

LOCAL ACTIONS 2023 PROJECT PROPOSAL TEMPLATE

Instructions:

1. Before you fill in your application, please read [the application guidelines](#) carefully.
2. We highly encourage you to respect the maximum number of words stated in each question. We will be strict with that requirement and all projects that go beyond that limit will be automatically discarded.
3. Whenever you finish completing the Local Actions project proposal template, you must save this document in .pdf format as follows (YOUR NAME_COUNTRY)
4. When ready, submit it through the [Local Actions Application Form](#), together with other supporting documents requested in the guidelines.

1. General Information

Project Leader Name:

Project Title:

City, Country:

Estimated project length:

2. Scope of the Problem

2.1. What is the main issue you are trying to address through this project?
What is the policy change that needs to be in place in your area?
250 words

2.2. What evidence are you using to support your rationale?
(Add sources such as links to reports, studies or websites that will support your project rationale)
250 words

2.3. Who are the target audiences? Make a list and add a little description about them.
150 words

3. Project description

3.1. How will you address the above mentioned issues? **(250 words)**

3.2. What makes your project idea outstanding and impactful? **(250 words)**

3.3. How will the target audiences participate in the project and/or get benefited by it? **(250 words)**

4. Milestones' timeline

4.1. Share potential activities and estimated dates for completion

ACTIVITIES	COMPLETION DATE	EXPECTED OUTCOME

5. Estimated Budget

Add and rough estimated budget where you include all your project's expenses. Don't worry about details, we are not interested in that at this point. We just need to know how you will distribute the 5000€.

ATTENTION: Budget must be presented in Euro (€).

- **Remuneration Costs:** It refers to the budget you will dedicate to pay the project team.
- **Project costs:** It refers to the direct costs that the project will incur to complete the activities such as travel expenses, printed materials, per diem, campaign production, etc.

- **Administrative costs:** It refers to the percentage of the total budget that the supporting organization will charge in order to manage the project. Also, if there are any taxes implied, it must be included in this section.

BUDGET LINE	DESCRIPTION	AMOUNT
Remuneration costs		
Project costs		
Administrative costs		
TOTAL		

6. Project Partners

6.1. Collaborating partner

- i. Provide more details of the organization that is backing up your application (name, website, brief description) **(100 words)**

- ii. How are they backing up your project? **(200 words)**

iii. Project partner contact person	
Name	
Position	
Email Address	
LinkedIn Profile (if available)	
6.2. Other partners List potential partners that will make your project sustainable (funding, decision-makers, engineers...) (100 words)	
7. Project Team (You need to have at least three members)	
7.1. Team leader: (short bio, 100 words)	

7.2. Team members:	
Team member 1:	
Email:	
Role:	
Team member 2:	
Email:	
Role:	
Team member 3:	
Email:	
Role:	
Team member 4:	
Email:	
Role:	
Team member 5:	
Email:	
Role:	
Team member 6:	
Email:	
Role:	
Team member 7:	
Email:	
Role:	

8. Project Needs

8.1. Could you identify your main capacity development needs or areas where you would like to be supported to ensure a successful implementation of your project? **(50 words)**

Signature

Date