**Annex 2**

**SUBGRANT APPLICATION TEMPLATE**

Applicants are invited to submit a proposal of maximum two (2) pages *plus annexes*, following the guidelines below.

**Applicants may submit the proposal in Estonian, Latvian, Lithuanian, Russian or English.**

**1.0 Summary Data**

**1.1 Applicant Contact Information:**

Name/Title:

Address/Phone Number:

Email Address:

**1.2 Proposal Name** *(Title/Subtitle)*:

**1.3 Proposed Project Start/End Dates:**

ddMMMyyyy – ddMMMyyyy (not exceeding 6 months)

**1.5 How did you hear about this RFA?**

**1.6 Country your project falls under**:

|  |  |
| --- | --- |
| **Category 1** | Estonia |
| **Category 2** | Latvia |
| **Category 3** | Lithuania |

**2.0 Overview** (This section should be maximum 1 page total):

**2.1 Executive Summary (should be maximum 100 words total):**

How the project and the activities proposed will address problems identified in the proposal

**2.2 Background and Context (200 words):**

Socio-economic and political context for the proposed project, such as internal & external challenges facing the country and area, forces at play, etc.

**2.3 Problem Identification (100 words):**

What is the problem your project will address? Please, support the problem with data or facts.

**3.0 Project Description** (This section should be maximum 300 pages total):

What is the content topic?

What is the target audience?

What formats will you use?

Please, describe the content communication strategy.

**4.0 Supporting Information/Annexes**

**4.1 CVs of Key Personal**