

**Project Template**

European Rotaract Information Center

Name of the project: ………………………………………………………………………….………....

Organizing club: …………………………………………………………………………………..

Contact person: …………………………………………………………………………................

**I.** **ANALYSIS, OPPORTUNITIES AND MAIN IDEA FOR THE PROJECT.**

**1.** **ANALYSIS OF THE PROBLEM WE WANT TO SOLVE**

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**2.** **OPPORTUNITIES**

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**3.** **IDEA FOR THE PROJECT**

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**II.** **HOW TO EXECUTE THE PROJECT**

**1.** **ACTION GROUP**

Determine what are the roles you would need for the specific project and assign the roles between the members of your club/s.

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**2.** **DESCRIPTION OF THE PROJECT**

White an overview of the essence of the project.

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**3.** **GOALS OF THE PROJECT**

List specific goals you aimed for. Provide statistics, if you have them.

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**4.** **TARGET AUDIENCE**

Who is the target group of the project that will benefit from the project and in what way?

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**5.** **ACTION PLAN & TIME FRAME**

Write down the estimated time you need for each step and the order of doing them.

*Example:*

**TIME FRAME**

24-18 weeks before

**TASKS**

* Identify the event’s goals
* Build a team and assign roles

………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………………………….…………….……………………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………………………………………….…………….………………………………………………………………………….…………….………………………………………………………………………………

Provide a brief description of each step of the project in a list. Specify the tricky parts of the project and where things might get hard.

………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….…………………………….…………….…………………………………………………………………………………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………………………………………….…………….………………………………………………………………………….…………….………………………………………………………………………………

**6.** **TIMELINE**

Write down the estimated time you need for each step and the order of doing them.

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**7.** **RESOURCES**

What do we need to replicate the project in another country. Please specify if the resource was funded/provided by sponsors with a (S) in front of each item/service in the list.

………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………………………….…………….……………………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………………………………………….…………….………………………………………………………………………….…………….………………………………………………………………………………

**8.** **BUDGET**

Of course, that will vary depending on the country. Please roughly calculate the expenses in euros, so everyone can make an easy estimation about their specific market.

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**9.** **ORGANISERS OF THE PROJECT**

Provide contact info of your club/s and responsible rotaractors.

………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………….…………….……………………………………………………………………………………………………………………………………….…………….………………………………………………………………………….…………….………………………………………………………………………………

**10.** **PARTICIPANTS**

Have you onboarded other clubs, organisations or volunteers? Share your experience.

………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………………………………………….…………….………………………………………………………………………….…………….……………………………………………………………………………………………………….…………….………………………………………………………………………………

**11.** **SPONSORSHIP**

Specify what kind of companies have you contacted, which of them supported the project and in what way.

………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………………………………………….…………….………………………………………………………………………….…………….……………………………………………………………………………………………………….…………….………………………………………………………………………………

**12.** **MEDIA COVERAGE**

Do you have any paid or unpaid mentions in media? Add links to social media, websites, etc.

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**III.** **RESULTS**

**1.** **RESULTS AND OVERVIEW**

Summarise the results and the effect of the project. What kind of difficulties have you faced, what you did well etc.

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**2.** **ADVICES**

What are the most crucial parts of the project that need special attention? ………………………………………………………………………….…………….……………………………………………………………………….…………….……………………………………………………………………….…………….………………………………………………………………………….………….….………………………………………………………….…………….……………………………………………………………………….…………….…………………………………………………………………………...………….………………………………………………………………………….…………….………………..……………………………………………………….…………….………………………………………………………………………….…………….………………………………………

**3.** **SUSTAINABILITY**

Is the project sustainable? What will change in the years?

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