

DATA SHEET - [ELECTRONIC FORM](#)

These are the questions on the form

APPLICANT DETAILS

- Name and surname(s)
- National ID/Passport number
- National ID contact person
- Mobile
- E-mail
- Connection with UIC Barcelona (specify studies/department/faculty/cooperation you have with the University)

PROJECT DETAILS

- Name of project
- Region
- Implementation date (planned start and end dates)
- Area of application (education, health, remodelling of spaces, community development, etc.)

ORGANISING ENTITY

- Entity that will be helped
- Document accrediting cooperation with a local partner in the country in which the project will be carried out

PROJECT DESCRIPTION

- Explain here your project, why there is a need for it to be developed, analysis, background, if this is the first time that it will be developed, historical, social and political context in the area, continuity in the future, etc.
- Describes who the project will benefit, directly or indirectly, and how they will benefit (children or women in disadvantaged situations, refugees, communities, people with specific needs, etc.).
- Objectives: List the specific objectives proposed for the project you are submitting; what actions will be taken to achieve each objective and how the results will be evaluated.
- Project impact: Cooperation between different University agents, participation of a greater number of UIC Barcelona, members, developing synergies with teaching activity, etc.

PARTICIPANTS/VOLUNTEERS WHO WILL BE PART OF THE PROJECT

State as specifically as possible the group that is part of the project and will travel, both from UIC Barcelona and externally. If you don't know yet exactly who the group members are, you will be asked again at a later date. These details are essential to award any grant.

- UIC Barcelona students: *Name and surnames (as listed on the identity document) and study programme or position.*
- Former UIC Barcelona students *Name and surnames (as listed on the identity document) and studies.*
- UIC Barcelona teachers: *Name and surnames (as listed on the identity document) and current position at UIC Barcelona.*
- UIC Barcelona staff members: *Name and surnames (as listed on the identity document) and current position at UIC Barcelona.*
- Will another university student group be there at the same time during your stay? *Describe this group (country, study programmes, number, etc.) and how you will work together.*

ACTIVITY TIMETABLE - IMPLEMENTATION PLAN

- Promotion and volunteer registration: *Can more volunteers sign up for the project? Do you need the University to help you spread this information throughout their community? Do you have a designed promotional plan?*
- Training plan for volunteers prior to travel *What training activities will be provided for volunteers? Describe the workshops, sessions, speakers, schedule, etc.*
- Implementation timetable for volunteers: *List the timetable for the implementation of the actions during the stay (how the volunteer work will be organised in the area)*

MATERIAL AND ECONOMIC RESOURCES

Detail the breakdown for the required resources, budget and justification of the items allocated to: travel, meals, materials, vaccination (and type), other (specify). Total cost of the project per person.

- Travel per person (flight and/or bus and/or car)
- Amount per person for accommodations and meals
- Amount per person for vaccination, insurance and visa
- Other expenses per person (specify)
- Total amount per person
- Amount of material expenses to carry out the project (specify and provide a total estimate)
- Total amount of the project (sum of the amount of all volunteers + material expenses)