

RESISTIRÉ Project

RESpondIng to outbreakS through

co-creaTIve inclusive equality stRatEgies

**PILOT PROJECT**

**CARE FAIR**

**A school-based wellbeing event**

Call for proposals

**Application Form for Technical Proposals**

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APPLICATION FORM FOR TECHNICAL PROPOSALS

Section A: Background of the Organisation

Section B: Expertise of the team

Section C: Comments/Suggestions on the Guidelines for Applicants

Section D: Description of the approach and work plan

Section E: Financial Proposal

Note: Please respect the word limit indicated for each paragraph; exceeding this limit may result in exclusion from the selection process.

*A – Background of the Organisation*

*The applicant organisation will briefly describe its background relevant to the call. It is also requested that the applicant organisation briefly provides information on maximum three ongoing or completed projects carried out with schools or in the organisation of events similar to this call. (Max 600 words)*

*B – Expertise of the team*

*[The applicant organisation will briefly summarise the expertise of its team by providing a biographical sketch of the key persons involved in the implementation of the project. Each biographical sketch should cover the following points: name and surname, educational background, professional experience, area of expertise, role and responsibility in other funded projects (relevant to the call, if possible)]*

*(Max 400 words each)*

*C – Comments and/or Suggestions on the Guidelines for Applicants*

*[The applicant organisation shall present and briefly justify here any changes to the TECHNICAL SPECIFICATIONS that it would like to propose, if they are considered functional to the achievement of the assignment (e.g., modifying or adding activities, or proposing a different timing, etc). In this paragraph it is requested to concisely introduce such changes, which will then be incorporated into Section D].*

*(Max 300 words)*

*D - Technical Proposal*

*Description of the approach and work plan*

*The approach and work plan are key components of the Technical Proposal.*

*It is suggested that the Technical Proposal be divided into the following subsections:*

*d.1) Approach and work plan (Max 1600 words)*

*In this subsection, the applicant organisation is asked to first provide a description of the approach for implementing the project and for achieving the expected outcomes. The applicant organisation should illustrate the alignment of the proposed approach with the RESISTIRÉ conceptual framework.*

*Additionally, the subsection should contain a proposed work plan consistent with the approach and show an understanding of the Guidelines for Applicants and the ability to translate the expected tasks into a feasible work plan. Here, the organisation will detail the main activities foreseen, their content and duration, milestones and dates for the achievement of the expected outcomes. This section should therefore also include the work schedule..*

*Applicant organizations should specify in their work plan over how many days the Care Fair will take place and across how many participating institutions.*

*d.2) The partnership (Max 600 words)*

*In this subsection, the applicant organisation will propose a description of the network intended to be involved in this project, including:*

*- school(s) that might be interested in participating*

*- other relevant stakeholders.*

*d.3) Risks and mitigation strategies (Max 300 words)*

*This section should provide an insight into possible risks and relative mitigation strategies.*

*E- Financial Proposal*

*[The applicant organisation will provide a table illustrating the economic costs of the proposed activities and explaining why the resources requested are necessary. This section can also explain reasons why the proposal is good value for money. The estimated budget of the action should be provided in a table using the format below and following the corresponding instructions]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Type of cost* | *Unit*  | *Cost/unit* | *Number of units* | *Total* |
| *Personnel (1)* | *Month or day (2)* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Sub-contracting (3)* |  |  |  |  |
| *Other direct costs (4)* |  |  |  |  |
| *Other costs (please specify)* |  |  |  |  |
| *Grand Total* |  |

(1) Please, specify below the table the names of the staff members who will be involved and their status (employee, freelance, other).

(2) Please, choose the most appropriate unit.

(3) If subcontracting is envisaged, please explain for which activities and the reason for subcontracting.

(4) Please, specify the other direct costs expected for the implementation of the project. Add rows to the table for each cost category (e.g., rental of a meeting room, etc.).