

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

- a.) 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).
- b.) Description of the target group and its specific situation
- c.) Information about the team responsible for the programme: director of the programme, resource persons and their training
- d.) Description of the change in the lives of the beneficiaries expected to be brought about by the project
- e.) General and specific objectives, expected results and indicators for measuring them
- f.) Planned activities: indicate date, duration, place, contents, and number of participants for each activity
- g.) Necessary teaching material: kind of material and number of copies
- h.) 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

2. 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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