





**Application form**

Deadline: 15th August

**APPLICANT:**

1. **Organisation (postal address, website):**
2. **Legal representative (name, position, contact e-mail):**
3. **Project responsible (name, position, contact e-mail, contact phone):**
4. **Details of the bank account that you will use for the purposes of the project:**
   * **Account owner**
   * **Address of the acc owner**
   * **Bank name**
   * **Bank account number**
   * **IBAN code**
   * **BIC/SWIFT code**

**PARTNER ORGANISATION:**

1. **Organisation (postal address, website):**
2. **Legal representative (if applicable - name, position, contact e-mail):**
3. **Project responsible** (**name, position, contact e-mail, contact phone**):

**PROJECT PROPOSAL:**

1. **Project title:**

*Choose some title that will be attractive and catch attention! You can also have a longer, official one.*

1. **What are the issues students with refugee and migrant background are facing in your country?**

*When describing an issue try to be specific and detailed. It is a plus if you can identify the cause of the problem and then choose the activities that are trying to affect/eliminate the cause.*

1. **What is the aim (long term goal) and objective (short term goal) of your project proposal?**

*Aim is a broad statement about the general intentions of the project. It focuses on* ***what*** *the project will accomplish, not how. Objectives are specific statements that support the aim. The objectives describe* ***how*** *your project will reach its aim.*

1. **What are the activities you plan to organize during the project? Please describe them in details.**

In this part try to be as detailed as possible. The easiest way to describe an activity is by replying to 5W questions – who, what, where, when and why?

1. **Based on the information from previous question please fill in the following table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Organisation in charge** | **Planned start date** | **Expected end date** |
| *Seminar for 20 young people from Bulgaria in Sofia on how to build inclusive schools and universities* | *XXX* | *10/06/2018* | *15/06/2018* |
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*you can add rows if necessary*

1. **What are short-term and long-term results of your project?**

*Example for* ***short-term*** *result of a project is an organized music festival where refugee/migrant students from XYZ presented their reality.* ***Long-term*** *result is that after the festival members of local community have higher level of knowledge about the realities of XYZ.*

1. **Please describe monitoring and evaluation methods you are planning to use?**

***Monitoring*** *is the continuous process which allows you to check how the project is progressing and if you are going to accomplish the results and objectives you set. On the other hand,* ***evaluation*** *is a periodic activity, usually done at the end of the project, used to critically assess what has been planned and what has been done (aims, objectives, results, activity...).*

1. **How are you planning to involve refugee and migrant students in your project?**

*This is one of the most important parts of the project application. If possible, refugee and migrant students should be involved in the entire project. That means they should be meaningfully included in the preparation of project proposal, all the activities, in the process of monitoring and evaluation.*

1. **How do you plan to inform the public about your project?**

*Are you planning to do your activities in the city centre where passersby can see what you are doing? Are you going to do some activities that include members of local community? Are you planning to use traditional (radio, TV, newspaper) and online media (webpages, social media)?*

1. **Do you need help of ESU (Board, Secretariat) or OBESSU (Board, Secretariat, Pool of Trainers) to implement any of the activities? If yes, please explain what kind of help can we provide?**

*For example you want to do the training about social inclusion for students in your town but you don’t have a trainer? No worries, OBESSU will send somebody from its Pool of trainers. Also, both secretariats can support you in the process of developing a successful project application, too.*

1. **Are you planning to include other individuals, organisations or institutions in your project?**

*Do you plan to have other partners on the project? If yes, have you already established contact with them or are you going to approach them when you find out the outcome of your application?*

1. **Project team (remember it would be great to have members with refugee/migrant background)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Organisation** | **Role in the team** |
|  |  |  |
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*you can add rows if necessary*

1. **Budget**

Please fill in the budget. Each cost needs to be linked to a specific activity you plan.

Please show the costs in Euro. If the currency of your country if different, show us the exchange rate you used. Remember that your total grant cannot exceed **10.000 EUR**.

Our currency:

Exchange rate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Name of the cost** | **Unit type** | **Number of units** | **Price per unit** | **Total price** |
| *Seminar for 20 young people from Bulgaria in Sofia* | *Travel costs* | *Bus ticket* | *20* | *20* | *400* |
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| TOTAL |  | | | | |

*you can add rows if necessary*

In order to apply you need to fill in this **application form** and submit it at [seeds@obessu.org](mailto:seeds@obessu.org). Please use “**ESU – OBESSU programme**” as the title of the email.

**Deadline: August 15th 23.59 CET**