

## Application Guide 2024

This guide is intended as inspiration for completing the application form and includes elaborative comments on several of the application's subpoints.

### Project title

The title of the project should be short and easy to say and remember, using just a few words – perhaps even starting with an acronym.

### Focus area

Please indicate if your application addresses area 1 or 2 or mixed.

### Duration of the project

Remember to include months for final reporting and evaluation of results. The earliest start is January 2025.

### Applying organization

Name in local language and in English.

### Type

Specify which kind of applicant organization – Vocational School, NGO, Consortium e.g.

### Participating organizations/partners:

If any, specify with name and website. There is no demand to include a certain number of partners, it depends on the project design.

### Budget overview

All costs relevant to the project can be included in the budget except for VAT. Costs could be teacher training, development of new curricula, equipment or training courses etc. The types of costs do not have to meet a certain percentage of the total project budget.

The Villum Foundation does not fund construction of new buildings. Projects including renovation of existing buildings are eligible if necessary for the proposed activities and if it strengthens the continuity of the activities, when the grant ends.

VAT costs are not supported by The Villum Foundation. VAT costs must be financed by the applicant(s) or by other funding sources in case the applicant is not VAT exempt or cannot have VAT costs reimbursed by national authorities. Indicate how much of the total budget is VAT, and how it is financed.

Applications with a budget of less than 150,000 EUR will not be considered. We prefer projects with a budget of over EUR 500,000 in order to realistically fulfil our ambitions.

### Applied amount

The amount to be funded by The Villum Foundation in EUR out of the total project budget.

### Own Funding

This covers costs financed by yourself. It is not a demand.

### External financing/Co-Funding

External financing refers to funding from sources outside the applicant organization/project itself. It could be investors, government grant, funding from other foundations and the like.

## Project Summary

Describe:

- ✘ The main goals and the main target group(s)
- ✘ The anticipated results and outcomes
- ✘ The main activities in the project. Use headlines like: Development and testing of teacher training, purchase of equipment, development of curriculum, renovation of equipment etc.
- ✘ The role of partners of the project (if any)

## Background and location

What specific problems or needs do you want to solve or address? Detail the primary challenges for your target group that you want to address with your project. If relevant give an overview of the primary socio-economic characteristics of the project's geographical area, educational levels and other factors.

In connection with the selected focus areas, describe briefly the role and challenges posed by the green and/or digital transitions, if relevant.

## Aim, type of activities and expected results

What is the overall aim of the project?

Describe the main activities both in qualitative and quantitative terms. What and how many? Use headlines or categories, e.g. development and testing of teacher training, purchase of equipment, development of curriculum or renovation of equipment.

Describe the expected results and changes in both qualitative and quantitative terms.

## Target groups

Provide detailed description of the primary and potential secondary groups that the project aims to enhance conditions for. Describe how the target groups are involved in the project.

The beneficiaries do not have to have the same nationality as the project country. There is no demand of a certain number of beneficiaries.

## Applying organization

Provide an overview of the applicant:

- ✘ The main activities and tasks of the organization.
- ✘ The age of the organization, total revenue and the total number of employees. Highlight any prior experience in managing development-oriented projects.
- ✘ In case the applicant organization is a vocational school, outline education programs, training activities and teacher training offered. Additionally, expound upon collaborative efforts with companies for work-based learning, facilitating practical experience for students/ apprentices etc.
- ✘ Explain the extent of interaction with local, regional and national stakeholders in the execution of the project activities.

## Partners roles and responsibilities

Describe the roles and responsibilities, and competencies of project partners. Include links to web.

## Evaluation

Describe how you will monitor your progress and results. Which kind of data will you collect? And how will the data be used?

You are not expected to provide external evaluation of your project. This will be provided by The Villum Foundation if needed.

**Anchoring of the project and systemic impact**

Clarify the sustainability of the project activities in the long term, outlining the exit strategy to ensure continuity beyond the project's conclusion. Explain how the project results will be implemented within own organization and more broadly in the region or nationally (if relevant). For example through knowledge sharing, advocacy or scaling.

**Comments**

Include details on any existing or past grants received from The Villum Foundation. Provide project number, project title and corresponding year.

Any additional information of relevance to enhance the understanding of the project's context or its potential impact can be added in this section.