

Sport Project Idea Worksheet

From the need to an application decision

1 / 2 — The need and the call

Keep answers brief. Separate evidence, assumptions and open questions.

Working title

Organisation / team

Prepared by

Date / version

01 Who needs what?

Who is the target group? What difficulty do they face, and where?

What evidence supports this? Record the source and date.

What do we not yet know?

02 What should change?

What observable change do we want by the end of the project?

Which existing work or results could help? What are their conditions of use?

03 Which call?

Programme / action / call identifier

Official call link and date checked

Deadline and time zone — copy from the official call

For each item mark: fits / does not fit / to verify.

Requirement	Meets	Does not meet	To verify
Applicant and proposed role	☐	☐	☐
Country and partnership requirements	☐	☐	☐
Activity scope and expected outcomes	☐	☐	☐
Funding model and project duration	☐	☐	☐

04 First decision

What information supports this decision?

☐ Proceed ☐ Rework the idea ☐ Verify a requirement

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2 / 2 — Delivery and the next step

Working title

05 Who will contribute what?

Organisation / country	Contribution and role	Participation confirmed?

06 An initial work plan

Activity / tangible output	Owner	Timing

07 How will we track change?

Indicator	Baseline / target	Evidence / timing / owner

08 Resources and the next step

What resources are needed, and how were they estimated? Which rule will confirm eligibility?

Are organisational contributions and cash flow sufficient?

What is the main risk or participation barrier, and the response?

Next concrete action

Owner

Completion date