# Template for project description

Please type directly into the word-document. The document consists of 3 main columns:   
1) Summary 2) Project description 3) Communication and presentation plan

Please make sure to fill out template by using a new line after each column heading. The total document cannot exceed 8 A-4 pages of each 2400 characters.

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| **Project title:** |
| **Project applicant (name and organization):** |
| **Applied amount (in DKK):** |

Column 1

**Summary** - must at least contain the below-mentioned item descriptions and must take up no more than 2 A-4 pages.

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| Column 1a – Specification of thematic focus (tick relevant box)  **Sustainability and the green transition**   * Specific value communication * Culture’s potential for green transition or inclusion and the social aspects of sustainability   **Technology and the democratic dialogue**   * Development and documentation of the safe spaces of culture, physical, digital or hybrids   **Urban and rural areas**   * Inclusion of civil society and its resources |
| Column 1b  **Short description of the project’s expected contribution to the strategic focuses**  Text: |
| Column 1c  **Short project resume** (Short description of background, purpose, hypotheses, methodical approach and expected results)  Text: |
| Column 1d.  **Project applicants**  Project applicant (responsible for economy, contact person for grant provider)  Name: Organization: Contact-info:  Project partners, Danish (Name and organization): Name and organization:  Name and organization:  Name and organization:  Name and organization:  Project partners, international (Name, organization, country):  Name, organization, country:  Name, organization, country:  Name, organization, country:  Name, organization, country:  Other interested parties (Organization and country) Organization and country: Organization and country: Organization and country: Organization and country: |

Column 2

**Project description** must at the very least contain the below-mentioned item descriptions and must not exceed 5 pages (2,400 characters per page).

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| **2.a. – Main purpose and subsidiary goals of the project** (State a short, precise and specific purpse, as well as any possible subsidiary goals. State any potential issues, to which the project’s results may offer a solution.)  Text: |
| **2.b. – Timeframe of the project** – statement of start and end of the project. Statement of the project’s milestones  Text: |
| **2.c – Benefits and target groups** (The project’s news value and significance for both the national and international cultural collaboration, including practical applications of the results.)  State the central target groups of the project, both those directly involved, as well as those who can potentially benefit from the project’s results.  Text: |
| **2.e. – Short description of the organizing of the project and its partners.**  Description of the role of the individual participant/organization in the project.  Text: |
| **2.f. Evaluation criteria – expected end result and partial results**.  What can be assessed directly and what must be assessed indirectly. How is the effect/end result and partial results documented. When can the results be evaluated.  Text: |
| **2.g. – Risks and pitfalls** – short description of possible pitfalls and restraining factors, which may be hampering in achieving the expected results.  Text: |

Column 3

**Communication and presentation** – max 1 A4 page

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| **3.a. – Communication and presentation plan:** The Ministry of Culture and the Ministry of Foreign Affairs attach great importance to the communication and presentation of the project’s end results and partial results to relevant groups and stakeholders. The application must briefly mention   * Communication channels * Target groups for communication and presentation * Timeframe for communication and presentation   Text: |