**PROJECT PROPOSAL GUIDELINES**

**FOR ACTIVITIES IN CO-OPERATION WITH THE**

**KONRAD-ADENAUER-STIFTUNG (KAS) in Sofia**

(SUCH AS SEMINARS, WORKSHOPS, ROUND-TABLES DISCUSSIONS, TRAININGS, DEBATES, PUBLICATIONS, SUMMER SCHOOLS, RESEARCH PROJECTS, ETC.)

**EACH PROJECT PROPOSAL SHALL CONTAIN THE FOLLOWING**

**DOCUMENTS/DATA:**

**I. Executive summary of the project (attached template to be used), including:**

􀀀Name of the applying entity

􀀀Project title.

􀀀Provisional date and place of the project.

􀀀Specific objective.

􀀀Target group.

􀀀Project description (summary).

**II. Presentation of the applying entity (max. 1 page), including:**

􀀀Contact person(s) for the proposed project (please add e-mail address, phone numbers, etc.).

􀀀Experience with similar activities.

􀀀Other sources of funding received/applied for.

􀀀Overall activity objectives of the applying entity.

**III. Motivation for the project (max. 2 pages), including:**

􀀀Why is it important to carry out this particular project at this moment, in this country/region, and in co-operation with the applying entity?

􀀀Results expected from the project.

**IV. Provisional schedule (max. 2 pages), including** exact hours, facilitators, breaks, etc.

*[Detailed Agenda is attached]*

**Provisional topics:**

**…**

**V. Estimated budget (max. 1 page), including** *travelling and transport, accommodation, meals, venue and equipment etc...*

Total budget … EURO of which KAS**– … EURO**

*Important note: All budgeted expenditures are to be specified. There will be no such spending as “general expenses” or “miscellanea”. Costs are to be entered both in the national currency and in Euro.*