target group have?
* What are the main activities to achieve the objectives?
* Which results do we want to produce?
* What means (staff, materials, money) do we need?
* What might go wrong? Which factors might hamper the success of the project?
* How do we measure success (indicators and instruments for verification)?
* How do we monitor and evaluate the project and its impact?

Place and date:

Signature and stamp:

List of annexes:

1. Logframe Matrix
2. Project Budget
3. List of reference documents