



Practical exercise #1: Designing a project factsheet

Before submitting a financial application to Community institutions, you must be in a position to design a well-structured pre-project. Designing a « project sheet » shall help you to assess the relevancy of your project in relation to the defined issue and European priorities as well as define the project from the beginning in compliance with the structure expected by the European Commission

This work is the first stage in your application, since the key questions that you will answer in your project sheet can be picked up and developed in your form.

Guidelines:

1. *Gather in groups (5 groups of 4 Start-ups)*
2. *Draft your project sheet using the template below (30 min)*
3. *Share your experience: what were the difficulties, what could be a solution... (~6 min per group)*



Project name or acronym:

Duration of the project:

WHY?

The state of the art – General context / diagnosis of your project (the theme, the territory (why do this project in this territory?), the population, regulatory framework, etc.)

Context and state of the art:

What is the context of the project? What issue is identified?

Why do you want to implement your project?

Have similar projects already been carried out in Africa/Europe?

Is this project related or complementary to other initiatives already implemented?

Objectives of the project:

Which of the identified needs/issues does the project meet?

What are the concrete goals of the project (overall, specific)? What do you want to achieve?

Do you plan to carry out this project as part of a local, regional, national or European partnership?

If so, what is the added value of the partnership for this project?

WHO IS IT FOR?

The target audiences and beneficiaries of your project

Direct target groups – Who are the target audiences/directly concerned by your project? Can you estimate the number of people targeted?

Indirect target groups – Do you indirectly target other audiences, who could for example be the target of communication about your project?

WITH WHOM?

Action partners and financial partners

What skills and expertise are needed for the project? the partners' location;

Who are the partners? Introduce the partners already identified.

What is the history of your relationship with these partners?

In what context could the partnership set up continue after the end of the project?

HOW?

Actions

What activities have already been carried out (study, diagnosis, etc.)?

What activities should be implemented and funded? Detail the list of actions.

What is the distribution of actions between partners (who does what)?



What is the implementation schedule? Completion schedule

		Month 1	Month 2	Month 3	Month 4	Month 5	...	Budget
Stage 1	Action 1							
	Action 2							
	Action 3							
	Action 4							
	Action 5							
Stage 2	Action 1							
	Action 2							
	Action 3							
	Action 4							

Expected results

What will be the deliverables of the project?
 What are the expected results of this project?
 What is the expected impact of this project?
 Once the project is completed, what are the consequences? What is the sustainability of the action?

Costs

What are the needs necessary for the realisation (human/financial necessary resources)?
 Detail the overall cost of the project
 Detail the main categories of expenses required (material investment, equipment, human resources, service providers, etc.)

WHERE?

The location and boundaries of the project

What is the location of the project from where it will be co-ordinated?
 What is the scope of your project?
 Which territory will benefit from the project's impact?