

The 10 essentials of a project file

Use this checklist to verify the foundations of your application before submitting it to a funder.

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| 1 | Full identification of the applicant and its legal capacity |
| 2 | A problem described with facts, not impressions |
| 3 | Beneficiary groups named and counted |
| 4 | One single, readable overall objective |
| 5 | Specific objectives that can be measured |
| 6 | Activities linked to each objective |
| 7 | Indicators with a baseline value and a target value |
| 8 | A budget whose every line matches an activity |
| 9 | A realistic timeline over the funded period |
| 10 | A sustainability plan for life after the funding |

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