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| logo_ec_17_colors_300dpi | EUROPEAN COMMISSION  DIRECTORATE-GENERAL JUSTICE  Directorate A  **Unit A4: Programme management** |

**JUST/2014/Action grants**

**ANNEX 1**

**PROJECT DESCRIPTION AND IMPLEMENTATION**

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| **Name of the Applicant organisation** |  |
| **Project Title** |  |
| **Priority reference** |  |

**NOTICE**

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

**Part 1 – General Description of the project and applicant organisation**

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| **1.1. Summary of the project *(max. 4000 characters)***  Describe briefly the project's objectives, its activities, the type and number of persons who will benefit from the project, the expected results and the type and number of outputs to be produced.  This should be identical to the summary contained in section 4 of the *Grant Application Form*.  ***Note****: You are requested to include information under all headings mentioned below and to respect the limit of 4000 characters indicated above.* |

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| Objectives  -  -  Activities  -  -  Type and number of persons benefiting from the project  -  -  Expected results  -  -  Type and number of outputs to be produced  -  - |

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| **1.2. Definition of the problem and objectives of the project *(max. 4000 characters)***  What are the problems and/or the current situation? Which are the needs that the project aims to address?  In relation to these problems, what are the major objectives that the project should attain? Who are the target group(s) of your activities and why were they chosen? |

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| **1.3. Relevance and justification *(max. 4000 characters)***  How does your project address the call priority under which you are applying? What is the project's contribution in this area?  How was the concept of the project developed and what preparations have been made so far for it? Briefly refer to the current state of knowledge and explain how you will build on it.  If the project is the continuation of a previous activity or project, how is the project intended to build on the results of that project or activity?  What are the innovative aspects of the project? |

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| **1.4. Expected results *(max. 4000 characters)***  What are the expected results of the project? Who will benefit from these results and how?  How will the target groups of the project benefit concretely from the project results and what shall change for them?  How will these results contribute to achieving the objectives of the call priority under which you are applying?  ***Note:*** *Results are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness), not activities or outputs.* |

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| **1.5. European added value *(max. 2000 characters)***  What is the project's added value at European level?  How likely is it that the project methodology and/or outputs and/or results will be transferable at European level?  ***Note:*** *European added value of actions, including that of small-scale and national actions, shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law, and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to contribute to the creation of minimum standards, practical tools and solutions that address cross-border or Union-wide challenges.* |

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| **1.6. Methodology *(max. 4000 characters)***  Outline the approach and methodology. Explain why this is the best approach to attain the objectives and the proposed results.  Explain the structure and complementarity of the workstreams. |

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| **1.7. Timeline by workstream *(max. 2000 characters)***  Provide in a structured manner the timing of the activities per Workstream by using, for instance, a Gantt chart. |

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| **1.8. The partnership and the core project team *(max. 4000 characters)***  Describe the partnership of organisations implementing the project (applicant, partners, associate partners). Explain how the partners and associate partners were selected, and why is this partnership the best to attain the objectives of the project. Describe the value of the partnership, its strengths/weaknesses, the organisational arrangements within the partnership and how you will ensure coordination within the partnership.  Introduce the persons of the core project team and list the CVs (to be attached to the application) of the key people working in the project (project manager, financial manager and the key experts). |

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| **1.9. Subcontracting *(max. 2000 characters)***  If applicable, explain the reasons for any subcontracting in your project.  ***Note****: On the definition of subcontracting please read carefully section V.1.6.3 of the Guide for Action Grants.* |

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| **1.10. Monitoring of the project implementation; risks and measures to mitigate them *(max 2000 characters)***  How will you ensure that the project is implemented as planned and what methods will you use to monitor its progress?.  What are the potential risks and what action do you plan to undertake to mitigate them? |

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| **1.11. Evaluation of the project activities, outputs and results *(max. 2000 characters)***  How will the project activities, the outputs and the results be evaluated?  Explain how you plan to organise feed-back mechanisms during and after the implementation of the activities (satisfaction surveys, evaluation forms, etc), which information you plan to collect and how you will use the feed-back received.  Explain which quantitative and qualitative indicators you propose to use for the evaluation of the project results.  ***Note****: For the evaluation of the activities you will be requested to use the participation evaluation questionnaire to be provided by the Commission.*  *You must identify which indicators you will use from the list provided insection 5 of the Grant Application Form and include them in the indicators of your project. You will be asked to report on those indicators as part of the project's Final Report.*  *Where relevant, data must be disaggregated by gender and by age.* |

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| **1.12. Dissemination strategy and communication tools *(max. 2000 characters)***  How do you plan to disseminate (actively spread) information about the project, its activities and its results?How will you reach your target group with the information and knowledge that you produce? Which communication tools will be used and how they will ensure effective dissemination of the project results?  How will your dissemination strategy facilitate further use and transferability of the project results? |

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| **1.13. Sustainability and long-term impact of the project results *(max. 2000 characters)***  What is planned as follow-up of the project after the financial support of the European Union has ended? How will the sustainability of the project's results be assured?Are the project results likely to have a long-term impact? How?  ***Note****:**In this part you should not list activities or outputs of your project, but you should focus on the expected long-term impact of your project. The long-term impact refers to long-term socio-economic consequences that can be observed after a certain period following the completion of the project and may affect either the target groups of the project or other groups falling outside the boundary of the project, who may be winners or losers.* |

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| **1.14. Ethical issues related to the project *(max. 2000 characters)***  Describe any ethical issues which you could come across during the implementation of your project, including with regard to interactions with target groups or persons benefiting from the project, and present your strategy to address them. |

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| **1.15. Description of child protection policy *(max. 2000 characters)***  If the applicant and/or any of the partners work directly with/have contact with children, provide a description of the child protection policy of these organisations, covering the following topics:   * purpose of the child protection policy; * application of the policy (applicable to which staff, in which situations); * responsibility: who is responsible for ensuring that the policy is adhered to; * description of recruitment and screening processes with regard to child protection policy (details of training on child protection policy and rights of the child, screening, vetting (criminal background check). Preventing harm to children: processes exist to help minimise the possibility of children being abused by those in positions of trust. |

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**Part 2 – Description of workstreams and activities**

| In Part 2 describe in detail the activities that you will undertake in order to achieve the objectives you described in Part 1 of this document. This section is divided into several Workstreams (WS), i.e.: set of activities leading to a specific output that you wish to produce.  Any project will have a minimum of two WS: Workstream 0 with the management and coordination activities and Workstream 1 with outputs related to the objective of your project. (This does not imply that a project with just two WS will necessarily score low). The division should be logical and guided by the different identifiable results of an activity. The application form contains boxes for projects with up to 5 Workstreams (including management and coordination). If you think your project has more than 5 WS, please try to group them to be able to present them in the space provided.  Under each WS you should then enter an objective, list specific activities that you will undertake and list the expected outputs. |
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| **⮞ Workstream 0 - Management and Coordination of the Project** | | |
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| **Workstream 0** is intended for all activities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific workstream. In such case, instead of splitting them across many workstreams, please enter and describe them in workstream 0. For this reason this workstream has a different layout, where you do not have to enter objectives and duration. Nevertheless, it will have its own outputs and corresponding budget. | | |
| **I. Description of the work (activities)**  Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | |
| No. | Name and description of the activity | Partner |

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| **II. Output(s) of this workstream**  List the outputs to be produced by this workstream.  Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | |
| No. | Output | Characteristics  (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | Target group |

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| **⮞ Workstream 1:** Title: | |
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| Duration in months: | Leading partner: |
| **I. Objective(s) of this workstream** | |

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| **II. Description of the work (activities)**  Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | |
| No. | Name and description of the activity | Partner |

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| **III. Output(s) of this workstream**  List the outputs to be produced by this workstream.  Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | |
| No. | Output | Characteristics  (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | Target group |

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| **⮞ Workstream 2:** Title: | |
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| Duration in months: | Leading partner: |
| **I. Objective(s) of this workstream** | |

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| **II. Description of the work (activities)**  Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | |
| No. | Name and description of the activity | Partner |

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| **III. Output(s) of this workstream**  List the outputs to be produced by this workstream.  Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | |
| No. | Output | Characteristics  (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | Target group |

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| **⮞ Workstream 3:** Title: | |
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| Duration in months: | Leading partner: |
| **I. Objective(s) of this workstream** | |

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| **II. Description of the work (activities)**  Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | |
| No. | Name and description of the activity | Partner |

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| **III. Output(s) of this workstream**  List the outputs to be produced by this workstream.  Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | |
| No. | Output | Characteristics  (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | Target group |

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| **⮞ Workstream 4:** Title: | |
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| Duration in months: | Leading partner: |
| **I. Objective(s) of this workstream** | |

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| **II. Description of the work (activities)**  Be specific, give a short name for each activity and number them.  Indicate for each activity the partner, who will be responsible for its implementation. | | |
| No. | Name and description of the activity | Partner |

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| **III. Output(s) of this workstream**  List the outputs to be produced by this workstream.  Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.  Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants. | | | |
| No. | Output | Characteristics  (e.g. for meetings/trainings: number of participants)  (e.g. for publications, documentation: format (printed/electronic); language) | Target group |

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