

## **Guide for Applicants**

### **1. Applicant**

- a. Organisation (Introduction and brief description of your work)
- b. Legal form
- c. Address
- d. Telephone, Email
- e. Contact person or project manager
- f. Authorised representatives
- g. Overview of applications made to other foundations or institutions

### **2. Title of project**

### **3. Brief description of the project**

- a. Summary of contents of the project  
(maximum one page)
- b. What should be achieved with the Foundation's funds?

### **4. Initial position (As-is situation)**

- a. Description of the current situation and its development
- b. What is the core problem to be tackled with the project?
- c. What results have already been achieved?
- d. What are the new challenges?
- e. Has the project already been sponsored in the past?

### **5. The project**

- a. Who is the project for (target group)?
- b. Why this project (aim and purpose)?
- c. What are the plans for the contents?
- d. What concrete measures are already planned or in place?
- e. Personnel requirements – who and to what extent?
- f. Agenda for the project (planned start, duration, milestones)
- g. Data and facts on the project

### **6. Formulation of target and results (target situation)**

- a. Which targets are to be pursued?
- b. What is the expected result?
- c. How should the success of the project be gauged (criteria for success)?

## **7. Perspectives (Sustainability)**

- a. How can the project be given a sound foundation after the term of Auerbach Foundation sponsoring?
- b. Are there external funds, donations, own resources or other solutions expected to ensure the sustainability of the project? If so, what are these?
- c. If the project is conceived in such a way that it will finish with the end of the Auerbach Foundation sponsoring, it is advisable to report on the (long-term) effects of the project.

## **8. Cost and financing plan**

- a. How will the project be financed for the duration of the project proposal application?
  - I. Total expenses, if necessary an estimate
  - II. Statement of own resources, loans and other funds and indication of the use of these and whether they are appropriated

### ***Please consider that:***

- a. The Auerbach Foundation mainly funds personnel expenses.***
- b. The use of own funds must be recognisable. (Own resources can also be costs incurring to the project organiser by providing rooms, office material and facilities etc.)***
- c. Amounts can be given as implicit costs if no actual figures are available at the time of application.***