



SHARE YOUR PROJECT IDEA WITH US!

**01 GENERAL INFORMATION OF THE APPLICANT**

Name of organization/association/foundation (in case there isn't one, please describe how the coordination of the project can be realized)	
Legal form of the organization	
Address & contact information of legal representative (position, telephone number, email)	
Exact location (map)	
Total number of members/staff	
Founding year	
Years of experience in the field	
Sources of funding	
Other partner/donor organizations	



## 02 DETAILED DESCRIPTION OF THE APPLICANT

Please give a detailed description of your organization and the project team.

Please include: 1. Mission & objectives, 2. Description of current projects/programs, 3: staff members & positions

## 03 PROJECT OVERVIEW

Project title	
Project coordinator	
Contact person of the project (telephone, email and address)	
Project location (add map & GPS coordinates)	
Proposed project start & end date	
Project funds provided by applicant (through other proposals, fundraising campaigns, etc.)	
Local partners (list the names of local organizations, foundations, associations, companies and/or individuals who will join efforts to realize the project)	
Project current sponsors	



### **Project Summary**

Please give a project summary describing the most important aspects (main objectives, problem, how is this problem intended to be solved, benefits and impact) of your project in a concise and clear way.

Please write no more than 12 lines.

### **04 PROJECT DESCRIPTION**

Project Purpose



### Problem description & Background information

### Project Benefits & Impact

Please explain the main benefits and impact of the project in the short and long term.

### Stakeholders

Please name the organizations, associations, foundations, individuals involved and their role in the project



### Constraints/Risks

Please explain any possible risks or constraints the project can encounter (internal and externally)

### Project Sustainability

How will the sustainability of the project be ensured once the project ends?

## **05 DESCRIPTION OF TARGET GROUP/BENEFICIARIES**

Please include: 1. Beneficiaries' history, 2. culture & traditions, 3. daily activities, 4. sources of income, 5. average monthly income per person

## **06 DESCRIPTION OF ACTIVITIES, DELIVERABLES & OUTCOMES**

For each project phase, please provide a detailed description of the **activities** expected to execute, as well as the **deliverables** and **outcomes** intended for each activity.

Project Deliverables refer to any tangible product developed during the project, e.g. manuals, data base, brochures, etc.) Project Outcomes refer to the mid-term results of the project, what the benefit(s) of these activities and deliverables will be for the target group and beyond.



Continuation of Activities, Deliverables & Outcomes:

A large, empty rectangular box with a thin black border, intended for the continuation of activities, deliverables, and outcomes.



## 07 PROJECT TIMELINE

For each project activity, please provide an estimate execution time/date. Add as many activities as needed. Please follow this format:

Activity 1:

Execution Period:





## 08 BANK ACCOUNT INFORMATION

Please provide the details of the bank account you would like to receive the money.

Name of the Bank:	
Address of the Bank:	
Name of Bank Accountant Holder:	
IBAN:	
BIC/SWIFT:	

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