

TEMPLATE FOR THE ANNUAL WORK PROGRAMME

**APPLICABLE TO AREA 2:
ACCESS TO FINANCE (DEMAND OR SUPPLY SIDE OF MICROFINANCE OR SOCIAL
ENTERPRISE FINANCE MARKETS)**

Use this template to describe in detail the activities of the 2018 work programme and their planned outputs, and to provide additional information on the implementation of the work programme.

Please read and follow the instructions carefully, and write your text in the designated areas only.

Do not forget to date, sign and stamp the annual work programme before submission.

Name of the Organisation:

ANNUAL WORK PROGRAMME 2018

Date:

Signature and stamp:

DETAILED WORK PROGRAMME 2018

Please describe in detail the main activities that you will undertake in the 2018 financial year, developing on the key objectives and activities as set out in your Strategic Plan 2018-2021.

For each of the 4 area-specific priorities indicated in the call the Annual Work Programme contains:

- **strategic objectives:** the list of relevant strategic objectives that have been identified in the quadrennial strategic action plan and that are linked to the realisation of a specific priority
- **outcomes:** outcomes shall contribute to the strategic objectives; they are achieved by one or more outputs
- **outputs:** outputs are the products/ results of undertaken activities; contributing to concrete outcomes (Please quantify outputs where possible e.g. by indicating number of meetings, publications, etc)
- **activities:** the things that must be done to achieve the outputs (List all activities including monitoring and evaluation to be undertaken during the year.).
- **the timeframe for undertaking the planned activities** (Please indicate relevant months)
- **the resources to be provided for each activity and planned budget.** (List the indicative total amount of all related costs by categories, including staff costs. Information should be structured in the following way:
 - Staff costs: post/ number of working days
 - Travel costs: no of persons travelling, estimated travel cost, per diems or catering (in case of a bigger event you could refer to the relevant line in the budget section)
 - Services: type of service, unit costs, total
 - Administration costs (if directly related to the work programme): type of cost, unit cost, total
 - Other costs: type of cost, unit cost, total

Please note that the costs indicated in the budget should correspond to the costs indicated in the work programme, e.g. in terms of working days for staff or number of travels.)

Some of the outputs and activities foreseen by the applicant might contribute to different priorities. It is highly recommended to mention those activities only once, preferably under the most relevant priority for this specific activity. Under other priorities a short reference can be inserted if needed.

Use the Table below. Please insert/delete (merge/split) lines as required.

1. Supporting the Commission in its outreach activities at EU, national and local level with the aim of ensuring the implementation of European policies in the relevant area (e.g. Programme for Employment and Social Innovation, European Social Fund, Social Business Initiative, Start-up and Scale-up Initiative, etc.)

A clear link between multiple activities of the Commission in the field of access to finance shall be envisaged. In particular, the focus should be on the Commission activities in building microfinance and social investment markets in Europe (including through EaSI financial instruments and via the call on Supporting the demand and supply side of the market for social enterprise finance) and any follow-up action thereof.

STRATEGIC OBJECTIVE	OUTCOMES	OUTPUTS (please quantify)	ACTIVITIES	TIMEFRAME PER ACTIVITY (mm/yy)	RESSOURCES AND PROVISIONAL BUDGET PER ACTIVITY (detailed breakdown)

2. Reinforcing the capacity of the network's members, including through offering a platform for the exchange of good practices in the relevant field, and raising awareness about relevant EU policies.

STRATEGIC OBJECTIVE	OUTCOMES	OUTPUTS (please quantify)	ACTIVITIES	TIMEFRAME PER ACTIVITY (mm/yy)	RESSOURCES AND PROVISIONAL BUDGET PER ACTIVITY (detailed breakdown)

3. Voicing the concerns and expectations of organisations facilitating access to finance to (potential) entrepreneurs from disadvantaged and underrepresented groups / social enterprises

STRATEGIC OBJECTIVE	OUTCOMES	OUTPUTS (please quantify)	ACTIVITIES	TIMEFRAME PER ACTIVITY (mm/yy)	RESSOURCES AND PROVISIONAL BUDGET PER ACTIVITY (detailed breakdown)

4. Providing data / research on developments in the field and on priority topics

Data/research should provide input for policy design in the areas of microfinance or social enterprise finance. The focus can be put on broad overviews as well as on specific niche topics related to the field.

STRATEGIC OBJECTIVE	OUTCOMES	OUTPUTS (please quantify)	ACTIVITIES	TIMEFRAME PER ACTIVITY (mm/yy)	RESSOURCES AND PROVISIONAL BUDGET PER ACTIVITY (detailed breakdown)

ADDITIONAL INFORMATION

1. Sub-contracting

If subcontracting part of the action is foreseen, please explain which tasks will be subcontracted and why this is necessary with regard to the nature of the action and its implementation. Indicate as well the corresponding estimated cost (also to be indicated in the budget).

<Please write here:>