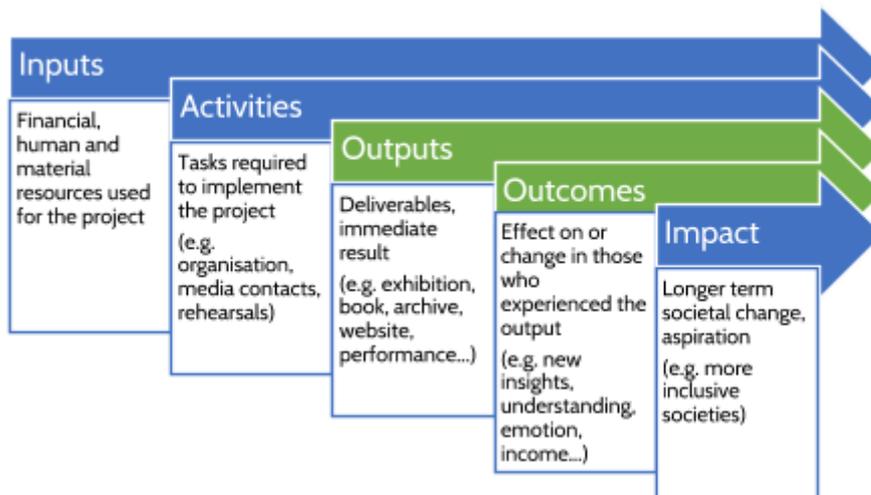


## Before you start



## Results chain

When thinking about your project, and the results it might achieve, it helps to think of your work as a chain (as illustrated in the figure here above). You invest time and money (inputs and activities) to deliver the project for others to experience (output). The project is an experience for people, it will affect them in different ways (for example, they learn, they reflect, they connect to others, they exchange, they change their perception or their mind, they see new things...). The Prince Claus Fund believes that through such cultural experiences, societies improve (impact).

Your project proposal should ideally illustrate that you have thought this through, a realistic results chain in a proposal will help convince funders.

## Evaluation

If your project proposal is approved and at one point it will have actually taken place, the Prince Claus Fund will ask you for a final evaluation of your project. Evaluation however should not be left to the end of the project. It is a process that should be integrated from the start of the project, using different moments to reflect, learn and improve the project and its results.

So, when you start to think about your project, immediately think of:

- How will you recognize success? What might it look like and how will you capture it?
- Who do you need to ask what and when?

**Read more in the guide ‘HELP I RECEIVED A GRANT - Tips and Tricks to evaluate your project’ ([LINK](#))**

APPLICATION FORM

**REQUEST FOR FUNDING**

*Please respond to all the questions listed in the application form.  
Please do not remove or edit any questions in the application form.*

**1. Contact Information**

1.1 Name of Applicant Person (and gender)	
1.2 Name of Applicant Organisation (if applicable)	
1.3 Postal Address, City	
1.4 Country where person/organisation is based	
1.5 Name of Contact Person	
1.6 Telephone	
1.7 E-mail	
1.8 Website/Facebook Page	

**2. Organisation Profile (if applicable)**

2.1 Type of Organisation	
2.2 Year of Establishment	
2.3 Description and Mission of Organisation (max. 100 words)	
2.4 Main Activities of the Organisation (max. 100 words)	
2.5 Names of Current Collaborating Individuals/Organisations	
2.6 Main Members and their Positions in the Organisation	

### 3. Project Information Summary

3.1 Project Name	
3.2 Short description of the activity for which funding is sought (max. 100 words)	
3.3 Please name all involved organizations, artists and or funding partners in the project	
3.4 City, Area and Country in which activity takes place	
3.5 What environmental issue and/or sustainability approach will your project engage with?	
3.6 Artistic discipline(s) in the project	
3.7 Total Funds requested through this application	
3.8 Start and End Date of project (max 12 months) Start date before 31 March 2020	

#### 4. Project Detailed Information

<p>4.1 Explain the rationale of the project: why is this project relevant within the given (local) context? (max. 300 words)</p>	
<p>4.2 Explain how your project relates to and is relevant to this call for proposals, especially by explaining how (in max. 400 words), where relevant, your project aims:</p> <ul style="list-style-type: none"> <li>- <i>to re-imagine a more sustainable world, and provide space for different perspectives within the sustainability discussion</i></li> <li>- <i>to stimulate and inspire communities to use sustainable materials and resources within their own contexts and practices</i></li> <li>- <i>to have a local impact while encouraging a global culture of sustainability</i></li> <li>- <i>to re-imagine conventional approaches to environmental sustainability</i></li> <li>- <i>to support the development of artistic and creative initiatives that reinforce traditional knowledge and methods as a means to promote sustainability</i></li> </ul>	

## 5. Project activities, outputs, outcomes and impact

### 5.2 Outputs

<p>5.1 What do you propose to do? Please be concrete. (max 1000 words)</p> <p><i>Detailed description of the <b>project activities</b> (what, who, when and where) and the most important <b>objectives</b>. These should be as specific as possible and easy to measure. Objectives indicate what the aspired end results of activities are. For a good objective you need to be as clear as possible about the realistic end result and also clarify how you are going to measure the achievement, and how you recognize success (targets).</i></p> <p><i>If the project requires funding from more than one source, please describe any other funding you have obtained, or hope to obtain.</i></p>	
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Please list the most important **outputs**<sup>1</sup>: what will be the key deliverables (tangible results such as a book, an artwork, a performance, a workshop, research outcomes, a platform, anything tangible) and their expected **reach** (people directly affected by the output: audience, participants, users)? Regarding expected reach the Prince Claus Fund understands that numbers are contextual (50 in a city is not the same as 50 in a rural area) and a higher number is not always better so please use realistic targets.

Outputs / Deliverables	Expected reach (an estimated number of people and description of the target group)
<i>(Add more rows if necessary)</i>	

<sup>1</sup> If your project proposal is approved the outputs and the targets for their reach listed here form the basis of the reporting

### 5.3 Outcomes

Please list the most important **outcomes**<sup>2</sup>: what are the results coming forth from the outputs, how will people be affected or what change(s) do you expect? Outcomes can be considered as mid-term results. They are not seen immediately after the end of the project activity. But after some time, when we see some change at the ground level due to the project activity, then it can be termed as an outcome. Please specify here how you propose to collect evidence to capture and learn from success? With quantitative/qualitative, written/visual.... information? How do you gather this information? You may use this table to share the outcomes and how you will check whether you are reaching these.

Outcomes	What kinds of evidence will you collect and how?
<i>(Add more rows if necessary)</i>	

<p>5.4 What is the <b>impact</b> you hope your project to have? (max. 400 words)</p> <p><i>Impact is the collection of longer term and <b>indirect effects</b> of the outcomes. This is the ultimate goal you work towards, the dot on the horizon. Impacts are hard to measure since they may or may not happen and can't always be attributed (exclusively) to a project or organisation if they do. They are what we <b>hope</b> our efforts will accomplish.</i></p>	
<p>5.5 Elaborate on how you are gender sensitive in the (planning of) your project? If possible share the expected gender division of the <b>target group(s)</b> and if relevant the estimated age group(s)? (max. 300 words) <i>Please be as specific as possible.</i></p>	
<p>5.6 How do you intend to reach <u>and</u> involve the target group(s) in the different project stages? (max. 400 words)</p>	

<sup>2</sup> If your project proposal is approved the outcomes listed here form the basis of the reporting

## 6. Risks

6.1 What are the potential obstacles and risks to the successful implementation of your project? How do you propose to mitigate these? (max. 300 words)	
6.2 What are the potential obstacles and risks to the involvement of your proposed target group(s)? How do you propose to mitigate these? (max. 300 words)	

## 7. Communication

How do you aim to communicate/promote the project in its various stages? (max. 400 words)	
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**8. Time Table/ Activity Plan and Budget allocation**

Activities Proposed	Starting Year: Months:												
	03/20	04/20	05/20	06/20	07/20	08/20	09/20	10/20	11/20	12/20	01/21	02/21	03/21
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													



**Budget Allocation**

	<b>Budget Items</b> (include budget items using the time table above as reference)	<b>Amount in local currency</b>	<b>Amount in Euro</b>	<b>Costs covered by other funding sources (in Euro)</b>	<b>Amount requested though this call (in Euro)</b>
<b>C</b>	<b>Project activities</b>				
C1	Activity 1				
C1.1	Subheading activity 1				
C1.2	Subheading activity 1				
C1.3	<i>Add more rows if needed</i>				
C2	Activity 2				
C2.1	Subheading activity 2				
C2.2	Subheading activity 2				
C2.3	<i>Add more rows if needed</i>				
C3	Activity 3				
C3.1	Subheading activity 3				
C3.2	Subheading activity 3				
C3.3	<i>Add more rows if needed</i>				
	<b>Total project activities</b>				



**9. Additional Information**

<p>9.1 Have you previously requested support from the Prince Claus Fund or the Goethe Institute?</p>	
<p>9.2   If yes, was this successful and in which year?</p> <p><i>If you applied for the Open Call Cultural and Artistic Responses to Environmental Change 2018, please also state if that was with the same or a different project.</i></p>	
<p>9.3 Are you currently receiving support from other institutions? If yes, which one(s)?</p>	
<p>9.4 Are you currently requesting support for this project from other institutions? If yes, which one(s)?</p>	
<p>9.5 Do you have any materials related to the project proposal (like photos or videos)? If yes, please provide links here and attachments to the application</p>	
<p>9.6 Please state three Referees/References (persons or organizations that know your organization, your project and or have worked with you in the past that can have an opinion, please include their personal email addresses)</p>	

**When you have completed the application form, please submit it to [proposals@princeclausfund.nl](mailto:proposals@princeclausfund.nl)**

**You will receive an email confirmation once your application has been received.**



**Outputs** = direct results from the projects as executed and their reach. Outputs are those results which are achieved immediately after implementing an activity.

**Outcomes** = midterm, indirect results from the activities and projects organised or supported by organisations (focus of evaluations). Outcomes can be considered as mid-term results. They are not seen immediately after the end of the project activity. But after some time, when we see some change at the ground level because of the project activity, then it can be termed as an outcome.

**Impact** = longer term and **indirect effects** of the outcomes. The organisation works towards this ultimate goal, the dot on the horizon. Impacts are hard to measure since they may or may not happen and can't always be attributed (exclusively) to a project or organization if they do. They are what we **hope** our efforts will accomplish.

**Activities** = what an organisation does to enable the outputs and reach specific targets, e.g. reaching out to and selecting the right people, organisations and collaborating partners, developing relevant content, raising funds etc.

**Objectives** = a specific result that a person or organisation aims to achieve within a time frame and with available resources. Objectives should be as specific possible and easy to measure. Objectives indicate what the aspired end results of activities are. For a good objective you need to be as specific possible about the realistic end result and also clarify how you are going to measure the achievement, and how you recognize success (targets).

**Monitoring** = the focus of monitoring is on the outputs and activities and progress towards objectives and targets. How have the projects been implemented, who has been directly involved, who was reached?

**Evaluation** = the focus of evaluation (after a longer period of time) is on the way in which the outputs have led to the outcomes. Have the expected results been achieved and how? By concentrating on a group of projects (for a specific target group, on a theme or an approach) we can learn by comparing projects.