# **PROJECT PROPOSAL**

EuChemS + EYCN FUNDING

Please use this template to apply for projects within the EuChemS/EYCN budget line. Projects will be reviewed and approved/rejected by the EYCN Board.

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 field highlighted in **red**.

|  |  |
| --- | --- |
| Project Leader (Name) |  |
| Project Leader (E-mail) |  |
| Project Title |  |
| Project Start Date | DD/MM/YYYY |
| Project End Date | DD/MM/YYYY |
| **EYCN Board Approval Status** | **PENDING** |
| **Amount (€ EUR) requested** | **XXX.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 from EuChemS + EYCN.

|  |  |
| --- | --- |
| **Amount (EUR)** | **Activity** |
| XXX.XX | Description 1 |
| XXX.XX | Description 2 |
| XXX.XX | … |
| **XXX.XX** | **Budget total**  |
| **XXX.XX** | **Amount requested to EuChemS+EYCN** |

1. **MILESTONES AND RESPONSIBILITIES**

Include a list of milestones, responsibilities, and dates.

For example:

Registration of members 01/01/2021 Project Leader

Booking hotel rooms 02/02/2021 Project Secretary

Selection of candidates 03/03/2021 Selection Committee

… … …

… … …

Once the document has been filled out, please send it in \*.DOC(X) format to:

Maximilian Menche (Chair of the EYCN) chair@eycn.eu

Liva Dzene (Secretary of the EYCN) secretary@eycn.eu

Lieke van Gijzel (Treasurer of the EYCN) finances@eycn.eu

You will receive a notification when:

* The project is received.
* The project is reviewed by the EYCN Board and the decision has been made.

*Important notions:*

|  |
| --- |
| * All financial matters going through the EuChemS account are handled as **reimbursements**.
* If your proposal is approved by the EYCN Board, you will receive it confirmed as a \*.PDF file. Please save this file as it will be necessary for the process of reimbursement.
* Once the approval has been communicated to the project leader, you may proceed with the payment(s). The member society, or the delegate personally, must **take care of all costs in advance**. Keep all the receipts from the process of payment!
* After the event in question/project has been successfully completed, the EYCN Treasurer will send you the EuChemS Expenses Claim that you must fill out completely providing the personal data necessary for the reimbursement. The filled Expenses Claim, all relevant documents (bus/train tickets, boarding passes *etc*.) and every proof of payment must be sent back to the Treasurer at finances@eycn.eu **no later than 1 month after** the event in question/project has ended.
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