

## How to submit your project

### Before start to write your project:

1. Define the general idea for the project, identifying problems and possible solutions to solve them.
2. Look for possible funding programs to carry out your project. Try to keep an open mind! Normally, there are a wide range of perspectives you can focus on to adapt it to possible funding.
3. Once you found a possible funding line, download the Programme module, Guidance and Frequently Asked Questions (FAQ) Documents.
4. Make sure you understand the rules and the characteristics of the program you want to apply for:
  - Is your organization eligible for funding?
  - Do you have organizational and budgetary capacity to carry out the kind of project they ask to fund?
  - Is your project viable?
  - Is the thematic line of your project suitable with the program goals and areas of action?
  - How many partners do you need? With which characteristics?
  - Check the deadline and be sure you have time to submit it.
5. Check the info point of contact and ask the doubts you may have before writing the project.
6. When you finish writing your project draft, search for possible partners to enrich your project at the same time they benefit themselves!
7. Review the program website to check if they have any support program for candidates and you are entitled to participate on it.

### When writing your project to be submitted:

1. Once the call for grants is launched you start to prepare the documents needed to submit your application.
  - a. Is there a template online to be filled?
  - b. Do you have to send a brief or report of your project to an email address?
  - c. Do you have to add any document as annex of your project?
2. In case there is a template to be filled online (probably you will need to create a profile in advance!) or downloaded, filled and sent to any email address, you most probably will have to go through the following points:
  - a. Title of the project (it should be catchy and descriptive!)

- b. Identification of the project promoter (the organization with the main manager role of the project, not partners). On this part, the organization could be asked for a brief of its background.
  - c. Identification of partners (eligible or not for receiving funding to carry out the project)
  - d. Designation of the project manager (a natural person, related with the NGO or association promoting the project): In addition to the name and relationship with the association, a resume of his/her CV could be required.
  - e. Description of the project in general basis. This could include:
    - i. Geographical area to be implemented.
    - ii. Target group(s).
    - iii. General Goals (What do you want to get with this project?)
    - iv. Specific goals (Which actions or goals are needed to achieve this general goal?)
    - v. Methodology to follow to implement the project.
    - vi. Indicators to monitor the success or failure of actions.
    - vii. Economic viability.
    - viii. Sustainability and replicability (once finished the project, are the results maintained? Is this project applicable on other matters or in other geographical areas?)
    - ix. Communication plan.
    - x. Take into account: even if the project is presented in your local language, a brief in English could be required.
  - f. Analysis explaining why this project is interesting in the funding program framework.
3. Budget according to the rules and activities. Probably your organization will have to afford some of the costs, according to the co-funding rate, that will vary depending on the program.
  4. Chronogram to be followed in the project implementation.
  5. Ask yourself if the project leads to the achievement of the goals you wanted to get initially.
  6. Submit application with attachments (such as responsibility statement, partnership commitments, or a detailed budget, among others, according to the call for grants requirements) -> within the deadline.

**NOTE: Please, remember, if you are not successful at this time, don't worry! See assessment to try it again in the future. 😊**