

Form for project application

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Project ideas and plans may be submitted to the office at any time. Applications are to be brief and comprise the following information:

Content	Scope
1. Overview <ul style="list-style-type: none"> - Title of project - Name of applicant - Name of organization / institution - Name of contact - Address, tel., fax, e-mail - Project location - Project duration - Overall project budget - Confirmed contributions - Project application to Zurich Animal Protection Association (amount, period) - Brief description of project (approx. 10 lines) 	Max. of 1 page (cover sheet project entry)
2. Introduction, issue at hand	max. of 8 pages
3. Justification of project and goals	
4. Methods, realization	
5. Indicators, evaluations, results expected	
6. Result checking (How is the success of the project measured?)	
7. Relevance for animal protection, practical relevance	
8. Implementation possibilities (practical, publications, education, etc.)	
9. Sustainability of project: Will the project continue to have an impact beyond the duration of support by the Animal Protection Association? Which measures will be taken to ensure sustainability and when will they be taken? Which insights (new knowledge) can be won and shared?	
10. Timeline	
11. Budget	
12. Financial plan (information on funding confirmed and to be confirmed; applications made to other organizations, amount of funding requested from the Zurich Animal Protection Association)	
13. Project management (persons in charge of implementing the project, information on these persons, their roles in the project (management, contribution, etc.), reporting.	
14. References, cooperation, consultancy	

Documents: In addition to the application and the preparation of the **financial key figures** (re. separate Excel sheet), please also submit the (revised) annual financial statements of the past four years.