# ANNEX 1 – PROJECT PROPOSAL (TITLE)

1. **SUMMARY (MAX. 1 PAG.)**

*Describe in summary the proposal presented with its background, objectives and expected results.*

1. **BACKGROUND AND JUSTIFICATION (MAX. 2 PAG)**

*Illustrate the general problem that the Project Idea intends to address, describing the specific reality in which action is to be taken, identifying the area of intervention and its environmental and social conditions, also with a view to enhancing existing resources and opportunities. The qualitative description must be completed with a quantification of the characteristics and dimensions of the problem, providing data on the economic and social situation of the context in which the intervention is intended.*

1. **DESCRIPTION OF THE ACTION (MAX. 5 PAG.)**

*Describe the proposed action and its relevance, including all the information requested below, with reference to the general objective and specific objectives, as well as the expected results (e.g. impact, outcomes, possible intermediate effects, and outputs):*

1. *Briefly explain the relevance of the action in relation to the specific objectives, sectors, themes and priorities of the call for proposals, as well as to the particular needs and constraints of the targeted countries and regions.*
2. *Define the timeframe for the implementation of the action.*
3. *Define and describe the target groups and final beneficiaries, their needs and difficulties, and indicate how the action will respond to them and improve the situation.*
4. *Present the intervention logic, explaining how activities will lead to outputs, outputs will lead to outcomes, and finally outcomes will lead to expected impact, explicitly stating the key assumptions and risks present in this results chain.*
5. *Identify and describe in detail each activity (or group of tasks) to be undertaken to produce the results.*
6. *The methods of implementation (including the main means proposed, e.g., equipment, materials and supplies to be procured or rented) and the reasons why.*
7. *The organisational structure and team proposed for the implementation of the action (by function, it is not necessary to include the names of individuals).*
8. **IMPACT AND SUSTAINABILITY (MAX. 1 PAG.)**
9. *Describe the expected impact of the action on the target group/beneficiaries, if possible with quantitative data, at technical, economic, social and political level (will it lead to improved legislation, codes of conduct, new methods, etc.)?*
10. *Provide a detailed risk analysis. A good risk analysis should take into account different types of risks, such as physical, environmental, political, economic and social risks.*
11. *Explain how sustainability will be ensured after the action is completed. This can be done, for example, through monitoring activities, integrated strategies, an ownership process, communication plans, etc. In doing so, distinguish between these four dimensions of sustainability:*

*a. Financial sustainability (if relevant): financing of follow-up activities, sources of income to cover all future operating and maintenance costs, etc.*

*b. Institutional sustainability: structures to maintain the results of the action after its completion, capacity building, commitments, and local "ownership" of the results of the action, etc.*

*c. Political sustainability: where appropriate, structural impact (improved legislation, coherence with existing frameworks, codes of conduct, methods, etc.).*

*d. Environmental sustainability (if applicable): positive/negative impact of the action on the environment: has the action had a positive/negative impact on the environment?*

1. **VISIBILITY (MAX. 1 PAG.)**

*Describe the activities planned to ensure the visibility of the action and of the EU contribution to its funding.*

1. **INDICATIVE TIMETABLE**

*Insert a table for the activity schedule.*