

Mini-Grants

Application Form Instructions

Application Structure

1 HEADER AND CONTACT DETAILS

Take care to make the project title concise while accurately describing your project. Collect the required contact details.

If applying as a team, clearly indicate the Project Leader.

2 SHORT SUMMARY (A FEW SENTENCES)

Briefly describe your project. Focus on the most important information, such as: why you want to carry out the project, what its objective is, who it is aimed at, and what outcomes the activities you plan may produce.

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3 PLACE OF PROJECT IMPLEMENTATION

Specify the institution's details (name, address) or — if the activity will take place outdoors — describe the location where you plan to carry out the project and briefly justify your choice.

If working with an institution, remember to obtain written consent. A consent template is attached to the application form.

4 DESCRIPTION OF PROMOTIONAL ACTIVITIES

Describe your plan for promoting your project, including which promotional materials you intend to use, how you plan to reach potential participants, and how much time you plan to allocate to promotion.

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5 SOCIAL PROBLEM

Indicate which social problem your project addresses and how the activities you propose will contribute to resolving or mitigating that problem.

Also explain why, in your view, this problem should be addressed

6 POTENTIAL RISKS

Analyze potential risks you may encounter during project implementation, e.g., low attendance, logistical problems, or unavailability of a team member. When performing the analysis, consider what actions should be taken to minimize or prevent the risk.

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7 SCHEDULE

Include as many actions as possible — the more detailed the schedule, the better. Specify when you plan to purchase necessary materials, prepare the venue, start the event promotion, and the date of the event itself.

Make sure the schedule is presented in chronological order

8 BUDGET

Check which materials you and/or the partner institution already have available for the project. After assessing available resources, prepare a list of items to purchase. Compare and provide approximate prices of products, then total them. Ensure the budget is balanced and does not include non-eligible costs.

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9 BUDGET JUSTIFICATION

Provide arguments explaining why the listed materials are necessary for implementation of your project and why they are required in the stated quantities. You may refer, for example, to identified risks or to needs related to project implementation and presentation of its results.

The better you justify the budget, the higher the chances of getting the requested funds.

10 EXPECTED RESULTS

Refer back to the previously identified social problem and the project objective. Describe the expected impact of your initiative on participants. Include expected results such as the anticipated number of participants, the level of volunteer engagement, the number of meetings, or the works produced by participants during the meetings.

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11 MONITORING AND EVALUATION

Describe how the effects of the activities will be measured and documented and how you will carry out project evaluation. Indicate whether, for example, you plan an exhibition of works created during workshops, a discussion with participants, short participant surveys, or documentation in the form of photographs taken during meetings.

12 SHORT CHECKLIST BEFORE SUBMITTING THE APPLICATION

- active profile in SOW,
- complete schedule,
- no outstanding financial settlements,
- justified budget within the range PLN 500–2,000,
- all required documents attached,
- the application meets the formal evaluation criteria specified in the competition rules.

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Project Implementation Report

Report Structure

1 SHORT PROJECT SUMMARY

Briefly describe the project's objective and indicate which actions were taken during its implementation. List the expected results, the number of people involved, the amount of funding awarded, and how it was accounted for.

Focus on specific facts that you will describe in later sections of the report.

2 DESCRIPTION OF ACHIEVEMENT OF OBJECTIVES

Indicate which project objectives were achieved and which were not. Briefly justify why you consider an objective to have been achieved. For unmet objectives, describe why, in your opinion, the intended objective was not reached.

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3 SCHEDULE OF IMPLEMENTED ACTIVITIES

List chronologically the actions taken to implement the project. Provide the planned dates or date ranges from the schedule and the actual dates of completion for each listed activity, together with the person responsible for carrying out each task.

4 DESCRIPTION OF IMPLEMENTED ACTIVITIES

Briefly describe each activity – indicate what it involved, who was engaged in its implementation, how many participants took part, and which materials were used for that activity.

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5 RESULTS AND INDICATORS

List all planned project results and describe to what extent they were achieved and how their achievement was verified. For example, an indicator concerning number of participants can be verified by photos or an attendance list.

6 PROMOTIONAL ACTIVITIES CARRIED OUT

Indicate which promotional activities were undertaken as part of your project. In the description, include the channels used for promotion, which materials were used for promotional purposes, and whether there were any mentions in local media.

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7 PHOTOGRAPHIC / AUDIOVISUAL DOCUMENTATION

List how the project implementation was documented. Attach links to video or photo materials – you may provide links to photos and videos you created, as well as to materials published by the organizer or by the institution with which you cooperated for the project.

8 LIST OF EXPENDITURES

Describe all costs incurred, indicating the amount of grant funding allocated to them and the funds actually used. It is essential to provide invoice and receipt numbers confirming the costs. Record these numbers continuously before submitting the documents to the organizer. If you do not have them, request access to the documentation.

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9 RISKS, PROBLEMS AND THEIR RESOLUTION

Describe any difficulties encountered during project implementation. Indicate what they consisted of and which methods were used to resolve them. If no difficulties occurred, fill in this field with “not applicable” or a similar expression.

Leaving this field blank is not acceptable.

10 CONCLUSIONS AND RECOMMENDATIONS

Briefly describe which solutions proved effective during project implementation and what could have been done differently. If you have any remarks regarding cooperation with the organizer, include them here as well.

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11 ATTACHMENTS

List all documents obtained during project implementation. Record invoices and receipts collectively, since details are provided in earlier parts of the report. If applicable, attach participant surveys.

12 DECLARATION

Complete the declaration with the required data.

Before delivering or sending the report to the organizer, check its completeness and the scope of information provided.