**Annex A: Concept Note and Budget**

**Africa-Europe Foundation**

**Awards Scheme 2024
Application form (Concept Note and Budget)**

**Title of the proposed project**: ………………………………………………………

**Name of the organisation**: …………………………………………………..

**Date of the application**: …………………………………………………………….

*Select* Lot 1: Local Impact Awards *or* Lot 2: Cross-Network Awards *(delete not applicable)*

**A 100-word (maximum) description of the organisation (applicant) (please also detail where your organisation is legally registered and where your project takes place)**

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**Please confirm whether your organisation is legally registered and if not if you have a registered legal fiscal partner who will be able to receive the award amount on your behalf (should you be using a fiscal partner please provide the name and details of the organisation)**

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**Contact details of legal representative of organisation (Name, Surname, Email address, phone number with country code):**

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**A 500-word (maximum) concept note of the activity (to include: context/background, main objective, target audience, format of activity):**

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**A 200-word (maximum) description of the proposed impact of the activity including reach, main outputs, and timeline for the activity (note activities must take place between 7th July and 25th October 2025):**

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**A 100-word (maximum) description of the financial proposal (breakdown of costs and any co-financing sources):**

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**Applicants are invited to fill in the following budget template, please note:**

* **Budget should include the direct costs to be funded through the AEF micro-award to the total of maximum €5,000 (Lot 1) or €10,000 (Lot 2);**
* **Successful applicants can co-finance their projects using multiple alternative financing streams;**
* **Budget should include co-financed elements.**

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| --- | --- | --- | --- | --- |
|  | **Labour/ HR costs** | **Travel costs** | **Other Direct Expenses** | **Co-Financing from other sources**  |
| **Task**  | **Description of task and expenses** | **Start date** | **End date**  |  |  |  |  |
| Subtask  |  |  |  |  |  |  |  |
| Subtask  |  |  |  |  |  |  |  |
| Subtask  |  |  |  |  |  |  |  |
| **SUBTOTAL** | € | € | € | € |
| **TOTAL AEF/Co-financing** | € | € |

*Please note that the sign-off of individual grants may be subject to the timing and regulations of AEF cooperation agreements with international donors.*