

**1. General information**

- 1.1 Title of the project
- 1.2 Is this a new project or the continuation of an already existing project?
- 1.3 Project period
- 1.4 Amount requested from Churches Helping Churches

**2. General background information**

concerning religious/church and social basic conditions as well as – depending on the project contents – the political and economical background.

**3. Problem und target group**

- 3.1 Description of the particular problem to be addressed
- 3.2 Information on the target group to be reached by the project planned (sex, age, number, occupational group, etc.)

**4. Project activities**

Description of project activities

- 4.1 Activities planned
- 4.2 Description of working methods

**5. Goals and expected results**

- 5.1 The concrete results that are expected
- 5.2. The goals which are aimed at

**6. Cost and finance plan (expenditure and income budget)**

- 6.1 In case of project periods of more than one year, the cost and finance plan/expenditure and income budget must be prepared on an annual basis.
- 6.2 The cost plan/expenditure budget differentiates between the following items:
  - ✓ Non-recurring investments
  - ✓ Administrative costs (administrative staff and overheads)
  - ✓ Programme costs (programme staff and project activities)
  - ✓ Costs of consultancy and evaluation, etc.
  - ✓ Contingencies

### 6.3 Income budget (finance plan)

- ✓ Monetary contributions of project holder
- ✓ Contributions from national organisations, donors, government, etc.
- ✓ Contributions from international organisations, donors, etc.
- ✓ Contribution requested from Churches Helping Churches

Information on whether the contributions mentioned

- o have already been approved
- o have only been pledged by the agency
- o have only been requested by the project holder.

## 7. Contributions of project holder

Description of non-monetary contributions, such as provision of material, voluntary work, etc.

## 8. Recommendations