Human Rights project funding

Concept note, as at: (../../2020)

I. Summary

Applicant organisation:	
Short title of the project:	
Project location(s):	
Project duration:	
Amount requested:	UAH
(equivalent to ... euros)	€

Contact person	
Name	
Telephone	
Email	
Website	

II. Information

1. Short description of the applicant organisation (not more than 10 sentences / 10 bullet points)

Fields of activity, experience, …

2. Project goals and background (not more than 10 sentences / 10 bullet points)

Please describe why the project is necessary and what impact it is intended to have on the human rights situation.

3. Project measures (not more than 10 sentences / 10 bullet points)

Please list the concrete project measures / activities of the project and the target group(s).

4. Budget

Please note that only project-related costs and not the organisation's running costs (such as wage or rental costs) can be met.

The budget must contain all costs pertaining to the overall project (classified according to types of cost as listed in the specimen) as well as all revenue available for its funding (the organisation's own funds, funding from other donors, if applicable revenue in connection with the measure as well as the sum applied for from the Federal Foreign Office).

The information on the individual types of cost should be broken down as far as possible (e.g. in the case of rent: 2 rooms for 7 days at X euros each).

Specimen budget

Costs:	Number/unit	Unit price	Amount in local currency	Amount in euros
Project-related staff costs/fees				
Project-related rental costs (e.g. for seminar rooms, equipment, vehicles)				
Travel costs				
Accommodation				
Food				
Printing of brochures or other material				
Investment/low-value commodities				
TOTAL COSTS				
Financing of costs:				
Revenue				
Own funds/other resources				
Third-party funding (stating the donor)				
TOTAL FINANCING				
DIFFERENCE (= allocation applied for from the Federal Foreign Office)				

5. Monitoring and evaluation (one sentence for each question is sufficient)
– *What kind of monitoring is planned during the project?*

–

– *How will you evaluate the results of your project goals?*

–

– *Which performance indicators have been laid down?*

–

– *Are there any risks which could jeopardise the success of your project?*

–

6. Please answer the following questions:

1.   Has the project already begun?   yes ☐ no ☐

   If yes, why? _____

2.   Did you receive funding from foreign or international missions for other projects recently?   yes ☐ no ☐

   If yes, please list the donor, the project and the year:

   -

   -

   -

Place, date   Signature