

Step 1 ESF+ Application Form Template Sample

A. PROJECT IDENTIFICATION AND OVERVIEW

PROJECT	
Project title:	
Project acronym:	
Lead Applicant:	
Call specific objective (if the call targets several specific objectives)	
Project duration (no. of months)	

A.1 PROJECT SUMMARY

Project summary
<p>Describe the followings:</p> <ul style="list-style-type: none"> the common challenge of the sector/area you are tackling in your project; the overall objective of the project and the expected change your project will make to the current situation; the main outputs you will produce and those who will benefit from them; the approach you plan to take; what is new/original about the project.

A.2 PROJECT BUDGET OVERVIEW (automatically generated from b. project partners data)

Partner	Partner budget	Co-financing rate (%)	Total EU contribution	Own contribution	Other contribution (public)	Other contribution (private)	Total contribution
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
TOTAL	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic

A.3 PROJECT OUTPUTS AND RESULT OVERVIEW (automatically generated from 4. work plan)

Programme output indicator	Output indicator title	Measurement unit	Output indicator target value	Description	Programme result indicator	Result indicator title	Measurement unit	Result indicator target value	Description
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic	Automatic

B. PROJECT PARTNERS

PARTNERS OVERVIEW

Number	Legal Status	Name of the organisation	Organisation abbreviation	Partner role	Partner total eligible budget
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic
Automatic	Automatic	Automatic	Automatic	Automatic	Automatic

B.1 LEAD PARTNER

B1.1 Name

Partner number
Partner role

Abbreviated name of organisation

Name of the organisation

Department /unit / division

P1

Lead Partner or Project Partner

Insert text

Insert text

If applicable, Insert text

B1.2 Legal and financial information

Type of partner

Legal status

VAT number

Is your organisation entitled to recover VAT for the activities implemented in the project? *

Drop-down list

Drop-down list

Insert text

Drop-down list: yes/no/partly

B1.3 Main address

Street*

Postal code*

Homepage

House number*

City*

B.1.4 Legal representative

Title

Drop-down list (for example: Mr, Mrs, Dr, etc.)

First name*

Insert text

Last name*

Insert text

B.1.5 Contact person

Title

Drop-down list: Mr, Mrs, Dr, etc.

First name*

Insert text

Last name*

Insert text

E-mail address*

Insert text

Telephone*

Insert text

B.1.6 Partner budget (n/a for associated partner)

Total partner budget

Own contribution

Other contribution (public)

Other contribution (private)

Insert text

B.2 PROJECT PARTNER

B2.1 Name

Partner number

Partner role

Abbreviated name of organisation

Name of the organisation

Department /unit / division

P1

Lead Partner or Project Partner

Insert text

Insert text

If applicable, Insert text

B2.2 Legal and financial information

Type of partner

Legal status

VAT number

Is your organisation entitled to recover VAT for the activities implemented in the project?*

Drop-down list

Drop-down list

Insert text

Drop-down list: yes/no/partly

B2.3 Main address

Street*

House number*

Postal code*

City*

Homepage

B.2.4 Legal representative

Title

*Drop-down list (for
example: Mr, Mrs, Dr, etc.)*

First name*

Insert text

Last name*

Insert text

B.2.5 Contact person

Title

*Drop-down list: Mr,
Mrs, Dr, etc.*

First name*

Insert text

Last name*

Insert text

E-mail address*

Insert text

Telephone*

Insert text

B.2.6 Partner budget (n/a for associated partner)

Total partner budget

Own contribution

Other contribution (public)

Other contribution (private)

Insert text

Repeat B.2 Project partner as B.3, B.4 etc. as many times as necessary.

C. PROJECT DESCRIPTION

C.1 RELEVANCE

C1.1 Project background and general objectives

Background and general objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?

Insert text

C1.2 Project relevance and specific objectives

Project relevance and specific objectives

Describe how the objectives of the project are relevant to territorial or target group needs in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

C.2 QUALITY

C2.1 Project concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

Insert text

C2.2 Consortium set-up

Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

Insert text

C.3 IMPACT

C3.1 Impact and ambition – Target groups

Target groups

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project.

Type target groups:

1. Migrants/refugees
2. Other 3rd country citizens (not migrants)
3. Children
4. Elderly people (3rd age)
5. Homeless
6. Most deprived
7. Marginalised communities
8. People in vulnerable situations
9. Persons with disability
10. Not in Education, Employment or Training (NEETs) / Inactive
11. Long Term Unemployed (LTU)
12. Self-employed and short-term contract workers (up to 6 months)
13. Social entrepreneurs, actors of the social economy
14. Micro-entrepreneurs
15. Social partners
16. Women
17. Workers

Other, please specify

Target group	Specification
Select from drop-down	Enter text
Select from drop-down	Enter text
Select from drop-down	Enter text

C.4 WORKPLAN

C4.1 Work plan of project activities

<p>Work plan</p> <p><i>Provide a brief description of the overall work plan and project activities.</i></p>
<p>Insert text</p>

C4.2 Project results

<p>Project results</p> <p><i>The indicators proposed to measure progress should be relevant, realistic and measurable.</i></p>

Result indicator title:	
Result indicator description:	Programme result indicator (<i>chose from drop down list</i>)
	<i>Drop-down list</i>
Measurement unit	Target value

To insert new results indicators, copy the table above as many times as necessary.

ANNEXES

LIST OF ANNEXES

1. Document verifying that Lead Applicant is an eligible organisation (if can't be verified via accessing public data)