Partner & project request form

# Presentation of your organization

## Contact information

|  |  |
| --- | --- |
| Name of the organization |  |
| Address |  |
| Contact person |  |
| e-mail |  |
| Phone number |  |

## Organization objectives

|  |  |
| --- | --- |
| Please describe the short-term objectives of your organization |  |
| Please describe the long-term objectives of your organization |  |

# Presentation of your project request

## Description

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| --- | --- |
| Please describe the location of the project (country, province, and city). |  |
| Please give a short description of the project, its context, and history. |  |
| Please describe your relationship with the local partner in the developing world. |  |
| Please describe the target group of this project (number of people, age, gender, …) |  |
| Please describe the things that have already been accomplished related to this project. |  |

## Project objectives

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| --- | --- |
| Please describe the short-term objectives of the project. |  |
| Please describe the long-term objectives of the project. |  |

## Collaboration with local population and/or organizations

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| --- | --- |
| Please describe the local organization.  |  |
| Does the local population already have technical expertise? Do any craftsmen (carpenters, soldering, metallurgy …) live/work nearby? |  |
| Please describe the main languages that will be used during the project |  |
| Please describe how your project will contribute to intercultural exchange/learning between the students and the local population. |  |
| Please describe the involvement of other organizations (if any) with this project. |  |
| Please describe who could maintain the installation after our departure.  |  |

## Timing

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| --- | --- |
| Please describe the intended timing of the project (e.g. preparation phase, building phase, etc) and how flexible this is (e.g. can this be adjusted to the students’ agenda?). |  |
| Please describe why in your opinion a 8-week project with 2-3 students will be sufficient to complete the project. |  |

# Logistical arrangements

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| --- | --- |
| Please describe the local accommodation that will be available for the students. |  |
| Please describe the necessary administrative requirements (e.g. visa for Belgian citizens, official invitation from local party, etc). |  |
| Please describe all necessary medical requirements (e.g. vaccinations). |  |
| Please describe the proximity of hospitals. |  |
| Please describe the transportation to the location. |  |
| Please describe the distance to the nearest town or city with sufficient stores for technical equipment (distance measured in kilometers and time) |  |

# Other remarks

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| --- | --- |
| Please describe here any other remarks or questions you might have. |  |