**CALL FOR PROJECTS [Specify the title of the call for projects here]**

**APPENDIX I - PROJECT PRESENTATION NOTE**

**FOR THE ATTENTION OF THE APPLICANT:**

This Model Project Presentation Note must be completed and signed by a legally authorised representative of the Applicant.

If the Applicant’s project is selected, this Project Presentation Note will be appended to the Grant Agreement.

*NB: The parts highlighted in blue must be completed/amended/deleted by the Applicant, where applicable. The rest of the model and its format must not be amended under any circumstances. This model contains automatic numbering, which should be retained.*

*Any error or major deviation from the instructions concerning the Project Presentation Note may result in its rejection.*

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**PROJECT TITLE:** [to be completed]

**CONTACT PERSON FOR THE PROJECT:** [Name, job title, contact details]

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# Definitions

|  |  |
| --- | --- |
| **Activities** | Designate the tasks (work programme) that must be carried out to achieve the desired results.  |
| **Final Beneficiaries**  | People who will benefit from the project in the long term at company or sector level.  |
| **Applicant** | The legal entity applying to CFI for a grant under this Call for Projects. |
| **Target Groups** | The direct beneficiaries of the Project's activities.  |
| **Indicators** | Quantitative or qualitative variables which provide a simple and reliable means of measuring and reporting on changes achieved or progress made in relation to the objectives and results of the Project.  |
| **Intervention Logic** | What the Project is aiming to achieve, from its general (long-term) objective to its activities. |
| **Products**  | Concrete achievements resulting from Project activities (e.g. publications and materials produced, guides, services, deliverables, videos, etc.).  |
| **Project** | A set of Activities, with human, technical and financial resources, implemented by the Applicant with a view to achieving one or more objectives.  |
| **Verification Source** | The sources of information and methods used to collect data for the indicators and to draw up the reports.  |

#  PROJECT synopsis (2 pages max.)

|  |  |
| --- | --- |
| **Project title** | [to be completed] |
| **Applicant's name**  | [to be completed] |
| **Co-applicants (if any)** | [to be completed] |
| **Project location(s)**  | [to be completed] |
| **Provisional budget** | [to be completed] euros |
| **Co-financing (if applicable)** | [to be completed] |
| **Indicative start-up date**  | [to be completed] |
| **Project duration**  | [to be completed] month |
| **Project objectives** | **General objective:** [to be completed]**Specific objective(s)**: [to be completed] |
| **Target group(s)** | [to be completed and quantified] |
| **Final beneficiaries** | [to be completed and quantified if appropriate] |
| **Expected results** | R1 - [to be completed]R2 - [to be completed]R3 - [to be completed]R4 - [to be completed] |
| **Main activities** | Activity 0. Preparatory assignment**R1-related Activities:** Activity 01. [to be completed]Activity 02. [to be completed]Activity 03. [to be completed]Activity 04. [to be completed]**R2-related Activities:**Activity 06. [to be completed]Activity 07. [to be completed]Activity 08. [to be completed]Activity 09. [to be completed]**R3-related Activities:**Activity 11. [to be completed]Activity 13. [to be completed] […]**Cross-cutting Activities:** [to be completed] |

# CONTEXT (1 page max.)

##  Initial situation - Context

What is the general context for the media and other project stakeholders? [to be completed]

What challenges are they facing? [to be completed]

Facing these challenges, how does the Project fit into this context and what answers does it propose? [to be completed]

##  Actions by the Applicant and complementarity with other initiatives undertaken locally (by the Applicant or other operators or local authorities) in connection with the Project

What other initiatives with similarities to the Project has the Applicant implemented, or is it implementing? [to be completed]

How does the Project complement other initiatives carried out locally by other operators? [to be completed]

Is the Project part of a plan(s) (at national or local level) defined by the authorities of the country of intervention? [to be completed]

# description OF THE PROJECT

##  Project objectives and expected results (1/2 PAGE MAX.)

Present the Project's intervention logic, explaining how the activities will lead to the expected results and specific and general objectives.

Outline the main risks and assumptions involved.

##  Target Group(s) and Final Beneficiaries

###  Target Group(s)

Complete the table below, describing, defining and quantifying where possible the target groups, their needs and constraints, and explain how the Project will meet these needs and improve their situation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Types/categories of Target Group** | **Number of people in the Target Group** | **Selection procedures and criteria**  | **Constraints/Needs** | **How the Project will respond to them** |
| [to be completed] | [to be completed] | [to be completed] | [to be completed] | [to be completed] |
| […] |  |  |  |  |

###  Final Beneficiaries

Where possible, describe the final beneficiaries, their needs and constraints, and explain how the Project will meet these needs and improve their situation. [to be completed]

##  Role of the other project stakeholders (CFI, local or foreign stakeholders, donors, etc.) (max. 1/2 page)

Describe the role and involvement in the Project of other actors and stakeholders (lead applicant, co-applicants, local partners, local authorities, etc.) and the reasons why they have been assigned this role. [to be completed]

##  Detailed description of the Activities implemented to achieve the results

###  Result 1: [title to be completed]

*Repeat this section as many times as the number of results.*

#### Indicators for measuring Result 1

|  |
| --- |
| **RESULT 1 INDICATORS** |
| **Indicator***What indicators can be used to check and measure whether the action is achieving the expected results?* | **Reference level (date)***If possible, please indicate* ***a starting value*** *for each indicator in the column.* | **Target value (Level to be achieved)***Where possible, please provide* ***a target value*** *for each indicator in the column (where appropriate, broken down by sex, age, etc.)*  | **Verification source** *Please indicate the sources of information for* ***each*** *indicator.**What are the methods used to obtain this information?* |
| ***For example:*** *Number of journalists trained* | *0 (07/10/2021)* | *120 journalists: 70 women and 50 men*  | *Lists of participants and training report*  |
| [to be completed] | [to be completed] | [to be completed] | [to be completed] |

#### Activities implemented to achieve Result 1 (Repeat the table as many times as the number of project activities)

|  |
| --- |
| **ACTIVITY 1.1** [activity title] |
| **Duration** | X days / months |
| **Activity participants** | [to be completed and quantified] |
| **Description of the activity** | [to be completed] |
| **Individual(s) responsible for implementation (applicant, co-applicants)** | [to be completed] |
|  **Products**  | [to be completed] |

|  |
| --- |
| **ACTIVITY 1.2** [Activity title] |
| **Duration** | X days / months |
| **Activity participants** | [to be completed and quantified] |
| **Description of the activity** | [to be completed] |
| **Individual(s) responsible for implementation (applicant, co-applicants)** | [to be completed] |
|  **Products**  | [to be completed] |

###  Result 2: [title to be completed]]

[…]

##  Risks

Indicate the risks to be taken into account that would threaten the achievement of results and objectives, and the solutions envisaged to prevent these risks.

|  |  |  |
| --- | --- | --- |
| **Risks** | **Probability** | **Preventive measures** |
| ***For example:*** *Political and security instability in the region is preventing activities from running smoothly. The authorities exert pressure to hinder the implementation of the Project's activities or refuse to participate in the action.* | *High/Medium/Low* | *Organisation of activities in the most stable regions;**Monitoring safety conditions;**Raising awareness and involving the authorities as stakeholders in achieving the Project's objectives.* |
| [to be completed] | [to be completed] | [to be completed] |
| […] |  |  |
| […] |  |  |

##  Type (1 page max.)

Describe how gender equality will be ensured throughout the design and implementation of the Project and detail the indicators broken down by sex (e.g. % of women in the project team, % of women trained, % of female trainers, % of people in the project team and target groups made aware of the promotion of gender equality and the fight against gender stereotypes etc.). These indicators must correspond to the indicators listed in section 4.4. Detailed description of the Activities implemented to achieve the results.

[to be completed]

##  Safety (1/2 page max.)

Describe the measures taken to ensure the safety of the project team and beneficiaries/participants in the activities. [to be completed]

##  Visibility and communication (1 page max.)

Describe the actions planned to ensure the visibility of the Project and communication around the activities (website, social media presence, newsletter, flyer, kakemono, etc.). [to be completed]

##  Provisional project schedule

Reproduce the table for each year of the Project.

|  |
| --- |
| Year 1 |
|  | Semester 1 | Semester 2 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Organisation responsible for implementation |
| **For example:** Organisation of training in gender-sensitive journalism |  |  |  |  |  |  |  |  |  |  |  |  | Main applicant |
| Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and/or Co-applicant  |
| Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and/or Co-applicant |
| Activity 3 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and/or Co-applicant |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

##  Monitoring and assessment (max. 1 page)

Briefly describe the mechanisms put in place to collect and process the data. This data is used to measure the progress of the indicators and to assess how the results and objectives of the Project are being achieved. Where appropriate (and if required by the Guidelines for Applicants), provide for a final external assessment.

*[For example: Final capitalisation seminar, focus groups, identification of human resources dedicated to monitoring and assessment, etc.]*