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This is only an example!

Your own application should reflect your project, your community, and your partnerships



Replace with your Programme Logo

CM01183

## RURAL ACTION

Application Form Export

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Form language: EN

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This draft completed application form has been prepared for illustration purposes only. It is designed to give you an idea of the type of responses an assessor would expect to see and to help you understand how a clear, coherent application reads from start to finish. It should be read in conjunction with guidance notes on designing your workplan and establishing your budget.

### General Guidance

Your application should be clear, simple, and easy to follow. When an assessor reads your project description, they should be able to see how it connects logically to the rest of the form — your activities, outputs, results, partnerships, and expected impact.

We strongly recommend keeping your language plain and straightforward.

There is no need for jargon or overly complex explanations. The assessor's main aim is to understand:

- What you want to do
- Why you want to do it
- How you will make it happen
- Who you will work with
- How it contributes to meaningful and sustained contact on a cross community (1.2) or cross border (6.2) basis

Starting with your why is often the most effective approach.

Explain the need, the motivation, or the opportunity that has brought your group to this point. Then outline what you plan to deliver and how you will deliver it.

All applications must show some level of partnership or engagement with other communities — either cross community (1.2), cross border (6.2), or both.

Be clear about who you are partnering or engaging with and why this relationship matters.

## A - Project identification

### A.1 Project identification

<b>Project id (automatically created)</b>	CM01183
<b>Name of the lead partner organisation</b>	Castlecoe Womens Group
<b>Name of the lead partner organisation in English</b>	Castlecoe Womens Group
<b>Project title</b>	Women Coming Together
<b>Project acronym</b>	RURAL ACTION
<b>Programme priority</b>	Building Peaceful and Thriving Communities
<b>Specific objective</b>	IA1.2: PEACEPLUS Empowering Communities
<b>Project duration in months</b>	9

### A.2 Project Description

Please provide a description of your project by answering the following:

- What are the common challenges you are jointly tackling in your project?
- Why is there a need for the project? (Only provide a brief overview, as you will have an opportunity to provide more detail later in the application)
- What is the overall objective of the project and how will it contribute to the specific objectives of the PEACEPLUS Change Maker Funding Programme?
- What impact will your project have on cross-community/cross-border co-operation in the project area?
- Who will benefit from the project?

SET THE SCENE FOR YOUR PROJECT...REMEMBER THE ASSESSORS KNOW NOTHING OF YOUR PARTNERSHIP, PROJECT OR AREA. BE UPFRONT EARLY IN YOUR APPLICATION ABOUT YOUR PARTNERSHIP, NUMBER OF BENEFICIARIES AND THE ACTIVITIES YOU WANT THE FUNDS TO SUPPORT. SIMPLE LANGUAGE IS BEST.

This project will bring together 2 long-established women's groups based in rural Co. Tyrone who have never worked together, and have never accessed PEACE funding, but are keen to explore ways in which to increase networking, collaboration and engagement.

The lead partner for the project is CastleCoe Womens group with Ballyandrew Womens Group acting as an Associate Partner and will result in sustained structured cross community contact of 40 hours over a 9 month period, focusing on relationship building and practical action on shared issues of concern, mainly personal safety; mental health and wellbeing; physical health; and safety online.

The project will target 20 participants from each group, thus resulting in total beneficiaries of 40

women from rural Northern Ireland. It is envisaged that, where possible, the same women will remain with the project throughout its duration.

Specifically, the project will seek to deliver the following programme of activities:

- 4 x 1 hour sessions on personal safety for 40 people
- 4 x 1 hour sessions on online safety for 40 people
- 4 x 1 hour sessions on mental health and wellbeing for 40 people
- 8 x 1 hour Pilates class, run twice with 20 participants in each course
- 1 x residential overnight stay in Belfast for 40 people (16 hours contact)
- 1 x celebratory event to complete the project for 40 people (4 hours contact)

Castlecoe Womens group are based in Castle village which is a predominately Catholic area and draws its membership from this local area. Ballyandrew Womens group are based in Bally village which is approx 5 miles from Castle village and is predominately Protestant. These 2 groups, whilst known to each other, have never engaged in a formal project before.

This project is jointly designed, and will have a significant and tangible impact on cross-community cooperation by bringing together 40 beneficiaries from two neighbouring areas. Both groups are deeply rooted in their local communities and are keenly aware of longstanding cultural and historical divides. The hope for this project is that each community will realise their similarities as opposed to their differences and begin to break down barriers. The project has been intentionally designed to move beyond one-off engagement to offer sustained, meaningful contact between people from different communities and to jointly engage them in topics of mutual interest.

The need for this project has emerged from informal discussions between some members of each group and follows on from personal experiences of some of the women. It is hoped the PEACEPLUS Change Maker funding can directly address some of the issues which these women face.

#### EXPLAIN HOW THE PROJECT FITS WITH THE PROGRAMME

The overall objective of the project is to bring women together and offer sustained contact to begin to break down barriers, encourage friendship and tackle issues which all women face regardless of their community background.

It meets the objectives of the PEACEPLUS Change Maker Funding Programme by empowering people and organisations at a grassroots level to contribute to peace and reconciliation (through a bottom-up approach). It offers support for people-to-people activities and brings people from different communities together.

Participants will benefit from increased confidence and practical skills in areas of personal and online safety, physical exercise and caring for mental health. The impact of the project will also extend beyond individual participants to the wider communities as barriers are broken down and relationships build.

Overall, the project delivers high-quality cross-community cooperation by bringing grassroots groups together over a sustained period, linking cooperation to practical shared outcomes, responding directly to needs identified through grassroots engagement, and strengthening community-level relationships within neighbouring rural areas.

There is great potential for the project to leave a lasting legacy over these 2 areas which will benefit

communities today and into the future.

NOTE: THIS PROJECT DESCRIPTION IS ONLY AN EXAMPLE. EXISTING GROUPS WITH A HISTORY OF WORKING TOGETHER ARE ALSO WELCOME TO APPLY. IF YOU ALREADY HAVE AN ESTABLISHED RELATIONSHIP, HIGHLIGHT WHAT IS BRINGING YOU TOGETHER FOR THIS SPECIFIC PROJECT – SUCH AS A SHARED GOAL, A NEW OPPORTUNITY, OR A CHALLENGE YOU WANT TO ADDRESS TOGETHER.

### A.3 Project budget overview

Programme funding			Contribution				Total
Funding source	Funding amount	Co-financing rate (%)	Other public contribution	Total public contribution	Private contribution	Total contribution	
Total EU funds	0,00	0,00%	0,00	0,00	0,00	0,00	0,00
PEACEPLUS Funding	14.554,87	100,00%	0,00	0,00	0,00	0,00	14.554,87
<b>Total</b>	<b>14.554,87</b>	<b>100,00%</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>14.554,87</b>

Figures inputted here will match your completed 'budget template' - excel spreadsheet that is uploaded as an Annex

We have prepared separate guidance to aid completion of the project budget and this is included along with this sample application form.

## A.4 Project outputs and result overview

Programme Output Indicator	Aggregated value per Programme output indicator	Measurement Unit	Output	Output Title	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit
Organisations jointly engaged in local level projects	2,00	Organisations	Output 1.1	Organisations jointly engaged	2,00	People from different communities engaged in local level projects	0,00	40,00	People

The assessor should be able to read your project description and clearly see how this information follows through into your outputs, results, and intended impact. So for example in the draft completed application the 2 organisations jointly engaged relates to the 2 organisations engaged in making the application i.e. Castlecoe and Ballyandrew. The 40 people from different communities engaged in local level projects relates to the 20 women from Castlecoe and the 20 women from Ballyandrew.

## B - Project partners

### Partners overview

Number	Status	Name of Lead Partner in english	Country	Organisation abbreviation	Partner role	Associated partners	Partner total eligible budget
1	Active	Castlecoe Womens Group	United Kingdom (UK)	CCWG	LP	Ballyandrew Womens Group	14.554,87

<b>B.1 Lead partner</b>	
Partner number	1
Partner role	LP
Name of Organisation	Castlecoe Womens Group
Name of Lead Partner in english	Castlecoe Womens Group
Organisation abbreviation	CCWG
Department / unit / division	Castle Coe
<b>Partner main address</b>	
Country	United Kingdom (UK)
NUTS 2	Northern Ireland (UKN0)
NUTS 3	Mid Ulster (UKN0B)
Line One, Line Two, Postcode, County	Castle Coe Castle BT80 7PH Tyrone
Website	
<b>B.1.3 Address of department / unit / division (if applicable)</b>	
Country	United Kingdom (UK)
NUTS 2	Northern Ireland (UKN0)
NUTS 3	Mid Ulster (UKN0B)
Line One, Line Two, Postcode, County	Castlecoe Castle BT80 7PH Tyrone
<b>Legal and financial information</b>	
Type of partner	Interest groups including NGOs
Legal status	Charity/NGO
VAT number (if applicable)	
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	No
<b>Contact</b>	
Legal representative	Mrs Castle Coe castlecoewomensgroup@hotmail.com 0123 456789

THIS IS NOT A SOLICITOR. IT IS A PERSON IN YOUR GROUP THAT CAN SIGN OFFICIAL DOCUMENTS SUCH AS A LETTER OF OFFER

<b>Contact</b>			
<b>Contact person</b>		Mrs Castle Coe	
<b>Email</b>		castlecoewomensgroup@hotmail.com	
<b>Telephone</b>		01234 56789	
<b>Co-financing</b>			
<b>Source</b>		<b>Amount</b>	<b>Percentage</b>
		14.554,87	100,00%
Partner contribution		0,00	0,00%
Partner total eligible budget		14.554,87	100,00%
<b>Origin of partner contribution</b>			
<b>Source of contribution</b>	<b>Legal status of contribution</b>	<b>Amount</b>	<b>% of total partner budget</b>
CCWG	Private	0,00	0,00%

## Associated partners

Number	Status	Name of Organisation	Name of the responsible project partner
1	Active	Ballyandrew Womens Group	CCWG

Ballyandrew Womens Group AO1	
Partner number	LP1
Name of Organisation	Ballyandrew Womens Group
Name of Lead Partner in english	Ballyandrew Womens Group
Country	United Kingdom (UK)
NUTS 2	Northern Ireland (UKN0)
NUTS 3	Mid Ulster (UKN0B)
Line One, Line Two, Postcode, County	Ballyandrew Bally BT80 8HU Tyrone
Legal representative	Ms Ballyandrew ballyandrewwomensgroup@gmail. com 013567 94216
Contact person	Ms Bally Andrew
Email	ballyandrewwomensgroup@gmail.com
Telephone	013567 94216
Partner role	Ballyandrew Womens Group will play an integral role in the delivery of this project. They have been heavily involved in the planning of the project to date. They will be responsible for securing participation of the women from their group and community in the project and will also share a role in promoting and publicising the project. They will also contribute to the monitoring of the project and ensure their community is equal participation.

## C - Project description

### C.2 Project relevance and context

#### C.2.1 Need and Opportunity

Please enter N/A into the text box. This question is not required to be completed.

NA

#### C.2.2 Additionality and Displacement

Please insert N/A into the text box. This section is not required for applications to the Change Maker Funding Programme.

NA

#### C.2.3 Quality of cross-community and/ or cross-border cooperation

With reference to the relevant Call Document (IA 1.2 or IA 6.2), explain how your project is either cross-community, cross-border, or both, and how It will result in:

The very essence of our project will result in meaningful and purposeful contact between people from different communities. Womens groups representing 2 neighbouring areas of different community backgrounds are coming together to plan a series of activities for 40 beneficiaries. These activities will offer sustained and purposeful contact, offering 30 hours contact.

Delivering a local project such as this, where the partners are within the same locality can be a bigger challenge than working with groups from quite a distance away. This project is seeking to address problems locally and engaging with with local communities to address issues of mutual interest and show that more things can bring communities together than drive them apart.

The project has been jointly planned and will be jointly delivered, with a proactive approach to ensure equal participation from both sides of the community.

NOTE: THIS IS ONLY AN EXAMPLE. IF YOUR PROJECT BRINGS TOGETHER GROUPS OR COMMUNITIES FROM A WIDER GEOGRAPHIC AREA, EXPLAIN HOW THE ENGAGEMENT WILL BE MEANINGFUL AND SUSTAINED. YOU MIGHT DESCRIBE HOW THE PROJECT MAXIMISES OPPORTUNITIES FOR PEOPLE TO PEOPLE ACTIVITIES, ACKNOWLEDGES THE CHALLENGES OF CONNECTING COMMUNITIES FROM DIFFERENT LOCALITIES, AND USES JOINT PLANNING TO SUPPORT STRONG COLLABORATION. BY BRINGING PARTICIPANTS TOGETHER FROM A BROADER AREA, THE PROJECT MAY HELP BREAK DOWN BARRIERS AND CREATE THE CONDITIONS FOR FUTURE LOCAL CROSS COMMUNITY ACTIVITY TO GROW.

#### C.2.4 Who will benefit from your project outputs and results?

Please select the target groups from the drop-down list which are relevant for your project. For each of them please provide a more detailed specification and explain how they will benefit from your project outputs and results. Please ensure consistency with the target groups defined in the work plan (section C4).

Target Group	Specification
Women	2 womens groups are coming together to offer a programme of sustained contact that will see 40 women benefitting .
People engaging in community health and wellbeing initiatives	The topics that will be the centre of activities are all focused on improving health and wellbeing of the participants, be that physical or mental.

#### C.2.5 How does the project contribute to wider strategies and policies?

Please select other in the dropdown under strategy. Then please enter N/A under contribution.

Strategy	Contribution
Other	NA

#### C.2.6 Project Options Considered and Preferred Option.

Option	Option Rationale
NA	NA

#### C.2.7 Risk Management

This section is not required for applications under Investment Areas 1.2 and 6.2.

NA
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## C.3 Project partnership

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NA

## C.4 Project work plan

Number
1

ONLY ONE WORKPLAN IS REQUIRED.

THIS IS AN IMPORTANT SECTION OF THE FORM

SEPARATE GUIDANCE HAS BEEN PREPARED AND INCLUDED WITH THIS SAMPLE APPLICATION FORM TO AID COMPLETION OF THE PROJECT WORKPLAN

## Work package 1

### Objectives

Please define one specific objective for your project. This objective should be:

- Achievable during the project lifetime
- Measurable
- Verifiable

The overall objective of the project is to bring 40 women of differing community backgrounds together over a 9 month period to offer sustained contact to begin to break down barriers, encourage friendship and tackle issues which all women face regardless of their community background.

Identify one communication goal that supports the project's main objective.

The communications goal for this project is to focus on changing awareness and attitudes of women from 2 neighbouring areas.

### Activities

<b>Activity 1.1</b>	
<b>Title</b>	Project Governance
<b>Start period</b>	Period 1, 1 - 3
<b>End period</b>	Period 1, 1 - 3
<b>Description</b>	Sign and return Letter of Offer, comply with any funding conditions and sign the engagement agreement between the lead partner and the associate partner.

<b>Activity 1.2</b>	
<b>Title</b>	Commence project delivery
<b>Start period</b>	Period 1, 1 - 3
<b>End period</b>	Period 2, 4 - 6

<b>Activity 1.2</b>	
<b>Description</b>	Promote the project (ensuring compliance with PEACEPLUS communications guidance), Identify participants, Organise and host the joint trip to Belfast Organise and host the facilitated sessions on personal safety Commence the 8 week pilates class

<b>Activity 1.3</b>	
<b>Title</b>	Complete project delivery
<b>Start period</b>	Period 2, 4 - 6
<b>End period</b>	Period 3, 7 - 9
<b>Description</b>	Complete the pilates class Organise and host the online safety workshops Organise and host the health and wellbeing workshops Organise and host the final celebration event

## Outputs

<b>Output 1.1</b>	
<b>Output Title</b>	Organisations jointly engaged
<b>Programme Output Indicator</b>	PSO1.2a: Organisations jointly engaged in local level projects
<b>Measurement Unit</b>	Organisations
<b>Target Value</b>	2,00
<b>Delivery period</b>	Period 1, 1 - 3
<b>Output Description</b>	The 2 womens groups working together - Castlecoe Womens Group and Ballyandrew Womens group - to plan, organise and deliver the series of activities.

## C.5 Project Results

Please describe the results you expect to achieve through the implementation of the activities and outputs as defined in your work plan. i.e. number of participants involved etc.

Result 1	
<b>Programme result indicator</b>	PSR1.2a: People from different communities engaged in local level projects
<b>Measurement unit</b>	People
<b>Baseline</b>	0,00
<b>Target value</b>	40,00
<b>Delivery period</b>	Period 3, 7 - 9
<b>Result description</b>	40 women engaged in the activities, with equal participation from 2 neighbouring areas.

## C.6 Time Plan

	Period 1	Period 2	Period 3	After End
<b>WP1</b>	[Orange bar spanning Period 1, 2, and 3]			
<i>A1.1 Project Governance</i>	[Orange bar in Period 1]			
<i>A1.2 Commence project delivery</i>	[Orange bar spanning Period 1 and 2]			
<i>A1.3 Complete project delivery</i>		[Orange bar spanning Period 2 and 3]		
<i>PSO1.2a</i>	[Light orange box containing O1.1]			
<b>Result indicator</b>				
<i>PSR1.2a</i>			[Light blue box containing R1]	

## C.7 Project management, Governance, Monitoring and Communication

Please describe below how you plan to organise the work within the partnership, to ensure the project work runs smoothly:

### C.7.1 Management Arrangements (Project Delivery, Resourcing & Governance)

Who will be responsible for leading the project? Will you have any other management structures?

NOTE: EXPLAIN HOW YOU WILL MANAGE THE PROJECT. WHO IS THE LEAD AND WITH WHAT RESPONSIBILITY; RESPONSIBILITY OF OTHER PARTNERS; HOW OFTEN WILL YOU MEET; HOW WILL YOU ENSURE THE PROJECT STAYS ON TRACK.

Castle Coe Womens Group will act as the Lead Partner and will be responsible for overall project management, governance, financial management, and compliance with PEACEPLUS requirements.

Ballyandrew Womens Group will support participant recruitment, publicity, engagement and monitoring.

The delivery of the project will be led mostly by Castlecoe Womens Group, but Ballyandrew will assume responsibility for the organisation of 2 of the activities, which will be hosted in their area.

The project will be supported by a delivery plan, setting out timelines, milestones, responsibilities, and resources.

Regular coordination meetings between both groups will take place monthly. This will ensure smooth implementation, timely decision-making, and early identification of any issues or lack of participation, which can be addressed.

The chairperson of Castlecoe Womens Group will chair the coordination meetings and be supported by the chairperson of Ballyandrew Womens Group.

Competent facilitators will be externally sourced to deliver the workshops within agreed timelines.

### **C.7.2 Project Monitoring**

Describe how you intend to monitor the progress of the project during its delivery against the results and outputs.

Project progress will be monitored through a structured plan led by Castlecoe Womens Group and supported by Ballyandrew Womens Group, ensuring delivery against agreed outputs, results, and PEACEPLUS requirements.

A project delivery plan will be developed at the outset, setting out activities, timelines, milestones, outputs, and responsibilities. Progress against this plan will be reviewed on a regular basis by both groups.

Monitoring arrangements will include:

Quantitative monitoring to include monitoring on number of events held, location and attendance records for all events and workshops.

Qualitative monitoring to record the feedback from participants and changes in participant knowledge, awareness, confidence and attitudes.

Monitoring publicity of the project will also be part of the plan to ensure compliance with PEACEPLUS requirements.

### **C.7.3 How will you publicise or promote your project?**

Please describe how your project's communications objectives, as outlined in the work plan, will help with achieving your project's main result(s). Which communication tactics/activities, channels and tools will help the partnership to reach out to and influence its target audiences? How will the project's Communications Lead ensure that all project partners are involved in and contribute towards communication? Please note that all communication activities should be included in the work packages, as an integral part of your project.

NA

### C.7.4 Capacity to Deliver

Please describe your experience of delivering projects.

Castlecoe Womens Group have previously implemented projects of a similar scale and nature to that proposed. They have successfully implemented projects which have received similar levels of grant aid through the local Council and other funding bodies. For the past number of years, they have successfully organised programmes of year long activities to bring mental and physical benefits to their members.

Equally, Ballyandrew Womens Group have successfully implemented similar projects and organise several trips each year for the benefit of their members, with the support of grant aid.

Both organisations are familiar with the requirements of funding, both in terms of monitoring participant engagement and financial management.

Both organisations are constituted, appropriately structured, meet regularly, keep records and operate to policies and procedures. They report back regularly to members and formally through an annual AGM where financial reports and activities are reported on.

### C.7.5 Cooperation criteria

Please select the cooperation criteria that apply to your project and include a brief explanation. Please note that the joint development, joint implementation, and joint financing criteria are mandatory.

Cooperation criteria		Description
Joint development	Yes	The project has been jointly developed by both partners. The need for it was derived by joint discussion and experience of both partners. The plan of activities have been jointly developed and builds on the experience of each partner.
Joint implementation	Yes	The project will be jointly implemented by both partners. Each group will take responsibility for organising the joint activities. A project plan has been created involving both partners and outlines the responsibilities of each. Both groups will also be involved in monitoring activities and participating in the monthly co-ordination meetings.
Joint Staffing / volunteers / committees / resourcing	Yes	Volunteers from each group will work together on the monthly meetings and organising the events.
Joint financing	Yes	The project budget has been designed to ensure that the funding will benefit both areas. Whilst Castlecoe Womens Groups will hold the budget, the 2 areas will benefit.

Note: Under 'Capacity to Deliver' (C7.4) - if your group is new to grant funding, you can still demonstrate your ability to deliver a successful project. Include any relevant fundraising or project management experience — whether from community events, local initiatives, or involvement in another group.

If someone in your group has previously managed a project (grant aided or not), highlight this. The aim is to show the assessor that your group has the capacity, skills, and experience to deliver effectively. Use whatever strengths you bring, even if they come from outside formal funding programmes.

### C.7.6 Horizontal Principles - Equality and Sustainability

Please indicate how your project contributes to equality and sustainability and provide a short explanation. (For more information on Horizontal Principles refer to the Key Facts Document for Investment Areas 1.2 and 6.2 and/or the Horizontal Principles document on the SEUPB Portal)

Horizontal principles	Type of contribution	Description of contribution
Sustainable development and environment protection	positive effects	The project will at all times consider the environment and sustainable development. The project seeks to bring together 2 groups located close to each other, thus minimising transport costs; car sharing will be encouraged. The facilitated sessions will be housed locally and bus hire will be used to transport participants for the day trip.
Equal opportunities and non-discrimination	positive effects	The project will be open to members of each group and the local community of each of the 2 areas. The activities will focus on topics of mutual interest which will appeal to both groups.
Equality between men and women	neutral	Whilst the project is targeting women, the outcomes from the project will very much benefit the wider communities of each area, including both men and women. The project seeks to increase confidence amongst women to play a full part in their local community.

Consider how YOUR project impacts on the environment and sustainability.

For example:

Are you using buses/ encouraging car sharing

Are you encouraging recycling or reusing materials

Is your topic related to the environment

Are you offering training to encourage environmental consideration

## C.8 Value for Money and Exit Strategy

How does your project ensure value for money in terms of cost, efficiency, and effectiveness?

### C.8.1 Economy

Please describe how the Budget Items included are necessary for the delivery of your project and are in line with the Simplified Cost Option for the Change Maker Funding Programme this Investment Area.

NA

### C.8.2 Efficiency and Effectiveness

Please Outline the level to which the items outlined in the budget will contribute to achieving the Outputs /Results and Deliverables as outlined in your Work Plan and are in line with the PEACEPLUS Objectives for the Change Maker Funding Programme is Investment Area.

NA

### C.8.3 Exit Strategy

Through the Change Maker Funding Programme, we are keen to support projects that have a long-lasting impact in the programme area and the target groups who will benefit from them.

NA