



Project Proposal Guidelines
For Activities in Co-operation with the Konrad Adenauer Stiftung (KAS)
(such as seminars, workshops, round tables, etc.)

A. EACH PROJECT PROPOSAL SHALL CONTAIN THE FOLLOWING DOCUMENTS DATA:

I. Executive summary of the project (attached template to be used), including:

- Name of the applying entity
- Project title
- Provisional date and place of the project
- Specific objective
- Target group
- Project description (summary)

II. Presentation of the applying entity (max.1 page), including:

- Year of foundation
- Organisational chart
- Contact person(s) for the proposed projects (please add e-mail address, phone numbers, etc.)
- Experience with similar activities
- Other sources of funding received/applied for
- Overall activity objectives of the applying entity



III. Motivation for the project (max. 2 pages), including:

- Why is it important to carry out this particular project at this moment, in this country/region, and in co-operation with the applying entity?
- Results expected from the project

IV. Provisional schedule (max. 2 pages), including exact hours, facilitators, breaks, etc.

V. Estimated budget (max. 1 page), including travelling and transport, accommodation, meals, venue and equipment.

Important note: all budgeted expenditures are to be specified. There will be no such spending as “general expenses,, or “miscellanea,,. Costs are to be entered both in the national currency and in Euro.

B. SCHEDULE FOR PROJECTS SUBMITTED TO THE KONRAD ADENAUER STIFTUNG:

I. 30 September of the year preceding the project year:

Deadline for submitting following year’s project proposals. KAS confirms receipt of application. Any projects submitted after this date will not be considered for the following year.

After receiving the proposal, the applicant may be contacted by the KAS for clarifications in connection with the submitted project. During this period the applicant must not establish contacts, make invitations, edit print material or engage in any other activity related to the proposal.



II. 31 January of the project year:

Deadline for final decision by the KAS either accepting or declining the proposal.

If the proposal has been accepted, talks will continue on the following subjects:

- The final date of the event
- Adjustments of submitted budget, where necessary
- Speakers and participants to be invited
- Contracting out the services
- Fare booking
- Preparation of the cooperation agreement
- Preparing the invitations, presentations or other publications.

All the above points are to be agreed on together by the KAS and the entity/organisation whose proposal has been accepted. No unilateral decisions may be made.

The acceptance of the proposal will be formalised by signing a co-operation agreement to be sent to the obligation of the organization by the KAS office. The agreement sets forth the obligation of the parties and service procurement procedures. The co-operation agreement (see attached template) refers to the accepted and compulsory budget.

Any change of date, cost or subject shall be prior addressed and authorised by the KAS.

Skopje, April 2008



Executive Summary

Name of applying	
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Project title	
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(Provisional) date of the project Duration	
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(Provisional) Location	
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Specific project objective	
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Target group	
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Project description (summary)	
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Konrad Adenauer Stiftung - Skopje office

