



Knowledge Management Fund 2020 Application Form

Project and contact details

- Project title
- Lead applicant name and job title
- Lead organization name
- Lead applicant (organization) address
- Contact phone
- Contact email
- Co-applicant name and job title
- Co-applicant organization name
- Co-applicant (organization) address

Project

- Under which subtheme are you applying?
 - Changing and Learning
 - Examining and Improving Policy
 - Other
- To which strand are you applying?
 - Events
 - Innovation
 - Research
- Brief proposal outline:
 - In under 200 words, please outline what you propose to do and why.
- Project description:
 - In under 1000 words, please describe your project. Make reference to how it harnesses potential, meets the assessment criteria, who the intended end-users are, how they will use the results, and how the project fits into a further trajectory.
- Proposed uptake strategy:
 - List in under 500 words the proposed uptake strategy of your project. Please indicate who the intended end-users are, how they will use the results, and how the project fits into a further trajectory. Please reference the Knowledge Uptake & Guidance document on our website.
- Proposed activities and timeline:
 - List in under 300 words the proposed activities of your project. Include a timeline or plan for their completion - including deliverables mentioned above - be as specific as possible. If you have included staff time in your budget, please indicate clearly who will be doing what for and for how long (to ensure the costs are direct and justified).
- Proposed deliverables:
 - List in under 300 words the proposed deliverables of your project and outline how you plan to disseminate them among your intended audience. If you have included

staff time in your budget, please indicate clearly who will be doing what and for how long (to ensure the costs are direct and justified).

- Do you foresee publicly showcasing your project?
 - Yes/No
- Budget proposal
- Images
- Notes

Eligibility checklist

- Planning is realistic; activities set against dates
- Timeline is clear; deliverables set against dates
- Project will begin by May 1st
- Project will close by November 1st
- Minimum 20% co-funding
- €15.000 maximum requested
- No indirect or overhead costs applied
- Miscellaneous costs no more than 5% overall
- Costs clearly itemized and attributable to activities