**Project application for 2021:** Guideline for Submitting Project Proposals

1. **General Information of Applicant:**

* Organization name:
* Address:
* E-mail:
* Website:
* Telephone:                                                               Fax:
* Contact person:                                              Position:
* Project title/kind (*Specify area: Conference, training, research, etc*.):
* Project duration (*Project duration should not exceed 31st of December 2021, and activities must be completed by the 30th of November 2021*):
* Project region (*Country, areas…*):
* Previous funds by RLS: Yes / No

1. **Introduction of the applicant/s (2-3 paragraphs)**
2. **Context analysis in relevance to the proposed idea (2-3 paragraphs)** (*Why this project is important to your organization, community, and beneficiaries*.)
3. **Project overall goal (long-term) and direct objectives (2 objectives max.)** *(What is/are the direct objective/s of this project and how do you intend to measure if you have achieved it/them?)*
4. **Description of the project (4-5 paragraphs)** *(Include target group/s, intended outcome/s and sustainability, gender-related approaches, creative/non-classical approaches, etc.)*
5. **Planned activities & timeline (In bullet points – clear and brief)**
6. **Detailed budget (May be attached in a separate sheet).** Include:

* Activity/item
* Duration
* Cost per unit (in local currency or in Euro only)
* Number of units
* Total

1. **Are you planning for co-funding for this project**? *(If yes, please indicate with whom and what are the specific arrangements and modalities for co-funding).*
2. **Additional information** *(Optional)*