

ALL 2

CDE

REQUEST form for activities

Name of the lead applicant :			
Title of the activity :			
Region / Country :			
Sector of activity:			
Duration of activity			
Total cost (€):			
Requested CDE contribution (€):		% of total project cost :	

1	THE ACTIVITY
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1.1. Description of the activity/programme proposed

Briefly describe the proposed activity with background, context and main orientation.

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1.2. Main beneficiaries, applicants, target groups

List the target groups with an estimate of the anticipated number of direct and indirect beneficiaries.

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1.3. Main purpose and objectives

Explain the rationale, main requirements and development aspects related to the activity.

1.4. Planned specific actions

Explain the components of the activity with estimated timing.

1.5. Expected results, output and timing

a) **Expected results:** please distinguish between expected results for the enterprises and for the intermediaries involved:

- Enterprises: what will be the impact in terms of investment, performance improvement, exports, transfer of know how, employment, ...
- Intermediary organisations: estimate of the results in terms of capacity building and improved efficiency, etc.

b) **Expected outputs:** What are the deliverables that will be produced?

- c) **Multiplier effects:** Describe the possibilities for a replication and extension of activity outcomes.

- d) **Sustainability:**

- Institutional sustainability

Will structures allowing activities to continue be in place at the end of the present project?
Will there be local "ownership" of project outcomes? Please detail the activities.

- Sustainability at policy level (where applicable)

What will be the structural impact of the project – e.g. will it lead to improved legislation, codes of conduct, methods, or other?

- Sustainability of impact on the enterprises assisted

- e) **Possible risks/opportunities and external conditions/threats with a critical impact on the content of the activity and its outcome.**

1.6. Service providers required (consultants, experts, institutions)

a) Explain the main task requirements and relevant services/competences/expertise.

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b) Duration of the different services required

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c) List of experts (if already identified and proposed)

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1.7. Estimated budget

Provide an estimated itemised budget for the activity, specifying the cost of experts' fees, per diems, travel expenses, miscellaneous expenses etc.

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1.8. Expected sources of funding

Provide information on the expected sources of funding for the activity

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2**DESCRIPTION OF THE APPLICANT(S)****2.1. Profile**

Name of the organisation		
Contact name(s)		
Position(s)		
Postal address		
Physical address		
Telephone number		
Fax number(s)		
E-mail address		
Website		
Registration n°		
Date of start up		
Type of organisation ¹		
Main sector(s) of activity of your members		
How many members do you have?		
What services do you provide to your members?		

2.2. Your organisation's present mission statement, main policies and overall strategy

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2.3. Analysis of your organisation's strengths and capacities, with special regard to the proposed activity

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¹ Chamber of commerce, trade association, federation, investment promotion agency

3**SUMMARY**

(maximum two pages)

Brief description of the activity	
Target groups	<i>Who are the direct and indirect beneficiaries of the activity? How will the target group benefit from the activity?</i>
Objective(s) and purpose of the activity	<i>Rationale and requirements, development, ...</i>
Main action(s)/components	<i>What are you planning to do</i>
Expected results	<i>What are the results expected from the activity?</i>
Main resources	<i>What resources and services will be required for the planned activity (manpower, materials and other)?</i>
Critical assumptions and external conditions	<i>What external variables could prevent the activity from going ahead on time and/or if it does go ahead as planned, what external variables could be an obstacle for a successful outcome (the result)?</i>