



Project documents

Project description for acceptance into fairstep®'s EU-ONE-Euro-Project-Program

Project title: _____

Project number: _____

Category: ☐ Humanitarian / social aid
☐ Ecology / environment / nature
☐ Cultural projects

Funding requirements: ☐ up to € 50.000
☐ up to € 100.000
☐ up to € 500.000
☐ up to € 1.000.000
☐ more than € 1.000.000

Funding period / - date: _____

Name (private initiative / registered association / NGO / institution)

Address: (street, house no. / town or city / postal code / region / country)

Contact information (telephone, mobile phone, fax, email)

Contact representative 1 (first name, last name, full address, contact information)

Contact representative 2 (first name, last name, full address, contact information)

Website (if available): _____

Brief description of organization (founding date, members, goals and mission)

Detailed project description (what, when, where, why, etc.)

Attachments: Images
Videos
Plans & drawings
Financing plan & schedule
Quotes / bids
Expert reports and statement
Other

Explanation:

Definition of "organization" In the following, the term "organization" will be used to refer to all types of initiatives, associations, institutions etc.

Project title: Please choose a short, concise title that describes your project.

Project number: This number will be assigned by fairstep® and will be permanently associated with your project title as well as your project.

Category: To which of the three categories does your project belong to?

Funding requirements: How much funding does your project require? Is it a self-contained single project? Is the complete amount to be covered via fairstep®? Do you only require partial funding? / What is the amount desired and how will you / who will cover the remaining funds?

Funding period / date: Please indicate a precise date if the previously mentioned sum is to be paid as a lump sum. If the financing is to take place over a certain period of time, please provide a schedule specifying when which sums will be required.

Name (private initiative / registered association / NGO / institution): Please enter the official name of your organization here in full and in detail.

Address: Please indicate the full address of your organization here, including the street, house no., town/city, postal code, region, country and any additional address information. If your organization has multiple offices, please indicate your European headquarters first. If a subsidiary, and not your headquarters, is responsible for the project, please fill in this address in second and indicate that it is responsible for the project by writing "ProRes" next to it.

Contact information: In addition to the information on the telephone no., mobile phone no., fax no. and e-mail of the headquarters previously mentioned, please also provide the data of the responsible subsidiary and identify it as "ProRes".

Contact representatives: Please specify a minimum of two contact representatives. Please provide their first name, last name, full address and contact information.

Website: Please enter your official website here (if available)

Short description of organization: This is an opportunity for you to provide information on your organization. Use this opportunity to present your goals, mission, activities and scope to the people of Europe. Remember to include important and basic key data such as the founding date and information on members and employees.

Detailed project description:

Please describe your project in a detailed manner that is easy to understand.

What is the project's starting point and what goal do you intend to achieve? Who and what is involved? Which measures and activities are planned? Why are these measures required? What needs to be funded and how? Where will the project be located (address, coordinates etc.)? What is the time frame of the project?

Attachments: To support and illustrate your project, you may choose to add images, videos, plans and sketches.

Generally, a financial budget with the corresponding quotes, bids, statements and/or expert reports will be required for financial documentation and planning.

General note: Charitable and relief projects are a very emotional affair. The more intensively you promote them, the more visibility you will achieve. However, we expect you as a participant to provide open, honest and realistic information and illustrations of your project. This applies both to the written description as well as the related attachments, such as images.

If the information provided is partially or entirely false, or deliberately misleading, there is a chance that the project will be excluded from participating.