**PROJECT PROPOSAL**

EVONIK + EYCN FUNDING

Please use this template to apply for projects within the EYCN + EVONIK partnership agreement. Projects will be reviewed and approved first by the EYCN Board and then by Matthias Kleff from EVONIK INDUSTRIES.

Please make this proposal **short**. If you wish to include additional information (papers, pictures, multimedia files) upload them to the cloud storage service of your choice and provide the public links in this document.

**DO NOT** fill the fields highlighted in **red**.

|  |  |
| --- | --- |
| Project Leader (Name) |  |
| Project Leader (Email) |  |
| Project Title |  |
| Project Start Date | DD/MM/YYYY |
| Project End Date | DD/MM/YYYY |
| **EYCN Board Approval Status** | **PENDING** |
| **EVONIK Approval Status** | **PENDING** |
| Amount (€ EUR) requested | XXXX.XX EUR |

1. PROJECT SUMMARY

Include a summary of the project (**200 words maximum**).

1. BACKGROUND

Include some background information. If you wish to include links to additional documents or multimedia files please do it in this section (**100 words maximum**).

1. DETAILED BUDGET

Indicate the complete budget of your project. Indicate the quantity you are requesting to the EYCN + EVONIK partnership.

|  |  |
| --- | --- |
| **Amount (EUR)** | **Activity** |
| XXX.XX | Description |
| XXX.XX | Description 2 |
| **XXX.XX** | **Budget total**  |
| **XXX.XX** | **Amount requested to EYCN+EVONIK** |

1. MILESTONES AND RESPONSABILITIES

Include a list of milestones, responsibilities and dates.

i.e.:

Registration of members 01/01/2018 Project Leader

Booking hotel rooms 02/02/2018 Project Secretary

Selection of candidates 03/03/2018 Selection Committee

Once the document has been filled out, please send it out to:

 Alice Soldà (Chair of EYCN) chair@eycn.eu

Torsten John (Secretary of EYCN) secretary@eycn.eu

You will receive a notification when:

* The project is received
* The project is reviewed by the board
* The project is reviewed by EVONIK