# Annex A – Call for Ideas Application Form

**The TED Initiative only accepts proposals that follow the guidelines and format set out below.**

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| **Format:**   * **Font: Arial** * **Font Size: 11** * **Line spacing: Single** |

**General Information for Lead Applicant**

**1. Name of organisation**

Please enter here

**2. Name and e-mail contact of person in charge of application:**

Please enter here

**3. Short title of the project/grant purpose (one sentence)**

Please enter here

**4. Which country or countries does the project address?**

Please enter here

**5.** **Organisational information of Lead Applicant:**

* **Legal form of organisation:**

Please enter here

* **Annual turnover of last 3 years in EUR:**

Please enter here

* **Address:**

Please enter here

* **Phone number:**

Please enter here

* **E-mail:**

Please enter here

**General Information for Co-applicant**

**1. Name of organisation**

Please enter here

**2. Name and e-mail contact of person in charge of application:**

Please enter here

**3.** **Organisational information of co-applicant:**

* **Legal form of organisation:**

Please enter here

* **Annual turnover of last 3 years in EUR:**

Please enter here

* **Address:**

Please enter here

* **Phone number:**

Please enter here

* **E-mail:**

Please enter here

**Project Proposal Outline**

**1. Brief description of the project rational and background, including the identified challenge and focus area of democracy support you aim to target. (max. 400 words).**

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**2. Please describe the planned project methodology and planned key activities, including expected outputs (max. 600 words).**

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**3. What are the overall goal, intended outcomes and impact of the planned project? (max. 300 words).**

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**4. Please describe the innovative character of your proposal and the opportunities to further apply the knowledge generated from the project (i.e. sustainability): (max. 450 words).**

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**5. Please provide a preliminary timeline for project implementation (including presentation of interim results) and respective resources allocated. Visual displays are encouraged (max. 350 words).**

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**6. Please describe potential risks and contingency plans (max. 250 words).**

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**7. Please specify target groups and beneficiaries (max. 150 words).**

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**8. Please disclose any former, ongoing or planned relationship and collaboration with the GIZ and ENABEL, if applicable (max. 100 words).**

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**Budget outline of proposed project**

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| Project implementation and roles: | *In case of multiple partners please clearly separate and briefly describe who (which partner or party) will implement which activities of the project (max. 80 words).* |
| Expected costs, per cost category as described in the Call for Proposals *(please provide estimate in EUR per item)* | |
| Staff: |  |
| External experts/consultants: |  |
| Training costs: |  |
| Procurement of goods:  Transportation / Travel costs: |  |
| Other costs/consumables: |  |
| TOTAL sum direct costs: | *Please sum up all direct cost categories above here (in EUR).* |
| Administration costs: | *Please indicate planned administrative costs (in EUR), additional to the total direct costs.* |
| Forwarding of funds to co-applicant: | *Please indicate the amount of funds planned to be forwarded to the co-applicant (in EUR).* |
| Own contribution by the applicant(s): | *(max. 150 words)*  *Please indicate by whom (in case of partners), what amount (in EUR), in-kind or financial.* |
| Requested financing in EUR: | *Please indicate the total amount that you are requesting with the project application (in EUR).* |

**III. Annex 3 LOGICAL FRAMEWORK (Logframe)**

Please briefly reflect on the logic behind the proposal and how each element would be measured and verified after the conclusion of the intervention.

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|  | **Project Summary** | **Indicators** | **Means of verification** | **Risks / Assumptions** |
| **Goal** |  |  |  |  |
| **Activities** |  |  |  |  |
| **Outputs** |  |  |  |  |
| **Outcomes** |  |  |  |  |