****

**PROJECT** PROPOSAL **FORM**

The project proposal should not exceed 10 pages (Font 12, Times New Roman, 1.5 spacing). Please fill in all items of the application according to the following form.

## CONTACT DETAILS

First Name/First Name.

Name of organisation (if submitted from a consortium - name of contact organisation).

Email address.

Phone.

Preferred forms of communication (email, signal or other).

## BASIC INFORMATION

Project Title.

Project timeline.

Project budget (specify total amount).

Consortium members.

## INFORMATION ABOUT THE ORGANISATION (1 paragraph)

A brief portfolio of the organisation with links to information products.

If the application is submitted by a consortium - please submit portfolios of all consortium members. Please also include a link or attachment to the Memorandum of Understanding of this consortium.

If possible please list your sources of funding.

## OVERVIEW (1-2 paragraphs)

A short and clear description of the project idea.

## PROBLEM DESCRIPTION

A description of the problem you plan to address with your project. Justification of why it is important, what are the reasons for the existence of this problem. What consequences will occur if the problem is not solved. An assessment of how feasible it is to solve the problem. If possible, provide statistical data on the problem with a reference to the source.

## PROJECT THEME (1-2 paragraphs)

Indicate which of the following topics your project addresses and provide a rationale for your choice of category:

* Realisation of media projects,
* Developing sustainable development strategies and quality media business plans,
* Innovative ideas for media growth and co-operation,
* "Networking" - forming media partnerships and consortia, including partnerships by human rights organisations, media in Poland and others,
* Increasing the media's financial stability and long-term viability,
* Effective project management,
* Increased audience outreach, information dissemination and influence in promoting the democratic values of the anti-war and human rights agenda,
* Strengthening visibility and self-presentation in line with the Polish and European systems of Belarusian journalists in Poland,
* other topics (write which ones).

## PROJECT OBJECTIVES

Specify the specific objectives you wish to achieve through the proposed action. The objectives should be derived from the problems described in Part 2. In most cases, one or two objectives will suffice.

Objectives should be specific, measurable, and evaluable. Project objectives should be limited in time and scope, and specifically describe what is to be achieved by the project's means. It is also important to separate objectives from actions.

For example: "organising a seminar" is an action, not a goal. The goal in this case would be, for example, "building skills of a specific target group", "increasing the interest of young people in a healthy lifestyle", "reducing the number of diseases among the target group".

## PROJECT ACTION DESCRIPTION

Describe exactly what your planned activities will be.

For example: if the project will organise workshops or other events, relevant information should be provided (duration, number of days or hours the workshop will take, planned topics, number of participants, who will be the trainer, etc.). If the project includes publications or a website, what is the editorial concept, methods of content generation (in-house authors, external authors, translation, reprint), target audience(s) and mechanisms for obtaining feedback from readers and users, circulation, etc.

Describe the order in which you will carry out the planned actions and the deadlines you will set for yourself.

## DESCRIPTION OF CROSS-CUTTING THEMES

Briefly describe how your project addresses cross-cutting themes:

* Representation of women's rights and gender equality
* Vulnerability and inclusiveness
* Drs.

## PROJECT RESULTS

List the specific outcomes you plan to achieve through the project. Explain how these outcomes affect the problem you are addressing.

## PROJECT EVALUATION

Please answer two questions:

1. When and how will you make an ongoing assessment (measurement) of project performance (how will you demonstrate that the project is performing as planned)?
2. How will you evaluate the results that the project has produced after its completion (i.e. whether the project has solved the problem at hand). What indicators you will use for this and how you will measure them.

## RISK ASSESSMENT

Please list the risks associated with the implementation of your project that threaten the achievement of the final project objective. Indicate their likelihood and categorise them as dependent and independent. Indicate what ways you have to deal with the possibility of the realisation of these risks and their consequences.

## BUSINESS DESCRIPTION

Tell us why you or your organisation would be suitable for this project, describe your background and your previous experience.

If you are submitting a project on behalf of an organisation or consortium, or other partnership, describe the portfolio of each participant with references to the results they have achieved Provide information on mission, size, geographic scope of activities, professional profile. List key individuals, both full-time paid staff and volunteers, who will be responsible for the proposed project, describe their qualifications in relation to the project.

## RECOMMENDATIONS

Include the contacts of one reference person who can talk about you and your activities, make recommendations or share their experience of working with you. For example, this could be partner organisations, journalists, people you have helped or worked with in past projects.

Describe briefly your relationship with these individuals.

## DATA ADMINISTRATOR

Please confirm that you agree that the Helsinki Foundation for Human Rights is the administrator of your data in the application. By submitting your grant application, you give the HFHR the right to administer your data.

We guarantee the security of your data, your data will not be passed on to third parties and/or organisations without notice. You have the right to request the deletion of the information transmitted to us at any time, for this purpose you can write to [hrhub@hfhr.pl](mailto:hrhub@hfhr.pl) to request the deletion of your data.

If your data is destroyed at your request before the competition results are announced, we will not be able to consider your application and will not be able to award grant funds. If you sign a grant agreement, your personal data (including your application) will be stored by the Foundation for five years, with no possibility of deletion on request.