



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2021	Application Reference Number: PDG ____/21/ ____

TEMPLATE

PROFESSIONAL DEVELOPMENT GRANT

APPLICATION FORM

Title of Application

Date of Application submission

Total Amount Requested

(Maximum amount that can be requested under this Fund is Euro 2,000. Applicants may request up to 100% of the project expenditure)

Reference Number

1. GENERAL INFORMATION

1.1 Project type _____

1.2 Primary area of activity _____

1.3 Secondary area of activity _____

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1.4 Project Description

Insert Project Description

1.5 Did you ever benefit from public funds?

Yes

No

1.6 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

1.7 Additional Documentation

Add link to files

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2. TIME FRAME

2.1 Provide details regarding the key milestones and timeframes to fulfil project including travelling and training activities.

Start Date ___/___/___ (Eligible timeframe 02/10/2021 – 02/10/2022)
End Date ___/___/___

Step 1: _____ From: ___/___/___ to ___/___/___ Description:
Step 2: _____ From: ___/___/___ to ___/___/___ Description: (Add steps as required)

Additional Documentation: + Add files

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4. Criteria

Criterion 1: Concept (40 marks)

In terms of this scheme this criterion considers the concept, plan and intention of the applicant. This criterion also considers the impact of the proposed programme to the formation of the creatives, collaborators and participants when relevant. Specifically the applicant should answer the questions below: How relevant is the proposed programme to the training needs of the applicant vis-à-vis the current stage in their career and/or formation?

- a. How relevant are the proposed learning outcomes to your professional development? (10 marks)
- b. What are the merits of the learning platform and/or programme proposed? (15 marks)
- c. Does the method of delivery and professionals engaged in the programme (tutors, mentors etc) support your training needs? How? (15 marks)

Additional Documentation:
+ Add files



Criterion 2: Project Management (20 marks)

In terms of this scheme this criterion considers the level of commitment and preparation prior to the proposal as well as the proposed plan to deliver and achieve the objectives of the application.:

- a. Clearly define the learning outcomes of the application (10 marks)
- b. Kindly provide sufficient evidence of your ability to manage the activity responsibly and successfully (include financial management and co-funding, if necessary). (10 marks)

Additional Documentation:
+ Add files

Criterion 3: Audience Engagement (20 marks)

In terms of this scheme this criterion considers the engagement of the creatives and creation of new national and international networks. Engagement refers to the role, the nature of involvement and the experience of the creatives and collaborators when relevant.

- a. Will this programme allow you to network and establish new national/international contacts and links? (10 marks)
- b. Will the programme provide you with further opportunities for collaborations, dialogue and exploration on a national/international level? (10 marks)

Criterion 4: Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is.

- a. Is the application and budget presented well researched and planned? (10 marks)
- b. Are the objectives of the project clearly reflected throughout the application and financial plan? (10 marks)



Additional Documentation:
+ Add files

5. Budget

Expenditure Course Fees
 Add other expenditure

Income Total amount requested from fund
 Add Other sources of income

Attach Quotes if available
