# *Please fill out this form as concise as possible to help us understand your project idea, activities and goals. Make sure that they are in line with the* [*funding priorities*](https://baltcf.org/who-do-we-fund/) *published on our website.*

# *If you are using automatic translation please review and correct the English version before submitting. Thank you!*

# **Project Concept**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of submission** |  | | |
| **Project title** |  | | |
| **Planned duration of the project** | Start date: End date: | | |
| **Name of the applicant Organisation, address and legal representative** |  | | |
| **Contact person** |  | | |
| **Legal status** |  | | |
| **Project geographical scope** |  | | |
| **Project manager: name, e-mail,  phone** |  | **Involved partners, as co-funders or co -beneficiaries** |  |

# **1. Short project description**

# *>>Explain your project idea to a non-specialist in max. 250 words <<*

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# **2. Project background**

*>>Describe briefly the factual background of your project idea, giving evidence that there is a problem to solve and showing the urgency to act. max. 500 Words<<*

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**3. Former projects**

*>>Please list and provide short descriptions (including links) about former projects and initiatives your project idea is building upon. Were there or are currently running similar projects in other regions? Max 250 Words<<*

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**4. Project goal and objectives**

*>>Please describe your project goal (2 lines) and your main objectives (maximum 3-4 lines), Please also explain how your projects’ goals contribute to the BaltCF funding priorities; max. 250 Words<<*

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# **5. Long term effects**

*>>Please describe the long-term effects of your project activities with regard to the above-described problem, and who is going to benefit from them; max. 250 Words<<*

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# **6. Activities**

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| --- | --- | --- |
| **Objectives and main Activities** *(add rows if needed)* | **Outputs,** what is the direct effect of your activity | **Indicator,** how will you measure success |
| **1. Objective** | | |
| * 1. Activity |  |  |
|  |  |  |
|  |  |  |
| * 1. ….. |  |  |
| **2. Objective** | | |
| 2.1…. |  |  |
| **3. Objective** | | |
| ….. |  |  |

*>>Please describe in more detail the 3 most important project activities. What are the key milestones, and most important dates for your project; max. 500 Words<<*

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# **7. Timeline**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objectives/Activities** *(add rows if needed)* | **Year 1** | | **Year 2** | | **Year 3** | | **Year 4** | |
| **S1** | **S2** | **S1** | **S2** | **S1** | **S2** | **S1** | **S2** |
| 1. **Objective** | | | | | | | | |
| * 1. Activity |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| * 1. ….. |  |  |  |  |  |  |  |  |
| 1. **Objective** | | | | | | | | |
| 2.1…. |  |  |  |  |  |  |  |  |
| 1. **Objective** | | | | | | | | |
| ….. |  |  |  |  |  |  |  |  |

**8. Durability**

*>> Briefly describe the durability of project results. Max 100 words. <<*

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# **9. Partnership**

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| --- | --- | --- | --- |
| **No** | **Partner Name and Organisation** | **Role in the project. Which objectives and activities they are going to contribute to:** | **Estimation of their funding volume** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

# **10. Estimated project budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost categories** | Specify the type of costs, number of staff, type of travel and no of trips, main contracts, investments | **Year 1** | **Year 2** | **….** | **Total** |
| **Staff costs** |  |  |  |  |  |
| **Administration** | Flat rate 10% of the total budget or justification if higher |  |  |  |  |
| **Travel costs** |  |  |  |  |  |
| **External expertise** |  |  |  |  |  |
| **Investment costs** |  |  |  |  |  |
| **Total €** |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total funds needed for the Project:** |  |
| Funding requested from BaltCF: |  |
| Own contribution committed (min. 10%) |  |
| Other funding committed: |  |

*>>Please explain the source of the ‘Other funding’ and what additional, public or private, funding sources could become available in course of the project implementation. If not, please also explain why; max. 250 Words<<*

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**11. Attachments**

1. Proof of charitable status of the applicant organisation

By submitting this project concept we confirm that:

* the information in the concept is accurate and true to our best knowledge
* in case of approval of the concept our organization is committed to develop a full application in line with the BaltCF requirements;
* We agree to the processing of our project information and personal data for the purposes of the project selection procedure

For questions and clarifications please contact:

Katarzyna Fidler

[katarzyna.fidler@baltcf.org](mailto:katarzyna.fidler@baltcf.org)

Mobil: +49 176 813 59 369

Tel: +49 30 49 787 585

All information and relevant documents are available through [www.baltcf.org](http://www.baltcf.org)