



## *Application*

The project should be described in a project proposal (in English) that includes a budget proposal. The project proposal should contain at least the following information:

### **A) Brief general information**

- 1) Name of the project
- 2) Short description of the aims and activities
- 3) Starting date and duration of the project (maximum 1 year)
- 4) Place(s) where the project will be carried out
- 5) Target group
- 6) Geographic area where the project will have an impact
- 7) Name and address of organization that will manage the project
- 8) Name of organization that will carry out the project
- 9) Total amount of money (in €) requested
- 10) Other potential donors that you are approaching for this project
- 11) Projects you carried out before and donors that you cooperated with in the past

### **B) More detailed description of the project**

- 1) Reasons and considerations that have led to the project-proposal
- 2) Needs that the project addresses / problems it is going to solve
- 3) Designated goals and chosen strategy
- 4) Results (outputs)
- 5) Plan of activities
- 6) Description of how the proposed activities will help to address these needs / problems
- 7) If applicable, describe the foreseen follow-up of the project
- 8) Method of evaluation of the project
- 9) Information about the organization(s) that will manage and carry out the project
- 10) If applicable, give job descriptions of people engaged in the project

### **C) Budget**

- 1) In Euro (€)
- 2) Specify (if relevant) different activities (e.g. workshop, training, brochure)
- 3) In case of co-financing, clearly indicate the requested budget items
- 4) Project should be cost-efficient
- 5) No profit

### **Questions?**

If you have any questions, do not hesitate to contact the Embassy:

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