

## **Project Proposal**

(to be used as a guideline when writing a project proposal)

### **Project Information**

- Project Title
- Applicant including full address
- Legally responsible including full address
- Project location including address and country
- Project duration
- Detailed Cost budget with total costs needed for implementing the project, including the positions which might be covered by local contribution such as, for example, volunteer labour; please be aware that cost budget and financing have to be the same overall total amount!
- Financing including local contribution, requested amount and possible other grants (please inform us if you have also asked for funds for the same project with any other organization)
- Recommendation

### **Project Description**

- Description of current situation
- Beneficiaries (number, gender, age, how many children?...)
- Planned activities
- Expected results
- Additional technical information, for example blueprints (for any kind of construction), price per square metre; proforma invoice for machines, medicines etc.
- How will the project be sustainably viable?
- In case it is not a completely new project: how was it previously financed?

Please do not forget to sign and stamp your proposal and send it to

vision:teilen e.V., Schirmerstr. 27, 40211 Duesseldorf, Germany

**You may send your proposal by e-mail in advance but we also need the originals (proposal and recommendation) sent by ordinary mail for documentation purposes.**