

### **Information on project design and formulation of application**

With the following information, the *Niedersächsische Bingo-Umweltstiftung* [Bingo - Environmental Foundation of Lower Saxony, Germany] would like to address in advance the content and issues that may be decisive for achieving a high level of project quality. These questions are intended to provide you, as the Applicant, with assistance and guidance for the elaboration of the project for which you seek funding.

1. Project idea: What is the idea underlying your project application?
2. Rationale for the project: Which problem/disadvantage do you wish to solve? Why is the project needed? Which solution for the problem/disadvantage do you seek to achieve?
3. Aims: What are the project's aim(s)? Which target group(s) are addressed? What are the conditions for achieving the project aims (availability of plots, planning and design, official approvals, access to target groups, etc.)? Are your targets specific, measurable, adapted to current needs, realistic and time-bound (for a definition of the smart principle: see project management)?
4. Planning of measures: Which measures must be taken to achieve the targets? How should the target groups be approached? What time frame is envisaged for the execution?
5. Promoting volunteer work: Does the project provide for the involvement of volunteers? Will volunteer work be promoted and supported? Which measures have been chosen for this purpose?
6. Sustainability: What are the long-term effects of the project beyond the term of the funding? Is a continuation of the project envisaged beyond the planned term? How and with which measures is the continuation ensured? How and to which extent are the project design and measures transferable? How should the project and its result be published?
7. Particulars about the Applicant: Which professional and administrative experience and references do you and your project partner contribute to the project? Who are the project partners, and how are they to be involved in the project?

Please reply only to questions that are relevant for your project. Projects for a funding amount of € 10,000 or more will be evaluated by the Foundation according to this catalogue of questions.