

Task Force for International Cooperation on Holocaust Education, Remembrance, and Research

Task Force Fund: Project Proposal Application

Revised November 13, 2003
Task Force General Listserv

Applicant: [Name and contact details of project proposer]

Project summary: [A paragraph explaining what the project seeks to achieve and what level of funding would be required to achieve it]

Project background: [Maximum three paragraphs on the historical background, target audience, and nature of the problem or task to be addressed]

Project description: [Maximum three paragraphs on the objectives and practicalities of the project: What is it setting out to achieve? What inputs will be needed (consultancy? equipment? technical assistance?)? How will others (government? NGOs? individuals?) contribute to the project? What potential difficulties might the project face?]

Project outputs: [Maximum two paragraphs on the measurable results expected from the project: What will happen as a result of this project? Within what time frame?]

Project monitoring arrangements: [One paragraph: How will the project be monitored and evaluated?]

Project budget: [The proposal should contain accurate cost estimates, based on clear objectives, precise activities, and indicative timelines. Elements to be covered by assistance from the Fund should be indicated separately from those from other sources. The proposal should also detail any expected payments in kind.]

Media impact: [One paragraph on ways in which the project can achieve maximum positive media impact: How can the project be publicized most effectively?]

Signature:

Date: