**Project Application**

We find your project idea intriguing and would like to know more. Based on the details you provide, we will make a final decision on whether to support your project.

Bringing about positive social change is an important goal for our grant-making. This is why it is important to us to learn more about you and your project. The project application form is designed to help you structure your proposal.

Please complete the application form as well as the cost and finance plan carefully. Then send both of these documents to your contact person at Robert Bosch Stiftung GmbH. Make sure to have both documents signed by a person authorized to represent your organization. If you have any questions, please do not hesitate to contact us.

1. Key data of the project

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| Title of the project | |
|  | |
| Organization | |
|  | |
| Contact person | |
|  |  |
| Start date of the project (DD.MM.YYYY) | End date of the project (DD.MM.YYYY) |
|  |  |
| Overall costs of the project | Funds requested from the Robert Bosch Stiftung |

**** The finance plan is enclosed with the project application. Please only use the provided Excel spreadsheet.

1. Brief description

Please provide a brief summary of your project (max. 1/3 page): What do you plan to do? How do you want to do it? Why do you want to do it?   
Further details can be provided on the following pages.

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1. Detailed description of the project

# Current situation

What is the challenge that you seek to address with your project? Please provide a brief description of the current situation.

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# Intended change

What would you like to achieve? Please explain what changes you wish to bring about for your target group and beyond.

*e.g. Changes in knowledge, skills and attitudes, changes in behavior and actions, changes in the life situation of the members of the target groups, change at societal level*

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# Approach

How do you wish to achieve your goals? Please explain exactly what you want to do and how you will proceed.

*e.g. Activities, offers, project deliverables, public communications measures*

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# Target groups

Who are your addressees? Please name your target groups and explain how you will reach them. If applicable, also indicate how you select the participants for your project.

*e.g. Number of participants, composition of the group, search for and selection of participants*

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# Setting

Which similar projects already exist? Please explain how your project differs from others.

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# Risks

What could jeopardize the implementation of your project? Please describe how you deal with difficulties.

*e.g. Risk to the overall finance, withdrawal of project partners, changes to legislation*

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1. Project implementation

# Human resources, financial and other resources

What do you need to implement your project? Please indicate the composition of your project team, the financial resources you envisage and the other means available to you.

*e.g. Project team: number of persons, knowledge, previous experience and skills, employees on a full-time or voluntary basis; financial resources: own funds; means provided by other supporters; additional resources: premises, technology, professional or private networks*

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# Project partners

Are you cooperating with other organizations and persons on this project? Please list your partners and describe how you wish to structure the cooperation and share responsibilities.

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# Timeline

What is the timeline of your project? Please name the most important milestones and indicate when you would like to achieve them by.

*e.g. 01/2019 – Workshop management identified; 02/2019 – Basic process defined for the workshop; 03/2019 – Invitations sent out to workshop participants; 06/2019 – Workshop carried out; …*

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1. Outlook

# Impact

How do you plan on following up on the project goals? Please describe how you collect and evaluate project data.

*e.g. Feedback from participants, participant survey, project evaluation, reports*

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# Long-term perspective

What impact will the project continue to have after the end of the support period? Please describe what you do in order to secure the project’s long-term perspective.

*e.g. Disseminating the results, transposing findings to other areas or organizations, long-term financing possibilities, takeover by another institution*

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1. Details of the applicant

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| Full name of the organization | Legal form |
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| Street and house number | |
|  |  |
| Zip code and town/city | Country |
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| Managing director/Chairperson | |
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| Persons authorized to legally represent the organization | |
| Yes  No | |
| Is the applicant entitled to deduct input (value added) tax in connection with the project? | |
|  | |
| Internet address | |
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| **Main point of contact for the project** | |
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| First name and family name | |
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| Department | |
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| Telephone/telefax | |
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| E-mail address | |
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| If your business address differs from that of your organization’s head office, please add your address details. | |
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| Street and house number | |
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| Zip code and town/city | Country |
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| **Bank account details** | |
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| Recipient organization | |
|  | |
| IBAN | |

**Enclosures:**

 Proof of organizational status (e.g. register of associations, commercial register)

 Mission statement, statutes, bylaws or similar references

 Evidence of authorization to represent the organization if this differs from the proof of organizational status

 Evidence of non-profit status (valid notification of assessment or notice of tax-exempt status)

In the event of the project being supported, I am/we are in agreement with the project details provided in items 1 and 2 being published by the Robert Bosch Stiftung GmbH on its website and made accessible to the public to ensure transparency.

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

I/we assure that the details provided in this application (including the annexes) are complete and factually correct.

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| Date/place | Signature(s) of the authorized representative/s |
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| Name and function in block letters | |