Project Application

Thank you for applying to the Robert Bosch Stiftung GmbH for support for your project. Our goal is to achieve results and to bring about positive changes in society. That is why it is particularly important to us to understand how you will manage your project, how you define your goals and how you seek to achieve them. Please note that you have the option of completing the Indicator and Target Value Table in order to define objectives and to make your project more comprehensible. This will be particularly helpful as our Project Review Questionnaire can then be used to match the original resources and objectives with the final results.

Please fill out the application in digital form and with continuous text unless stated otherwise. The fully completed form and the detailed Cost and Finance Plan are then to be sent to your contact person at the Robert Bosch Stiftung. If you have any questions on completing the project application, please do not hesitate to contact us.

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|       |
| Project title |
|       |
| Institution |
|       |
| Project duration (from DD.MM.YYYY until DD.MM.YYYY) |
|       |
| Location where the project is intended to be implemented/have an impact |
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| Contact person of the project partner |
|       |
| Total financial volume |
|       |
| Funds requested from the Robert Bosch Stiftung |
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 The Finance Plan is enclosed with the project application. Please only use the Excel spreadsheet.

# Brief description of the project

Please provide a brief summary (max. 1/3 page, continuous text) of your project idea. A detailed proposal can be provided on the following pages.

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# Project description: Results chain

## Problem description

What is the challenge you seek to address with your project? What is the current situation and what are the problems that demand a solution?

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## Intended change

What changes is your project supposed to bring about? Please outline your goals based on 2.1. A detailed presentation of the results chain of your project is to be provided at 2.6.

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## Setting

What other actors and approaches already exist that address a similar problem? Are there any comparable pro-jects or has any work already been done in this field?

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## Approach

What is your (new, innovative) conceptual approach with which you seek to achieve the change described above? What is the added value of your plan as compared with other activities that have been done?

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## Target group

What is/are the target group(s) that you seek to reach with your project either directly and, if applicable, indirectly?

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## Resources and objectives

Please state below the resources (financial and human resources, specific expertise, etc.) which will be needed for the project (Input) and in describing your goals, please distinguish between

1. planned services, offers and products resulting from your project (Output)
2. short, medium and long-term effects of these Outputs on the target group(s) described above (Outcome)
3. intended effects on society at large in the target region (Impact)

Detailed planning and monitoring of project results are of decisive importance, both to the successful implementation of the project and to improve our understanding of what has been achieved.

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| **Impact** (effects on the level of society – if there are no direct effects, please leave blank):      |
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| **Outcome** (effects on the level of the target group(s)):       |
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| **Output** (services, offers, products of the project):      |
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| **Input** (financial and human resources, expertise, etc. employed):      |

## Monitoring results

How do you intend to monitor and measure results? What criteria and indicators will you apply to establish whether the project can be evaluated as a success?

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# Project description: Details

## Project partner(s) and cooperation

Do you intend to cooperate with other institutions or persons in order to implement your project? If so, how do you wish to structure the cooperation and divide the responsibilities?

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## Schedule

Please outline the most important phases and milestones of your project in the table below.

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## Personnel planning

Who are the members of the project team that will accompany and be responsible for the implementation of your project? What human resources (employees, volunteers, etc.) will be assigned to the project?

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## Sustainability

Are there any considerations at the present time as to how the project can be sustainable (in financial, organizational and institutional terms)?

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## Dissemination and transfer of knowledge

What measures are planned to ensure that the results of the project are disseminated (public relations, transfer, scaling etc.)?

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## Risks/External factors

What factors that are beyond your control could influence the project or threaten successful implementation? How do you plan to deal with such difficulties if they arise?

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## Reference to charity and non-profit work

To what extent does your project contribute to performing your charitable purposes? To which fields of activity of the Robert Bosch Stiftung do you specifically refer?

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## Experience and references

What relevant experience do you or your organization already have with regard to the successful implementation of the project? What preliminary work have you already accomplished?
Here you can also mention any references or expert opinions which are enclosed with the application.

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# Reference to your organization’s strategy

How does the project fit in with your organization’s strategic development goals? What positive effects do you anticipate for your organization through the project?

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# Details of the applicant

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| Full name of the institution | Telephone/telefax |
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| Street address | E-mail |
|       |       |
| Zip code/Town/city | Website |
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| Managing director/Chairperson | Legal form |
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| Persons authorized to legally represent the institution |
|       |
| Person in charge of project implementation: Name/telephone no./telefax no./e-mail |
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| Purposes and activities of the institution (statutory purposes, mission, etc.) |
|  yes  no  |
| Is there an entitlement to deduct input tax in connection with the project? |
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| Previous collaboration/previous grants from the Robert Bosch Stiftung (quote the grant number) |
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| **Bank account** |
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| Recipient |
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| Account number, BIC/SWIFT |
| **Enclosures:**  |
|  Proof of organizational status (e.g. register of associations, commercial register) Mission statement, statutes, bylaws or similar references Authorization to represent the institution if this deviates from the details of the proof of organizational status Confirmation of non-profit status (valid notification of assessment or notice of tax exempt status)  |

I am/we are in agreement with the data necessary for processing the application and the project being collected and processed electronically. If the project should be supported by the Robert Bosch Stiftung, I am/we are in agreement with the information on the project provided in sections 1 and 2 being published on the website of the Robert Bosch Stiftung and made accessible to the general public for the purpose of transparency of the Robert Bosch Stiftung.

I/we declare that no debt composition, bankruptcy, sequestration, enforcement or insolvency proceedings have been applied for or opened or are impending against me/us.

I/we assure that the information provided in this application (including Annexes hereto) is correct and complete.

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| Place/date | Signature/s of the authorized representative/s |
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| Name and function in block letters |

# Optional: Indicator and Target Value Table

Please describe the initial situation of the project, project targets, indicators (used to show project progress), date and type of data collection as well as methods used to monitor results on the three different levels. Please indicate target values as realistically as possible in order to facilitate evaluation and to determine your success. Use the table provided below for this; it will serve as a basis for structuring and reviewing the project.

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| ***Level*** | **Baseline** | **Objective/Project target** | **Indicator & unit of measurement** | **Target value** | **Date and type of data collection,****methods** |
| **Impact** |  |  |  |  |  |
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| **Outcome** |  |  |  |  |  |
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| **Output** |  |  |  |  |  |
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