

## **Development Cooperation**

### Layout for the Submittal of Development Cooperation Projects

**Project Title and short summary indicating:**

Description:

(objectives and activities)

Sector:

(environment, education, health, water, economic development, social development, multi-sector, protection of minorities)

Beneficiaries:

Local partner:

Place of intervention:

(place, province, region, state, continent)

#### **1. Person or Entity proposing the Project**

Association/organisation/single applicant:

(name, address, telephone/fax, e-mail)

Legal form and recognition or registration of the organisation

Year of Establishment:

Number of Members:

Employed Personnel:

(specify the number and distinguish between salaried and voluntary personnel)

Names of the Members in charge of following the project and form of involvement

Activities carried out

(attach annual reports, if available)

In the case of single applicants, enclose CV and demonstrate skills and experience in the sector.

##### **1.1. Legal Representative/Person in charge**

Name:

Date and place of birth:

Tax ID:

Address:

Telephone/fax/email:

#### **2. Partner in the Beneficiary Country**

Name:

Legal form:

Year of Establishment:

Address:

Legal Representative: (name, contact details)

Goals and description of activities carried out in recent years:

### 3. Personnel in charge of the implementation of the project:

(for each person, fill out the table with their professional qualification and tasks within the framework of the project activities)

name	education/qualification	duties

### 4. Other Involved Entities.

(public and private entities operating the area affected by the project)

### 5. Context and Reasons

- Socio-economic and cultural context (political and administrative context, demographic, socio-economic, health and occupational data).<sup>1</sup>
- Specify the problems and needs of the context in which the assistance is to be provided and the most urgent needs that the project aims to address. The identified need(s) are to be described in detail since these are the aspects that justify the project.
- Project identification (who conceived it: a missionary, volunteer, local group, the future beneficiaries.
- Specify whether the project is the continuation of an initiative already underway or a new one.
- Location of the project (include or attach a map)

### 6. General Goals

The general goal is the broad sectoral objective (for instance, the improvement of the health of the population) resulting from the sum of the specific goals, the attainment of which corresponds to the various measures envisaged by the project.

#### 6.1. Specific Goals.

Describe the specific goals by answering the questions: who, what, how much, where and when (e.g. assisting 1000 mothers in the province of Z in the mother-child healthcare sector within one year).

Specific goal 1

Specific goal 2

### 7. Activities

Describe all of the envisaged activities that will allow for the attainment of the specific goals and specify the procedures and the persons in charge of the implementation of these

(e.g. organisation of 6 training courses lasting 2 days each in the form of workshops).

Activity 1

Activity 2

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<sup>1</sup> Attach research studies, analyses, studies, data, articles, etc. that can help to explain the nature of the problems that the project aims to address

## 8. Expected Results and Indicators

List the expected results you wish to achieve through the activities.

Specify the objectively verifiable indicators (e.g. the no. of women taking part in the courses, the no. of trained operators, etc.) and sources (e.g. list of training recipients).

## 9. Beneficiaries

Describe in detail the characteristics (sex, age, conditions, etc.) and number of direct beneficiaries. If a selection of the beneficiaries is envisaged, describe the criteria and procedures (e.g. criteria for the selection of mothers for health education training). Describe the indirect beneficiaries.

## 10. Intervention Methods

Describe the project management methods, role and tasks of the beneficiaries, partners and other participants in all project phases; consideration of good practices and any methods applied in previous projects.

## 11. Sustainability

At the end of the project, who will be responsible for and manage the initiative and/or own the investments.

## 12. Accompanying and Assessment Activities

Specify the accompanying and assessment measures envisaged both during and after the implementation of the project, to be carried out with the local counterpart to provide for the monitoring of the works and the assessment of the attainment of the set goals.

## 13. Links to other Projects

Describe any other similar initiatives being implemented or planned in the same area or in neighbouring areas by others and the link with these. If the project forms part of a larger project, this must be explained.

## 14. Duration of the Project and Schedule for the Implementation of the Activities (Activity Schedule):

Specify the months needed (1 to 12 for yearly projects) for the implementation of the project and draw up a schedule (calendar for the performance of the activities) as follows:

Activity	Month 1	Month 2	.....	.....	.....	Month 12
1. Purchases						
2. Training						
3.						

## 15. Project General Budget

	Financial Resources	Contributions Kind	in	Total	% of the total
Provincial Funds					
Self-funded Contribution (applicant or local partner)					
Other Funds					
<b>TOTAL</b>					

The self-funded contribution is to be specified and it can be provided either through financial resources and/or through the allocation of value to services and goods. Regarding work/services, the type of work/services, the number of persons and the hourly and daily rates calculated are to be defined. For the quantification of goods values, the principle of the acknowledgement of the current usage value is applied.

With regards to the calculation of voluntary activities in the Province of Bolzano, hourly rates of more than EUR 16 are not allowed.

In the case of multi-year projects, fill in the following general financial budget as well:

	Year 1	Year 2	Year 3	Total
Provincial Funds				
Self-funded Contribution				
Other Funds				
<b>TOTAL</b>				

The presented projects may last for more than one year but must be clearly traceable to single years. The application for funding and the project must be presented on a yearly basis for the purposes of evaluation and approval.

## 16. SYNTHETIC ACCOUNTING OVERVIEW

Expenditure Items	Number	Unit	Unit Cost in Euros	Total in Euros	Part financed by the Province of Bolzano	Part financed with self-funded contribution
<b>A. DIRECT COSTS</b>						
1. Investment/goods costs (constructions, cost of the courses, etc.)						
1.1 EXAMPLE training courses	10	course	100	1,000	700	300
1.2						
1.3						
<b>Subtotal 1</b>						
2. Operating Costs (fuel, rent, communication expenses, etc.)						
2.1						
2.2						
<b>Subtotal 2</b>						
3. Staff costs						
3.1						
3.2						
<b>Subtotal 3</b>						
4. Dissemination and awareness raising on the project in the province of Bolzano (e.g. information brochures, photographic exhibitions) (max. 5% of total costs)						
4.1						
4.2						
4.3						
<b>Subtotal 4</b>						
5. Project study (max. 3% of total costs)						
<b>Subtotal 5</b>						
<b>Total of the direct costs (A)</b>						
<b>B. INDIRECT COSTS</b>						
8. Running costs in the province of Bolzano (max. 5% of the total direct costs)						
<b>Total of the indirect costs (B)</b>						
<b>OVERALL TOTAL (A+B)</b>						

Note:

\* Any costs in a foreign currency must be indicated in Euros according to the exchange rate in force on the date of the submittal of the application (month of December or January see website [www.uic.it](http://www.uic.it) .

\*\* If indirect costs of the applicant are indicated in Point B of the budget, indicate in point 17 the general total of all indirect costs borne by the proposing body in the year prior to that of project submittal.

**17. Specify the overall total of the indirect costs borne by the applicant in the year prior to that of project submittal (personnel, rent and other running costs):**

Place and Date

Signature of the Legal  
Representative

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**Information note pursuant to Article 13 of Italian Legislative Decree no. 196/2003**

The data provided will be processed in compliance with Italian Legislative Decree no. 196/2003 by the General Affairs office also in digital format, for the purposes of the application of Provincial Law no. 5/1991. The Data Manager is the Autonomous Province of Bolzano – Alto Adige. The Data Processor is the Chairman of the Province. Concerning the processing of data, all rights listed in Article 7 of Italian Legislative Decree no. 196/2003 are reserved, including the right to obtain from the Data Manager or Processor the confirmation of the existence of the data, and to know the purposes and methods of processing, and to oppose wholly or partly, for legitimate reasons, the processing of personal data even if pertinent to the purposes of collection, and to request the updating, modification or cancellation thereof.

**Random inspections**

Pursuant to Provincial Law no. 17/1993 (art. 2, para. 3) the competent provincial administration is required to carry out random inspections on a minimum of 6% of projects.

Notes

- a) Other attachments:
- 1) One or more offers from manufacturers regarding the purchase of equipment (technical systems, equipment or machinery) and a technical description. For the construction or renovation of civil works, annex a technical description and estimate calculation in meters including the layout and any photographic materials.
  - 2) Publications, research studies, studies, newspaper articles that may be useful in assessing the project.
  - 3) If the local partner is an entity, a copy of the articles of association and information on it.
  - 4) Information and/or articles of association on the applicant. In the case of single applicants, annex the curriculum vitae.
  - 5) Copy of the agreement signed between the applicant or individual volunteer and the local partner. If not, a letter of support signed by the local project partner(s) indicating the agreement on objectives and activities.
  - 6) Digital copy of the project document and excel table of the financial budget (optional).