**Guidelines for submitting applications to Adveniat**

– ANNEX PROGRAMMES –

**Complementary information to the guidelines for submitting applications to Adveniat**

* Please also use the guidelines for submitting applications to Adveniat and the attached excel sheet.
* Adveniat can only accept complete applications.

**Programme-specific data**

1. General conditions in the region in which the project is implemented: number of inhabitants, geographical, ecological, socio-political, ethnic, economic, religious and cultural situation (max. one page).
2. Description of the target group and its specific situation
3. Information about the team responsible for the programme: director of the programme, resource persons and their training
4. Description of the change in the lives of the beneficiaries expected to be brought about by the project
5. General and specific objectives, expected results and indicators for measuring them
6. Planned activities: indicate date, duration, place, contents, and number of participants for each activity
7. Necessary teaching material: kind of material and number of copies
8. Previous experiences with this type of projects and evaluation results

**To specify the costs and financing plan, please fill in the attached excel sheet considering the following specific data:**

1. **Income**
* Total project costs
* Contribution of the participants (also non-monetary contributions to the programme)
* Contribution of the applicant institution
* Contributions from third parties, indicating which institutions or beneficiaries are concerned, amount in figures, and whether the contributions have already been approved
* Amount requested from Adveniat
1. **Expenditure**
* Actual total costs
* Accommodation
* Food
* Materials
* Transportation
* Fees (please attach list with names, qualification and working time)
* Salaries (please attach list with names, qualification, and employment volume in %)
* Proforma invoice for purchases over 500 US$
* Administration

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