

# Application form

<i>General Information</i>	<i>Only fill in yellow fields</i>
Organization	
Contact person (Mr. / Mrs.) and position within the organization	
Address, country	
telephone number	
E-mail address	
Website (if applicable)	
Have you previously submitted an application, if so, in which year and for what?	

<i>Project</i>
Project name
What is the background / reason for the project? Which problem requires a solution / answer?

Which specific target group and / or sector does the project focus on? Describe the composition, size and characteristics of the target group of the project.

Give a short and concrete description of the goal and intended end result (s);

Give a short and concrete description of the activities and time schedule

Who are the indirect beneficiaries of the project? If possible, give the number and a short description

Are other organizations involved in the project and what is their role?

How is the target group involved in the project?

What are the preconditions for the success or obstruction of the project? What are the risks?

Who are the stakeholders? How will they be informed about the progress and results of the project?

What expertise support is required?

When do you want to start the project?

What is the duration of the project?

#### *Information about the organization*

In what areas is the organization currently active

[ ] Child/youth care [X] education [X] multiple handicapped [ ] adult rehabilitation [ ]  
occupational rehabilitation [ ] otherwise, namely

What is the main objective of the organization?

What are the main activities of the organization?

Who are the direct beneficiaries of the organization (short description and number)?

Include an overview of the structure of the organization.

Indicate the number of employees per job area within your organization. Indicate how many full-time and how many part-time employees.

You must enclose the information below

Copy of legal registration and proof of non-profit (only for new partners)

Last year / activity report

Latest financial report

*Background information about the country (if it concerns an international project)*

In which part of the country is the organization active (city and / or region)

How many organizations work in your country in the field of blind and partially sighted people? Provide an overview of these organizations (name, location, main activities and target groups).

Provide a brief overview of the organization of the health and / or education system in your country. Also indicate which place your organization has within this system.

*Financing the project*

Draw up a detailed budget

You receive financial support from other organizations or agencies for this project? If so, indicate from which organizations and / or authorities and indicate how much you will receive per organization

*Implementation and evaluation of the project*

How do you ensure that the project is implemented (after completion) and has a lasting effect?

How do you want to measure whether the project goal has been achieved? Who is responsible for the evaluation and how will the evaluation be reported?