ANNEX 5
TEMPLATES AND INSTRUCTIONS FOR THE STRUCTURE OF THE PROPOSAL

ANNEX 5 TO THE CALL FOR PROPOSALS — TEMPLATES AND INSTRUCTIONS FOR THE STRUCTURE OF THE PROPOSAL

1. OBJECTIVES (MAXIMUM 1 PAGE)

Describe the objectives of your project. These must be consistent with the aim of the call for proposals (See point 2 of the call).

Indicate briefly the target groups that are the mentors and the mentorees, and state clearly the expected number of relationships between mentors and mentorees planned in the project.

Describe how the project will ensure wide geographical coverage of the country(ies) involved.

2 JUSTIFICATION (MAXIMUM 3 PAGES)

Please provide the following information:

(a) Applicant's activities in the field of business support and/or in the promotion of women entrepreneurs;

(b) Criteria for identifying and selecting mentors and mentorees and activities;

(c) Relevance of your project to mentors and mentorees;

(d) Relevance of your project to the objectives of the Action;

(e) Perceived needs of mentors and mentorees; and constraints on them.

3. DETAILED DESCRIPTION OF ACTIVITIES (MAXIMUM 9 PAGES)

This section should describe the technical approach planned and should set out in detail the work planned to achieve the objectives of the project. Please include a detailed description of each of the following activities (as described in detail in point 2.3 of the call):

(a) Identifying, selecting and training mentors for women entrepreneurs;

(b) Identifying and selecting women entrepreneurs to be mentored;

(c) Establishing 'mentor/mentoree' relationships;

(d) Monitoring and facilitating these relationships;

(e) Evaluating and reporting on these relationships;

(f) Ensuring visibility of the national networks of mentors as part of an EU-funded and supported initiative.

The detailed description of activities must not be confused with the plan of action.

The planning should be sufficiently detailed to allow progress monitoring. Management of the project and assessment of progress made and results achieved are to be grouped in a separate work package (see point 4.II).

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4. TABLES: PARTICIPANTS, WORK PACKAGES AND DELIVERABLES

I. Participants

Proposals must include a list of participants involved in the implementation of the project. Please use the template below:

List of participating organisations

Participant's role*	Participant Nr.**	Legal name	Participant acronym	Country

*CO = coordinator, PA = partner organisation
** 'Please assign a number to each organisation taking part. No 1 should be the lead organisation/coordinator

II. Work packages 1 to 4

Proposals must also include the following four work packages, numbered 1 to 4:

WP 1: Mentors for women entrepreneurs
WP 2: Mentorees
WP 3: Mentor/Mentorees relationships
WP 4: Visibility of the national network of mentors & Project management

Please fill in the following template:

Work package list

Work package Nr	Work package title	Lead organisation Nr.[1]	Start month[2]	End month[3]	Deliverable Nr [4]
1	Mentors for women entrepreneurs				
2	Mentorees				
3	Mentor/Mentorees relationships				
4	Visibility of the national network of mentors & Project management				

1 Number of the organisation leading the work in this work package
2 Month 1 marking the start of the project, and all other start dates being relative to this start date
3 Month 1 marking the start of the project, and all end dates being relative to this start date
4 Deliverable number: Number for the deliverable(s)/result(s) mentioned in the work package: D1 — D4

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For each work package, the following template should also be filled in:

Work package description

Work package number 1:		**' Mentors '**	**Start date:**			
Organisations involved[5]	No	No	No	No	No	No

Objectives

Description of activities

a. identify, select and train mentors for women entrepreneurs, via a transparent procedure, so that they can:
   - carry out efficiently the functions described in point 2.1 of the call,
   - ensure wide, diverse coverage (geographically, business sectors, …) in each respective country;

Deliverables

Milestones[6] and expected result(s)

5 Insert the participant number of each organisation involved

6 Milestones are points where major deliverables have been successfully achieved as the basis for the next phase of work, or which serve as control points at which decisions are needed; e.g. concerning which of several actions will be adopted as the basis for the next phase of the project

Work package description

Work package number 2:		' Mentorees '	Start date:			
Organisations involved[5]	No	No	No	No	No	No

Objectives

Description of activities

b. identify and select women entrepreneurs to be mentored (according to the criteria in point 2.2 of the call) via a transparent procedure

Deliverables

Milestones[6] and expected result(s)

5 Insert the participant number of each organisation involved

6 Milestones are points where major deliverables have been successfully achieved as the basis for the next phase of work, or which serve as control points at which decisions are needed; e.g. concerning which of several actions will be adopted as the basis for the next phase of the project

Work package description

Work package number 3:		'Mentor/Mentoree relationships'	Start date:			
Organisations involved[5]	No	No	No	No	No	No

Objectives

Description of activities

c. establish the best and most efficient 'mentor/mentoree' relationships according to the respective experiences and expectations;
d. monitor and facilitate these relationships for the duration of the Action (see point 3 of the call);
e. evaluate and report on these relationships in a comprehensive and consistent manner;

Deliverables

Milestones[6] and expected result(s)

5 Insert the participant number of each organisation involved
6 Milestones are points where major deliverables have been successfully achieved as the basis for the next phase of work, or which serve as control points at which decisions are needed; e.g. concerning which of several actions will be adopted as the basis for the next phase of the project

Work package description

Work package number 4:		' Visibility of the national network of mentors & Management '	Start date:			
Organisations involved[5]	No	No	No	No	No	No

Objectives

Description of activities

f. ensure the visibility of the national networks of mentors as part of an EU-funded and supported initiative by:
   - dedicating specific web pages to the respective schemes, and
   - communicating widely to the media and all relevant stakeholders.

This work package must include information on the overall management of the project. as well as on planned reports and their content (including assessment of achievements). Please describe how you will ensure that essential information is properly reported to the Commission. This information includes:

- recruitment and implementation of relationships between mentor and mentoree;
- frequency and content of meetings between mentor and mentoree;
- actions taken/initiated, results achieved

Deliverables

Milestones[6] and expected result(s)

5 Insert the participant number of each organisation involved

6 Milestones are points where major deliverables have been successfully achieved as the basis for the next phase of work, or which serve as control points at which decisions are needed; e.g. concerning which of several actions will be adopted as the basis for the next phase of the project

III. Deliverables

Each work package must conclude with a deliverable, an output and evidence of the work. Lengthy or complex work packages may require the production of several deliverables over their duration.

A deliverable may be a report, or an action, the holding of a conference seminar, the completion of a specification, etc. Where a deliverable is not a report, but some form of action, written reporting can be helpful to act as a record of the work actually carried out (e.g. for seminars: a collection of papers presented; for press conferences: a press release or a web link to a TV or a radio programme).

Complete the following template (deliverables already included are compulsory and should not be deleted):

Deliverables list (full duration of the project)

Deliv. Nr.[7]	Deliverable name	WP Nr.	Lead organisation Nr.[1]	Nature[8]	Dissemin. Level[8]	Delivery Date[10]
	Link to EC web-site on Female Entrepreneurship					M2
	Interim Report (including quantitative results on the project's achievement), covering M1 to M12					M14
	Final Report (i.e. the Final Technical Implementation Report mentioned in article I.6 of Annex 4)					End of project
	Report on promotional activities					End of project

7 Deliverable numbers in order of delivery dates: D1 — D4
8 Please indicate the nature of the deliverable using one of the following codes:
R = Report
O = Other
9 Please indicate the dissemination level using one of the following codes:
PU = Public, for wide dissemination (public deliverables shall be of a professional standard in a form suitable for print or electronic publication).
PP = Restricted to other programme participants (including the Commission Services).
RE = Restricted to a group specified by the consortium (including the Commission Services).
CO = Confidential, only for members of the consortium (including the Commission Services).
10 Month, in which the deliverables will be available: Month 1 marking the start of the project, and all delivery dates being relative to this start date.

5. METHODOLOGY (MAXIMUM 4 PAGES)

Please include a detailed description of:

(a) methods of implementation;

(b) reasons for the proposed methodology;

(c) how the project intends to build on similar previous project or activities (where applicable);

(d) procedures for internal evaluation and monitoring;

(e) role, level of involvement and activity of each partner organisation of the national consortium in the project;

(f) team proposed for implementation of the project.

The composition of the team implementing the project must be properly described. Team staff should be identified by function (e.g. project managers, administrator, secretary, external consultant, expert, technical assistant).

For each member of the staff, please indicate whether they are 'internal staff' or 'external staff'. 'Internal staff' are individuals working for the applicant or partner organisation(s). 'External staff' are external consultants, experts, etc. For external staff, please indicate how they are to be selected (e.g. through a call for tenders). The specific tasks to be allocated to each function, should be listed.

! **Please give close attention to this point, as the composition of the team stated on the application must correspond to that involved in implementation of the project to ensure cost claims are eligible for funding.**

6. DURATION AND PLAN OF ACTION

Please indicate the duration of the project in months.

The indicative plan of action should not mention actual dates, but should start with 'Month 1', 'Month 2', etc. Applicants are advised to allow enough time for all activities in the proposed plan of action.

The plan of action should not contain detailed descriptions of activities, and should simply state their titles (please ensure that these match the titles listed in the relevant section above).

7. ESTIMATED IMPACT ON TARGET GROUPS (MAXIMUM 2 PAGES)

Please include information on how the project will improve:

(a) the situation of mentored women entrepreneurs (including, if applicable, specific regional/national particularities), and

(b) the managerial and technical capacities of the mentored women entrepreneurs.

Please include information on how the project will contribute to:

(a) Promoting female entrepreneurship as well as developing mentoring activities for women entrepreneurs in your country;

(b) Fostering exchanges of experience and information between women entrepreneurs on obstacles and challenges to starting up and developing their businesses.

(c) Networking by building on knowledge and experience from other European countries.

In particular, please state the total number of women entrepreneurs expected to benefit from the project.

8. PUBLICATIONS AND OTHER OUTPUTS (MAXIMUM 1 PAGE)

Please be specific and quantify outputs as much as possible.

9. MULTIPLIER EFFECTS (MAXIMUM 1 PAGE)

Please describe the possibilities for replication and extension of project outcomes.

10. SUSTAINABILITY (MAXIMUM 3 PAGES)

Please distinguish between the following aspects of sustainability:

(a) **financial** sustainability *(How will the activities be financed after the EC funding ends?)*

(b) **institutional** sustainability *(Will structures allowing the activities to continue be in place at the end of the project? Will there be local 'ownership' of project outcomes?)*

(c) **political** sustainability (where applicable) *(What will the structural impact of the project be — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)*