**MATRA Application Form**

**A. *BRIEF GENERAL INFORMATION***

1. Name of the project
2. Short description of the aims and activities
3. Matra policy relevance (*Determine whether the proposed project ties in with the policy objectives of the program, whether the activities comply with one or more eligible themes and which one(s), and explain how*.)
4. Duration of the project
5. Place(s) where the project will be carried out
6. Target group

1. Geographic area where the project will have an impact
2. Name and address of organization that will manage the project
3. Name of organization that will carry out the project

  *(if the same as 8. put “as above”)*

1. Total amount of money (in €) requested
2. Other potential donors that you are approaching for this project (*please indicate the status of your application with other donors*)
3. 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. Objectives, results and activities

(*Describe the objectives, results and activities following the SMART principle. It is expected that the planned activities will lead to expected results, and that the results will contribute to the objectives. Make sure this is clearly presented and sufficiently explained using the performance indicators. Include timetable for action plan. )*

1. Program risk (*Describe possible future events within the scope of the activity, which – if they take place – could impede achievement of the results and objectives. Explain the plan to mitigate these risks)*.

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| --- | --- | --- | --- |
| *Risk description* | *Probability of risk occurring (Low/Medium/High + explanation)* | *Potential impact on outputs of activity (Low/Medium/High + explanation)*  | *Mitigating measures and residual risk (incl. appreciation)* |
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1. If applicable, describe the foreseen follow-up of the project
2. Information about the organization(s) that will manage and carry out the project

*Name of the organization(s):*

*Address:*

*Telephone number:*

*E-mail address:*

*Organization’s registration number:*

*Date of registration:*

*Place of registration:*

*Payment instructions for EUR account:*

*Names, positions and email addresses of senior representatives of the organization authorized for contract signing and/or official correspondence:*

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***…***

1. Names, job titles and job descriptions of people engaged in the project

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