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| NATOhor_RGB_HR | **NATO PUBLIC DIPLOMACY PROGRAMMES**  **CALL FOR PROPOSALS FOR PUBLIC DIPLOMACY PROJECTS**  **PUBLIC DIPLOMACY DIVISION, INTERNATIONAL STAFF, NATO HEADQUARTERS**  Blvd. Leopold III, B-1110 Brussels, Belgium |

**PROJECT APPLICATION FORM**

Before submitting your proposal, please read carefully the Application Guidelines, as they will provide you with instructions on how to respond to this Public Diplomacy Division’s call for applications. Please also include a letter of request.

**A. PROJECT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the organisation | Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Email |  | | |
| Website |  | | |
| Brief description of activities |  | | |
| Contact persons | Main | Name | |  |
| Email | |
| Alternative | Name | |  |
| Email | |
| Type of Project  (e.g. conference, audio-visual, publication, etc.): |  | | | |
| Title of Project |  | | | |
| Type of target audience(s) (e.g. students, government officials, media, NGOs/think tanks, etc.): |  | | | |
| Estimated number of target audience to be reached: |  | | | |
| Format: is it an in-person, hybrid or online project? |  | | | |
| Venue: if not online, mention venue (country and city): |  | | | |
| Date/Time frame of project: (Start and end date): |  | | | |
| Consortium partners (if applicable): |  | | | |
| Additional co-sponsoring institutions or own funds (please indicate amount per institution): |  | | | |
| Request for NATO Speaker(s):  (mention name and title if known) |  | | | |
| A) Total estimated budget  B) Budget requested from NATO  (indicate currency) | A) | | B) | |
| How did you find out about this Call for Proposals? |  | | | |

**B. BUDGET BREAKDOWN LIST**

Please provide us with a detailed cost estimate for your project including a budget breakdown list per budget category, as well as the total amount requested from NATO. See template below, to be tailored to the project’s budgetary requirements. Please read the Application Guidelines, as well as NATO PDD’s Financial and Reporting Procedures carefully for more information on eligible expenses.

Budget table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BUDGET CATEGORIES** | | **Estimate of Total Cost** (indicate currency) | **Amount to be Covered by NATO**  (indicate currency) | **OFFICIAL USE ONLY**  **(to be filled in by NATO Programme Officer)**  Currency EUR | |
| 1. **TRAVEL EXPENSES Speakers** (excluding NATO Staff) | | | | | |
| **Hotel** |  |  |  |  |  |
| Nightly Room Rate: | \_\_\_\_\_ |
| Total Number of Nights: | \_\_\_\_\_ |
| **Transport** | |  |  |  |  |
| 1. **TRAVEL EXPENSES Participants** (excluding NATO Staff) | | | | | |
| **Hotel** |  |  |  |  |  |
| Nightly Room Rate: | \_\_\_\_\_ |
| Total Number of Nights: | \_\_\_\_\_ |
| **Transport** | |  |  |  |  |
| 1. **MEALS / CATERING** (the total cannot exceed 25% of the final NATO contribution) | | | | | |
| **Meals** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |
| **Coffee Breaks** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |
| **Reception** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |
| 1. **RENTALS** (Provided and invoiced by a third party) | | | | | |
| * Conference room | |  |  |  |  |
| * Equipment rental (e.g. audio-visual, interpretation booths, headsets) | |  |  |  |  |
| * Other rentals (Description Required) | |  |  |  |  |
| 1. **LINGUISTIC SERVICES** (Provided and invoiced by a third party) | | | | | |
| * Translation fees (written) | |  |  |  |  |
| * Interpretation fees (oral) | |  |  |  |  |
| 1. **Organisational expenses/Overhead/Administrative/staff costs** (provided by the Grantee) | | | | | |
| * Overhead of 20% | |  |  |  |  |
| 1. **OTHER** (Provided and invoiced by a third party. Description required) | | | | | |
| * Online activities (e.g. event page, related use of social media) | |  |  |  |  |
| * Moderator and speaker’s fees (excluding from the Grantee’s organisation) | |  |  |  |  |
| * Audio-visual Products and Services (Description required) | |  |  |  |  |
| * Publicity (Description required) | |  |  |  |  |
| * Other: please specify | |  |  |  |  |
| **TOTAL ESTIMATED COST** | |  |  |  |  |

Official use only

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| **FOR OFFICIAL USE ONLY** | |
| Has the Organisation received Co-sponsorship grant(s) before?  Y  N  Have received all the necessary documents and are they complete?  Y  N | |
| Comments - Recommendations | Date and signature of NATO Programme Officer |
| Final Decision | Date and signature by the  Head of Engagements |