**Template for Project Description**

Coordination and Support Activity – Project Establishment

***Completing the template:***

***This template must be used. This attachment to the online grant application form must be uploaded in PDF format. All italicised text is for information purposes only, and should be deleted in the final version of this document.***

***Please complete all items, and follow the order of the items given in the template.***

***The project description is intended to supplement the information you provide in the grant application form created on ‘My RCN Web’. Links and other documents referred to in the project description will not be included in the assessment.***

***Scope:***

***The project description must not exceed three pages, using 11-point font (Times New Roman, Arial or Calibri). You can use 9-point font for references, tables and figure text.***

***Language:***

***Norwegian or English***

**Project title**

*Enter the same title used in the online application form.*

**Relevance to the call**

*Describe the purpose of the activity and in what way the project is relevant to the objectives and priorities of the call, including how the project can lead to an application for a main project.*

**Background and needs**

*The primary and secondary objectives of the project are to be specified in the* ***online grant application form****.*

*Describe the background to the project and provide a justification for the need for this project/these activities.*

**Activities and organisation**

*Describe the activities to be carried out during the project.*

**Organisation and cooperation**

*Describe what is required to form a good consortium of key actors and how the project will be organised.*

**Impact**

*Explain what impact it is hoped to achieve if the efforts to form a consortium and carry out a main project are successful.*

**Relevance**

*Briefly explain how the project will contribute to the development of sustainable and competitive business activity.*

 **Strategic foundation**

*Briefly explain how the project reflects the key actors’ strategic goals and plans, and how the project is strategically grounded with any partners.*

**Resources, expertise, division of roles and cooperation**

*The project must be realistic and feasible – professionally, organisationally and in relation to resource use. Add any additional information that can document the project's implementation capacity.*

*Explain what expertise and resources will be available to the project.*

**Budget**

*A periodised budget, cost plan and funding plan are to be entered in the* ***online grant application form.***