**Project Proposal – (insert year please)**

Submitted by (70 characters for each line):

|  |  |
| --- | --- |
| Organisation |  |
| Responsible |  |
| Nr. Registration |  |
| Address |  |
| Telefax |  |
| Mobile |  |
| Email |  |
| URL |  |
|  |  |
| Date |  |
| Version |  |
| KAS Project |  |
| KAS Objective |  |

Title/Theme of the Project:

Justification (Analysis of Issue /Problem/Situation):

Overall Goal:

Objectives:

Expected Results:

Target Group (s):

Planned Activities:

Indicators (for having reached the planned results):

Date/Venue of the Activities:

Expected number of participants (if applicable):

Budget in USD:

|  |  |  |
| --- | --- | --- |
| **1.1. Training Activities/ Seminars** |  |  |
|  | Detailed Description of Item | Amount USD |
| Travel Costs |  |  |
| Accommodation, food and beverage |  |  |
| Room Rent |  |  |
| Teaching Material  (e.g.Training & Workshop Material) |  |  |
| Honoraria (Researchers/Trainers/Organizational Staff) |  |  |
| General Costs  (Administrative Costs, translation, communications) |  |  |
| Technical Support  (translation booth etc.) |  |  |
| Total Costs: |  | |
| **1.2. Publication** |  |  |
| Printing Costs |  |  |
| Honoraria for Editing and proofreading |  |  |
| Total Costs: |  | |

Own contribution:

Planned Follow-up Activities:

Remarks (500 characters):