**CALL FOR PROPROSAL by MicroProgetti**

**APPLICATION FORM**

**Fill-in with the title of your Microproject**

**Fill-in with the name of your Team**

**(It is the name that we will use to present you, it can be not the same of your company or association; we will present you with:**

**Team name of Association/Company name)**

**Delete this explanation and fill in the box**

**Fill in with the Country where the Microproject will be realized**

Summary

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# 1. Instructions and tips

Before starting to complete the application form read carefully this instructions and tips.

We want to assure more participation as possible so do not have afraid to apply, we are very happy to read your project. Even if you do not have experience or you do not have any organization that support you, or partner or other team members.

If you think that you do not have the requisite, we invite you to call or write us and we will support you in the set-up of your application.

For every question and/or doubt do not hesitate to write to [progetti@microprogetti.org](mailto:progetti@microprogetti.org)

or call or WhatsApp to +39 3386444922 or +39 0679350412, if we do not answer we will recall you in a few hours.

**How to apply – instructions**

Each microproject must be submitted using this application form

Do not forget to send us this documents fully filled, signed and in pdf format in one e-mail to [progetti@microprogetti.org](mailto:progetti@microprogetti.org):

* The Application Form
* The Privacy Form

The deadline is

# 2.Details of the Applicant

You are?

* Association and NGOs
* Enterprise, Company, Startup and other private entity
* Non-formal teams
* Individual young

1. Name of the Applicant

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1. Name of the Responsible for the Application

(for Individual young just copy the Name of the Applicant)

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1. The Responsible of the Application have an age between 18 and 35 years?

YES NO

specify how hold is he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.a) Please provide the contact information of the responsible of the call for application.

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you have a logo, please attach it here, if not draw it.
2. If you have a website please provide a link, if not provide your LinkedIn or other social network.

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6) How you come to know about this Call for Proposal?

* Linkedin
* Economy of Francesco (social network, community, others)
* MicroProgetti website
* MicroProgetti Facebook
* Word of Mouth
* Other

If other please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 3.Details of the microproject

1. Title of your microproject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In which context (ad example rural area, city, very low-income countries, fishing area etc.) and country/ies your microproject should be implemented and why?

(if you do not have yet a presence or partnerships in some country don’t worry. Give us an idea on which type of context and which country/ies you imagine that your microproject will be and why; write an example of country/ies)

1. Which General Objective/s your microproject address?

(is possible to choose more than one answer)

* Agriculture
* Work
* School and professional training

9) Explain what the specific objectives of your microproject are

You have to indicate here the specific objectives of your project using a numbered list

10) Explain which the activities of the microproject are

You have to indicate here the activities you will do to reach the specific objectives of your project using a numbered list

11) Use an action plan to describe the length of each activities

Use as a model of action plan this below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITIES** | **MONTH**  **1** | **MONTH**  **2** | **MONTH**  **3** | **MONTH**  **4** | **MONTH**  **5** | **MONTH**  **…..** | **OBSERVATIONS** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

12) What are the expected results of your microproject?

Using a numbered list you have to indicate here the expected results you will think to reach in relation to every specific objectives of your project, it is important that you show to us which are the relations between objectives, activities and results. In addition is important that results are measurable, use indicators.

13) What are the direct and indirect beneficiaries

please give us an idea on the typology and number, ad example “children, older people, woman. We can reach an amount of 20 woman as direct beneficiaries and 50 families as indirect beneficiaries

14) Sustainability

Please describe how the sustainability of the project (i.e. at financial, organizational level) will be assured.

Please describe how the environmental sustainability of the project will be assured.

15) Do you have or need a partner to realize your microproject? If you have, give us information about it, otherwise imagine your partner and describe to us which characteristics it must have

Do you have a site in poor countries where you will realize your Microproject?

* YES Where is the site?

* NO Don’t worry to apply; we will give you a possible site

16) Budget of the MicroProject

For each budget line the estimated costs should be detailed. The local contribution and/or the contribution of the intermediary body should be detailed. As local contribution, it is possible to include: local already available materials, labour, use of local premises. Please, detail any co-financing from other bodies (local or international bodies, i.e. parishes, dioceses, religious congregations, other organizations). The amount requested should be indicated in local currency and in Euro.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET LINE** | **AMOUNT** | **LOCAL CONTRIBUTION** | **AMOUNT REQUESTED**  **(max 10.000,00 €)** | **OBSERVATIONS** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total amount** |  |  |  |  |

***Exchange rate local currency – Euro: …………........ date of exchange rate: ……………………***

Please explain any possibility of contributions in kind such as the availability of voluntary labor

17) We believe that the best value in the implementation of a project is motivation, explain us your motivations to apply, what is your dream with this project

Please attach to the application form the CV of the Responsible of the Application and of the other team’s member that will work on the Microproject

(copy it at the end of the application form)

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in capital letter and signature of the responsible of the application

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