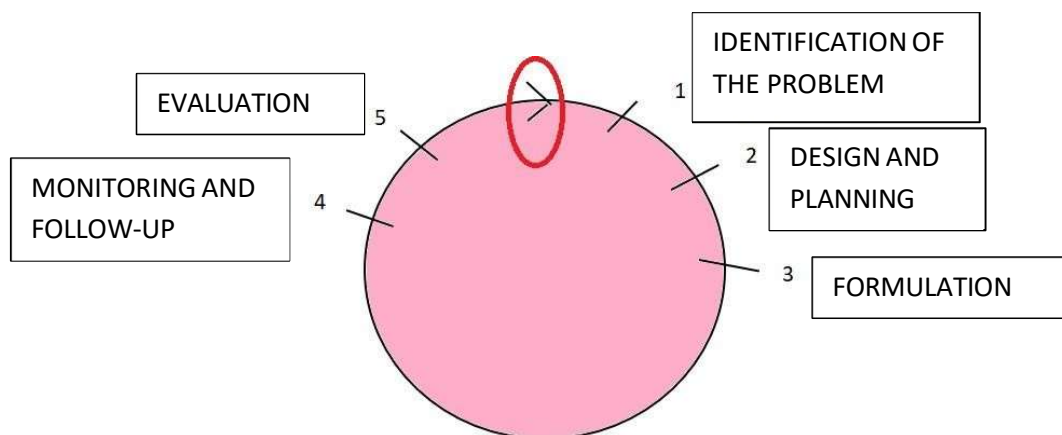


2026 PROJECT APPLICATION FORM

PHASES OF A PROJECT



For the formulation of the year 2026, it is necessary that each project submitted is composed of five distinct parts and, as far as possible, clearly explained. At the Fundación Acción Marianista para el Desarrollo, we are committed to walking alongside each of the works, projects and activities that are presented to us each year by more than 21 countries around the world. Our goal is to generate more complete information to be able to influence and raise awareness more effectively in Spain about the specific needs of each project in its environment.

RELEVANT DATA

Project title			
Country		Locality	
Entity that will execute it			
Year of foundation of the entity			
Person responsible for the project		Email	
Brief summary of the project (max 200 words)			

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Priority target groups (children, young people, women, displaced persons, marginalized indigenous or rural communities, etc)			
Project Start Date		Project End Date	
TOTAL project budget (EUROS)		Amount requested from AM (EUROS)	

Each of the sections will be scored according to the criteria defined in the bases:

1. IDENTIFICATION OF THE PROBLEM: Background, context and justification of need
<p><i>1.1 Analysis of the situation: Describe the social, economic, political and cultural context in which the project will be developed. In detail.</i></p> <p><i>1.2 Identification of needs: Determine the specific needs and problems faced by the target population of the project. Explain the suitability of the project and how the analysis has been performed to decide what problems to address. (Complete the tree of PROBLEMS of the project: It consists of identifying all the causes or problems that we have seen according to the diagnosis made by the local partners and the different groups of actors. The big problem is located in the center of the graph; Below we put the causes that create it and above are the consequences generated by this problem.)</i></p> <p><i>1.3 Stakeholder analysis: Identify and describe relevant actors in the context of the project, such as local communities, civil society organizations, government institutions and other key actors.</i></p>

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1.1- Analysis of the situation:

1.2- Identification of needs:

PROBLEM TREE		
Indirect consequences		
Direct consequences		
Central Problem		
Direct Causes		
Indirect Causes		

1.3- Stakeholder analysis:

2- DESIGN AND PLANNING

2.1 Detailed description of the project and the activities to be carried out. (minimum 500 words)

3- FORMULATION

3.1 -Project logical matrix

TITLE				
	DESCRIPTION	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	VERIFICATION SOURCES (VS)	EXTERNAL FACTORS
General objective (GO)				
Specific objective (SO)		SO.OVI 1	VS:	
		SO.OVI 2	VS:	
		SO.OVI 3	VS:	
Results	R1:	R1.I OVI1:	VS:	
		R1.I OVI2	VS:	
		R1.I OVI3	VS:	
	R2	R2.I OVI1	VS:	
		R2.I OVI2	VS:	
		R2.I OVI3	VS:	
	R3	R3.I OVI1	VS:	
		R3.I OVI2	VS:	
		R3.I OVI3	VS:	

3.2 -Activity matrix	
	ACTIVITIES
ACTIVITIES	RESULT 1
	R1.A1
	R1.A2
	...
	RESULT 2
	R2.A1
	R2.A2
	...
	RESULT 3
	R3.A1
R3.A2	
...	

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General objective: *The general objective is the expected change that the project intends to generate, and there will only be one general objective. The main characteristics that this objective must have are that it must be realistic (achievable through the resources and time available to the project), generic and measurable.*

Specific objective: *The specific objective is the centerpiece of the matrix, representing what is expected to be achieved concretely through the project. It is essential that it is realistic and concrete, allowing its measurement in relation to the established indicators. Its function is to determine what goods or services the project will develop to implement its solution. A specific objective is chosen to avoid overlap with the results and facilitate the realization in a single approach. If the local partner considers it necessary to include more than one objective, it will be accepted as long as it is relevant and consistent in the formulation.*

Results: *The results are direct derivatives of the specific objective. It is expected that there will be at least three outcomes, but their number may increase depending on project considerations. These results are the products obtained through the actions implemented. They are usually expressed using infinitive verbs, such as achieve, guarantee, strengthen, promote, or increase.*

Objectively Verifiable Indicators: *They are quantitative, specific, realistic, relevant and objectively verifiable measures that seek to account for the changes produced by the project, allows to specify how the degree of compliance with the objectives and results will be verified. They are critical for monitoring project progress, evaluating its effectiveness and accountability. Examples include: the percentage increase in students' academic performance, the number of people benefiting from a training program, the percentage reduction in the dropout rate, or the number of families improving their access to basic services. Qualitative indicators are also valued.*

Sources of verification: *These are the means or methods used to collect information and evidence to verify and validate the achievements and progress of each result and objective established in the project. It is about specifying where we get the information from (attendance records, reports, education plans, surveys, direct observation, interviews, statistical data, evaluations, etc.).*

External factors/risks: *These are events or conditions that are beyond the direct control of the project team and that may adversely affect its implementation and expected results.*

Activities: *These are specific and planned actions that are carried out to achieve the established results and objectives. These activities are the concrete steps that are implemented during the execution of the project and are designed to produce a desired change or impact, attending to the objectives and relevance of the project. **The number of activities may vary according to the needs and goals of the project, being flexible to ensure the fulfillment of the objectives.***

3.3 Schedule of activities

Activities/ months	January	February	March	April	May	June	July	August	September	October	November	December
R1.A1												
R1.A2												

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R1.A3												
R2.A1												
.....												

It is required to record the duration of each activity, as well as its start and end date by marking an X in the corresponding matrix. This will allow to visualize clearly and precisely the period of time assigned to each activity, as well as its chronological sequence within the project..

SUGGESTED ORDER WHEN FORMULATING:

1. Specific Objectives
2. Results
3. General Objectives
4. Indicators of all of the above
5. Sources of verification
6. Activities



Material resources of the project

They refer to the physical and tangible elements necessary for the execution of an activity. The proper allocation and utilization of material resources contributes to the success and effectiveness of project implementation. Some examples could be: medical supplies, food, computer equipment, transportation, educational materials, stationery, etc..

3.4 BENEFICIARIES OF THE PROJECT

The direct beneficiaries of the project profile

Describe the characteristics of the beneficiaries directly from the project: age, level of education, way of relating to the project, level of education, how are the selection criteria.

Number of direct		Number of direct		Number total of	

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beneficiaries men		beneficiaries women		beneficiaries of the project	
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The indirect beneficiaries of the project profile <i>Describe the characteristics of other people who may benefit from the project even if they do not participate directly in its implementation: age, level of education, how they are affected by the project, level of education...</i>					
Nº of men INDIRECT RECIPIENTS		Nº of women INDIRECT RECIPIENTS		Total number of INDIRECT RECIPIENTS of the project	

3.5 Intervention approaches

<p>Gender approach: <i>In which activities you take into account the gender and how you approach it together with the other actors. The gender approach must be present in all phases of the project, from the identification of the actors to its conclusion. Gender equality must be considered and inequalities and power relations between men and women must be addressed at all stages. This means taking into account the needs of all groups, promoting equal participation and ensuring non-discrimination.</i></p> <p>Optional and positively valued:</p> <ul style="list-style-type: none"> - Human rights approach - Environmental approach

3.6 Human team in the project

<p><i>Describe which professionals will be involved in the implementation of the project and what their main responsibilities will be. Quantify the numbers of these people, separating them by sex.</i></p> <p><i>Then complete the table of salaried personnel who will participate in the project.</i></p>

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1. Equipment description:
2. Complete the table in a more specific way:

PERSONAL NAME	CHARGE	TASKS IN THE PROJECT

3.7 Participation and involvement of direct recipients, the local community and volunteer staff.

If the recipients of the project assume responsibilities in its execution, explain it in this section. If other people in the community are involved, indicate that as well.

The existence of a participatory network and a close connection between the local community and the local partner is welcomed. This connection strengthens collaboration and active community participation at all stages of the project, enabling greater inclusion, empowerment and sustainability. Volunteer staff should also be put here, indicating where they come from and what their task is in the project.

3.8 Other organizations involved in the project

Highlight if there are other organizations, such as NGOs, public administrations, private or religious entities, that are involved in the project through financing, execution of parts of the project or carrying out complementary activities.

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These relationships and the support provided both in financial terms and in the provision of training and education are positively valued. Collaboration with other organizations enriches the implementation of the project, allowing greater coverage, resources and knowledge to achieve the objectives set.

4- MANAGEMENT: MONITORING AND FOLLOW-UP

Explain what monitoring system will be in place to ensure that the project is implemented as planned and how the necessary corrective actions will be taken. It consists of regularly collecting and analyzing relevant data to assess progress and results.

The regular sending of quarterly reports and the follow-up via email between the local partner and the foundation are positively valued since they allow to maintain a fluid and updated communication on the progress of the project, sharing key information for awareness and monitoring in Spain.

4.1 Future viability of the project

It refers to the possibility that it can be carried out successfully. It involves assessing whether the project is feasible in terms of resources, time, budget and capabilities needed.

Technical feasibility: It refers to the evaluation of the technical and technological capacity to carry out the project. It involves analyzing whether the necessary resources, equipment, knowledge and skills are available and adequate to implement the project.

Social feasibility: Refers to the evaluation of the social and environmental impacts of the project. It involves considering aspects such as the well-being of affected communities, environmental sustainability, equity

and social responsibility.

Technical and technological feasibility:

Social viability:

4.2 Future sustainability of the project

How has it been thought that the project will be sustained in the future, after the economic contribution of AM, what additional income or other support will it have?

It is a criterion that is introduced to achieve the general objective of the project. It is of utmost importance that, once the project has ended, the effects endure.

Financial sustainability: It is positively valued if the project has a source of long-term sustainable financing, either through own income, continuous donations or other sources of income.

Sustainability of infrastructure: It is positively valued if there are facilities and infrastructures with which the project can be maintained in the long term.

Institutional sustainability: Whether strong institutional structures and capacities are in place to manage and sustain project results is positively assessed.

Financial sustainability:

Sustainability of infrastructures:

Institutional sustainability:

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5. BUDGET AND FUNDING MODEL

The committee will assess for this call the **greatest possible detail of the TOTAL expenses of the entire project**, both by items and by the temporary execution deadlines. Not only the table of the form, but also the accompanying explanations will be positively valued.

Next, fill in the total quantities of the work:

BUDGET HEADING	TOTAL COST (THE ENTIRE PROJECT)
INVESTMENT EXPENSES	
LAND (acquisition or improvement of land)	
CONSTRUCTION (construction materials, labor, tools, technical equipment, etc.)	
FURNITURE (cabinets, desks, chairs, blackboards, etc.)	
CURRENT EXPENSES	
EQUIPMENT AND SUPPLIES (food, consumption, school materials, medical, etc.)	
OPERATION (communication and awareness-raising expenditure, office supplies, rental of facilities)	
LOCAL STAFF (salaries of the personnel participating in the project)	
TRIPS AND STAYS (educational outings, trips of the staff in charge of the project, etc.)	
OTHERS EXPENSES (scholarships, grants, microcredits, etc.)	
TOTAL GENERAL IN EUROS	

The detailed budget will be filled in a separate annex, incorporating the amount requested from AM and other local contributions, attached in the call.