

**A USER-FRIENDLY
PROJECTS HANDBOOK
FOR TRADE UNIONISTS**



**ANNEX 2
APPLICATION FORM
FNV/LOTCO/SASK**

APPLICATION FORM

Country/project name	
Project No	
Implementing organisation	
Approving organisation	
Project period (years)	
Application period	

Contents

1. Executive Summary
2. Administrative Information
3. Local Partner Organisations and other Stakeholders
4. The Project Proposal

Attachments

1. The Activity Plan
2. The Budgets
3. The Project Matrix

1. EXECUTIVE SUMMARY

Background

Development objectives

Project Objectives

Expected Results

Target Groups

Institutional Framework

Summary Budget in Euro

2. ADMINISTRATIVE INFORMATION

Name	
Address	
Postal address	
Tel no	
Fax no	
E-mail	
Contact person 1	
Contact person 2	
Website	
Name of Bank	
Address of Bank	
Account no	

3. LOCAL PARTNER ORGANISATIONS AND OTHER STAKEHOLDERS

3.1 For each partner organisation

Name	
Country	
Sector/s	

Membership

TOTAL	WOMEN	MEN

Leadership

TOTAL NATIONAL	WOMEN	MEN
TOTAL BRANCH	WOMEN	MEN

3.2 Other Project Stakeholders

NAME	LOCATION	TYPE OF ORGANISATION	ROLE AND RESPONSIBILITIES

4. PROJECT PROPOSAL

4.1 Background

- ▣ Project History
- ▣ Country / s Situation
- ▣ Project planning process
- ▣ Evaluations

4.2 Development and Project Objectives

- ▣ Development Objective
- ▣ Project Objectives

4.3 Expected Results

- ▣ A list of the results for each project objective

4.4 Problem Analysis

- ▣ The existing internal and external situation that affects the problem
- ▣ The direct and indirect causes of the problem
- ▣ The impact of the situation on the unions, membership, the sector and indirect beneficiaries
- ▣ Options for resolving the problems
- ▣ The options selected for the project

4.5 Gender Analysis

- ▣ The gender situation within the problem
- ▣ The gender situation within the union / organisation
- ▣ The gender situation within society and employment

4.6 Target Groups

- Direct Beneficiaries
- Indirect Beneficiaries

4.7 Implementation strategy

- Steps for implementation
- Capacity and resource analysis

4.8 Outputs and Outcome Indicators

- Outputs
- Outcomes

4.9 Sources of Verification

- A list of sources

4.10 Assumptions and Risk factors

- A list of factors

4.11 Institutional Framework

- Local project committees
- Project Coordinators
- Project Liaison or contact persons
- Project Management Committee

4.12 Project Inputs

- Union Contributions
- Global Union Contributions

4.13 Monitoring and Evaluation

- A description of the process, activities and roles and responsibilities

5. ATTACHMENTS

5.1 Plan of Activities for Year One

- Name of activity
- Target Group and participation
- Location
- Date

- ▣ Length
- ▣ Total participation
- ▣ Male
- ▣ Female

5.2 Budgets

- ▣ Year One Detailed Budget
- ▣ Summary Budgets for whole project phase

5.3 The Project Matrix

- ▣ A chart showing illustrating the design of the project