**General project details** (project description has to be written in English, German or Dutch)

**Name of the project:**

**Project number (to be filled out by HOE):**

|  |  |
| --- | --- |
| Responsible person from the (Dutch regional) team:  |  |
| Project coordinator HOE: Name, address and city of the contact person in the country of the project:  |  |
| Author from country of project:Co-author in the Netherlands: |  |
| Date: |  |

Project conditions:

* The initiative for the project application comes from the country where the project takes place.
* The HOE Foundation will never be the sole carrier of the project.
* A foundation/committee/team/church council in Central or Eastern Europe will do the application for the project.
* The project applicant has to provide a project description and adequate information about the project objectives/goals and intended impact.
*(If writing this in English or German is a problem, then the project applicant has to find someone to translate the information for them)*
* The project applicant has to be able to provide periodical information regarding project evaluation and results/impact.
*(If writing this in English or German is a problem, then the project applicant has to find someone to translate the information for them)*
* The project applicant has to be willing and able to provide PR material upon request (pictures, videos, stories).
* Material requests always have to be in service to diaconal purposes, church community building or education.
* In case of recurring project contributions, it is important that local ownership is visible in the financial contributions.

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**Project management**

**Project description:**

*(Briefly) describe the (historical) background and reason of/for the project. Describe who you (the partner) are. If this part of the project (the part that you are asking HOE to support) is part of a bigger project, please describe the goals of the ‘bigger’ project as well.*

Situation and (work) method of the partner:

Describe the place (situation) of the partner in the local setting:

Description and relevance of, and motivation for the project:

Commitment and involvement local stakeholders (i.e. local government, civil society organisations):

Describe the use of resources (personnel/people, finances, materials, etc.):

**Objectives (goals) of the project**

*Describe the objective of the project (for the part that you are asking HOE to support). Make it SMART: Specific, Measurable, Acceptable, Realistic, Time-bound.*

Your request for support and the objectives of the project:

Type of support/help given:

Description of the duration of the support of HOE for the project, with a maximum of three years:

Scheduled date of the interim evaluation (for the content: see the form for this evaluation):

Scheduled date of the final evaluation (for the content: see the form for this evaluation):

**Risks & Control measures**

*What risks can you (HOE and partner) see that could threaten achieving the objectives of the project as described above? Consider financial risks (reliability of banks and of partners, inflation, contracts, expenses, budget, etc.), risk of reputational damage or organizational risks (is the project supported by enough people in the country of the project; is follow-up and succession organised? Etc.). What are the risks if HOE cannot finance the project?*

*Indicate which measures you take to control the identified risks. It is advisable to prioritise and number the risks.*

**Relationship with other organisations and/or projects within HOE:**

*Indicate if and which relationships this project has with other projects or organisations and how that is coordinated and aligned.*

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**Project finance**

Describe the context of the financing: who contribute to financing the project? What are you (the applicant) contributing yourself? What is the percentage of the HOE contribution in relation to the total funding (budget)? In case of a (proposed) recurring contribution: what will be the financial contributions for the coming years (max. three years)? How will the fundraising be organised by HOE and the project itself?