

SPECIALISED CENTRES - PROJECT PROPOSAL 2018-2019

PRIORITY FOR ACTION OF THE MEDIUM TERM PLAN: *[Please select one or more priorities]*

Using scientific and technological knowledge to better assess evolving risks and adapt accordingly the resilience strategies.

Developing cooperation among all decision-makers to better define authorities' adequate role in DRR.

Promoting risk culture among population (children, adults and groups with special vulnerabilities).

Fostering population's active participation (as individuals and as community) to DRR.

PROJECT N°: *[indicate the project number of the Work Programme (e.g. Project 1.1 or 1.2)]*

NAME OF THE CENTRE	<i>[Add the name of the centre]</i>
COUNTRY	<i>[Add the country where the centre is based]</i>
REPRESENTED BY	<i>[Name and professional title of representative]</i>
TITLE OF THE PROJECT	<i>[Keep the project title as short as possible]</i>

1. Project background

[Maximum 250 words. What is the context and which situation led to this project? Why is it important to carry out this project? Which issue(s) do you envisage to address with this project? Why does it need/justify funding? If this is the continuation of a previously implemented project, briefly describe the past achievements]

Enter text here...

2. Expected Results

[Maximum 200 words. Describe the expected results and give examples of the:

- a) *Impact (e.g. vulnerable groups in prone-risk areas know how to behave in an emergency. Implementation of new measures. Increased consultations with local and national government. Increased networking. etc.)*
- b) *Intermediate outcomes (e.g. trainers now train vulnerable groups on major hazards)*
- c) *Immediate outcomes (e.g. training of trainers on major hazards and vulnerable groups)]*

2018

2019

3. Deliverables (Outputs)

[Maximum 150 words. For example: workshop report, vulnerability maps, guidelines, recommendations, brochures, leaflets, development of websites, etc.]

2018

Coordinator Centre:

Partner 1:

Partner 2:

Partner 3:

2019

Coordinator Centre:

Partner 1:

Partner 2:

Partner 3:

4. Activities

[Maximum 150 words. Describe the detailed activities. What are you spending the funds on?]

2018

Coordinator Centre:

Partner 1:

Partner 2:

Partner 3:

2019

Coordinator Centre:

Partner 1:

Partner 2:

Partner 3:

5. Budget

DURATION	2018 <input type="checkbox"/>	2019 <input type="checkbox"/>	
PARTNERS	BUDGET IN EURO	BUDGET IN EURO	TOTAL BUDGET 2018 - 2019
Coordinator Centre: <i>[Name of coordinator centre]</i>	<i>[Even if the work will be carried out in a non-Euro country, please specify the budget in euros]</i>	<i>[Even if the work will be carried out in a non-Euro country, please specify the budget in euros]</i>	<i>[Even if the work will be carried out in a non-Euro country, please specify the budget in euros]</i>
Partner Centre 1: <i>[(the Coordinator Centre should contact directly any centre which may be interested in the partnership) Name of partner centre 1]</i>			
Partner Centre 2: <i>[Name of partner centre 2]</i>			
Partner Centre 3: <i>[Name of partner centre 3]</i>			

6. Target groups and community involvement

[Maximum 150 words. Please describe which are the groups targeted by the project and the communities involved. How do you address gender equality in your project?]

Enter text here....

7. Reporting

[The report should be sent to the Secretariat at the end of the project and no later than 15 November]

7.1. Give a global overview of the project's implementation (max 250 words)

Enter text here...

7.2. Describe the most significant achievements as a result of the grant during the reporting period (max 300 words)

Enter text here...

7.3. Provide a story which best illustrates the successes and/or challenges of your work to date (max 300 words)

Enter text here...

7.4. Mention any modifications which occurred in the project work plan and explain briefly why. (max 200 words)

Enter text here...

8. Sustainability

8.1. What steps have been taken to ensure that the results of the project are sustained? (max 200 words)

Enter text here...

APPENDIX I – ESTIMATED BUDGET

Please take note of the following guidelines for the preparation of 2017 financial report

- It is imperative to send invoices which reflect the item purchased/service provided and also the name and contact details of the supplier of goods or services.
- Invoices only showing bank transfers of funds from one account to another are not acceptable if a service has been rendered or a product purchased.
- For service providers' invoice, a short attestation, summarising the service/task(s), dated and signed by the service provider should be provided.
- Double-check to see that invoices fall within the specified project dates.
- If travel to a meeting is involved, an agenda or report of the meeting should be included as we must be able to assess the relevance of such a meeting to the project.
- For financial files, as the Secretariat has to photocopy all submitted files, endeavour to submit documents on A4 size paper, where possible.
- Provide a copy of the credit advice slip or any other document, provided by the Grantee's bank, to certify receipt of the payment.
- Where the Agreement was not concluded in Euros, a certified copy, provided by the Grantee's bank, indicating the exchange rate applied on the date(s) of conversion of the sum received into the local currency.

EXAMPLE FOR ONE CURRENCY IN EURO

[To be filled in by Euro countries]

Action:							
Place:							
Implementation period:							
CoE Administrator responsible:	Gianluca Silvestrini						
Currency:							
Grant by the Council of Europe:							
Contribution by the Grantee: ¹	[For example: human resources (project supervision and implementation)/ financial contribution/ equipment/ premises etc.]						
Activity 1							
	Local currency		€	Exchange rate =		1	for 1 €
Payments	Unit	# of units	Average unit rate	# of participants	Estimated budget (local currency)	Estimated Budget (€)	Comments
1. Per diems*							
1.1 Hotel expenses	Per night						
1.2 Lunches	Per lunch						

1.3 Dinners	Per dinner						
1.4 Coffee breaks	Per break				0	0	
						0	
Subtotal Per diems							
2. Travel							
2.1 National participants	Per trip						
2.2 Local transport (coach hire)	Per day				0	0	
2.3 Local transport (taxi)	Per trip				0	0	
2.4 International transport	Per trip						
						0	
Subtotal Travel							
3. Rent of hall, interpretation and translation							
3.1 Rent of hall	Per day				0	0	
3.2 Rent of interpretation equipment (days x unit rate)	Per day				0	0	
3.3 Interpretation services (days x unit rate x interpreters)	Per day				0	0	
3.4 Translation (pages x unit rate)	Per page				0	0	
						0	
Subtotal Rent of hall, interpretation and translation					0	0	
4. Publications and printed material							
4.1 Publications (editing)	Per item						
4.2 Publications (printing)	Per copy						
						0	
Subtotal Publications and printed material							
5. Project Implementation							
5.1 Research/desk study fees	Work days						
5.2 Equipment	specify				0	0	
5.3 Other overheads	Accountant						
						0	
Subtotal Project Implementation							
6. Administrative fees							
6.1 Stationery supplies	specify						
6.2 Other services (tel/fax, mail, copies)	specify						
Subtotal Administrative fees							
Total project costs (1-6)							

Notes:

¹Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box.

²Insert different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc).

"Average unit rate" can be used but not "Average number of participants". ²See Articles 1.1 and 3.2.

I certify that this is the budget proposed	I accept the proposed budget
	Gianluca SILVESTRINI, Executive Secretary
Signature	Signature
Date:	Date:

APPENDIX II – ESTIMATED BUDGET

EXAMPLE FOR TWO CURRENCIES: LOCAL CURRENCY AND EURO

[To be filled in by non-Euro countries. The budget should be provided in local currency and in Euro]

Action:							
Place:							
Implementation period:							
CoE Administrator responsible:		Gianluca Silvestrini					
Currency:							
Grant by the Council of Europe:							
Contribution by the Grantee: ¹		[For example: human resources (project supervision and implementation)/ financial contribution/ equipment/ premises etc.]					
Activity 1							
		Local currency	€	Exchange rate =		3,8339	
Payments	Unit	# of units	Average unit rate	# of participants	Estimated budget (local currency)	Estimated Budget (€)	Comments
1. Per diems*							
1.1 Hotel expenses	Per night						
1.2 Lunches	Per lunch				0	0	
1.3 Dinners	Per dinner				0	0	
1.4 Coffee breaks	Per break				0	0	
Subtotal Per diems							
2. Travel							
2.1 National participants	Per trip						
2.2 Local transport (coach hire)	Per day				0	0	
2.3 Local transport (taxi)	Per trip						
2.4 International transport	Per trip				0	0	
Subtotal Travel							
3. Rent of hall, interpretation and translation							
3.1 Rent of hall	Per day				0	0	

3.2 Rent of interpretation equipment (days x unit rate)	Per day				0	0	
3.3 Interpretation services (days x unit rate x interpreters)	Per day						
3.4 Translation (pages x unit rate)	Per page				0	0	
Subtotal Rent of hall, interpretation and translation							
4. Publications and printed material							
4.1 Publications (editing)	Per item				0	0	
4.2 Publications (printing)	Per copy				0	0	
						0	
Subtotal Publications and printed material					0	0	
5. Project Implementation							
5.1 Research/desk study fees	Work days				0	0	
5.2 Equipment	specify				0	0	
5.3 Other overheads	specify						
						0	
Subtotal Project Implementation					12000	3130	
6. Administrative fees							
6.1 Stationery supplies	specify				0	0	
6.2 Other services (tel/fax, mail, copies)	specify				0	0	
						0	
Subtotal Administrative fees					0	0	Amount written in full
Total project costs (1-6)							
Notes:							
<p>¹Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box.</p> <p>[*]Insert different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc). “Average unit rate” can be used but not “Average number of participants”. ²See Articles 1.1 and 3.2.</p>							
I certify that this is the budget proposed				I accept the proposed budget			
				Gianluca SILVESTRINI, Executive Secretary			
Signature				Signature			
Date:				Date:			