



## Project questionnaire

<b>1. Name of the project</b>
<b>2. Place where the project is executed (country, region, town, village)</b> <i>Please describe the exact geographical location of the project</i>

<b>3. Information about your organisation</b>	
Full name of your organisation * (required)	
Acronym <i>(if applicable)</i>	
Date of establishment * (required)	
Official address * (required)	
Visiting address * (required)	
Project owners responsible for this project	
Contact person for this project * (required)	
Telephone number * (required)	
Fax number	
Email address * (required)	
Website	
Identity of the organisation <i>(for example, religious, political, social or cultural)</i>	



<b>4. Bank account</b>	
Name of the bank	
Address of the bank ( <i>street</i> )	
Place of the bank	
Country of the bank	
BIC code * ( <i>obligatory</i> )	
Number bank account	
Name of the account holder	
Street	
Address	
Country	
Authorized persons for the account *	1.
* ( <i>2 persons required</i> )	2.

<b>5. Duration of the project</b>	
Duration of the project	
Planned start date	

<b>6. Aim of the project</b>	



7. Target group of the project	
Current number of beneficiaries? <i>And how many in the future?</i>	
How many of them are women/girls?	
How many of them are disabled?	
How many of them are living in your area? <i>(target community)</i>	
Please describe the social economic situation if the area in which the project is carried out:	
In case of a school: how are the age groups build up?	

8. Needs of the target group(s)
Why does the target group need this project?
Have you discussed this with the target group?

9. Context of the project
Are there similar facilities in the neighbourhood that can solve the problem of the target group?
Which local authorities have you consulted? What is their contribution (financial or otherwise)? Do you have the necessary permits, for example to build? Example in case of a school, <b>support</b> of GES or community.



### 10. Expected results / outcome

What will be the concrete results of your project for the target group?

**Make these results measurable.** Examples:

- "a school with 3 classrooms built (total area 108 m<sup>2</sup>, one floor)"
- "three wells beaten in three villages"
- "a health centre built and furnished in the countryside"

### 11. Detailed description of the activities carried out with the contribution

*In case of a building describe the stages: foundation, concrete wall ...*

Activity "What" and "How"	Responsibility "Who"	Time "When"

*(you can add more sentences if necessary)*

### 12. Financial management

Who is / will be the legal owner of the property (land, buildings, equipment) that is needed or acquired for this project?

How do you intend to sustain the project (for example school) when it is completed?  
*Who will be responsible for continuing activities? Are they available and adequately trained?*

How much money is needed annually to continue the project?

Who finances these annual costs?



## Detailed budget of the project

An example of a budget can be seen below. You can adjust this budget to your specific project.  
 Add rules if necessary. The budget must be accompanied by (pro forma) tenders from the companies involved.

Project Budget			
	Description	local currency GHS (Ghanaian New Cedi)	Euro
<b>construction</b>			
	<i>total budget of the tender of the contractor</i>		
	<b>a) materials</b>		
1			
2			
3			
4			
5			
	<b>b) skilled labour</b>		
1			
2			
3			
<b>equipment, ....</b>			
1			
2			
3			
<b>other</b>			
	Total budget		
	local contribution (in money) please specify		
	contribution of other donors		
	<b>desired/requested contribution</b>		
<i>Please give the actual exchange rate in local currency</i> <b>1 euro = .....GHS (Ghanaian New Cedi)</b>			

**Which other donors contribute to the project?**

**Is there a local contribution in kind? If yes, which one?**



## **Required attachments**

- Drawing (in case of a request for a building)
- Specified budget: in case of a building, specify the cost pro building phase
- Pro forma invoices for building materials
- Pictures with a brief explanation of what it is