



CALL FOR PROPOSALS

PROJECT TITLE:

NAME & FUNCTION
OF THE PROJECT LEADER:

BUDGET:

DURATION:

CLASSIFICATION:

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1. INTRODUCTION & BACKGROUND

- A brief introduction regarding your project

- What is the current context of the project?

- What is the classification of your project (Sport, Mobility or both)?
How do you justify it?



2. OBJECTIVES

Describe the objectives of your project.
The objectives must be:

- **SPECIFIC**: in direct connection with the motorsport, easy to understand, clear and precise
- **MESURABLE**: goal needs to be quantified or qualified
- **ACHIEVABLE**: acceptable and ambitious
- **REALISTIC**
- **TIME-BOUND**: goal is delimited in time



3. EXPERTISE

- Starting point of the project (e.g. the knowledge/best practices the FIA already has and that can be exploited to reach the goal of this project)

- What will be its achievements?

- To arrive where?



4. ACTION PLAN

Define clearly major tasks and deadlines for each one:

- **WHY:** context and purpose for each action
- **WHAT:** name and content of the action
- **WHO:** responsible & stakeholders
- **HOW MUCH:** budget and other means
- **WHEN:** start date and end date
- **WHERE:** localisation
- **HOW:** criteria for success

Please refer to the table on the next page as a model of **action plan**



ACTION PLAN

WHAT		WHO	HOW	WHEN		WHERE	HOW MUCH
action name	description	actors	criteria for success	starting date	ending date	affected area	budget



5. FINANCIAL CONSIDERATIONS

LIABILITY

What are the risks for the FIA?

BUDGET

- Total amount of the budget
- Breakdown of expenditures
- Possible revenues?

Please refer to the table on the next page as a model of **operating budget**

HUMAN RESOURCES

Do we need external resources to manage the project and according to which modalities?

PARTNERSHIP

- Is any form of commercial partnership permitted?
- Would 100% of the funding come from the FIF?

PROJECT NAME:

BUDGET:

DURATION:

OPERATING BUDGET IN EUROS							
	TOTAL BUDGET FOR THE PROJECT	2018		2019		2020	
		S1	S2	S1	S2	S1	S2
FIA FINANCING							
First instalment (40%)							
Second instalment (40%)							
Third instalment (20%)							
Possible generated revenues							
TOTAL INCOME							
EXPENSES (cash approach)*							
Office supplies and equipment							
Publishing costs							
Rent, conference & meeting expenses, maintenance & repairs, insurance							
Subcontracting, studies, documentation and interim staff							
Agencies expenses & specialists' fees							
Freight, travel expenses, missions, receptions and events							
Postal & telecommunications expenses							
Salaries							
Contingency funds (5%)							
TOTAL EXPENSES							
BALANCE							

*no depreciation included for investment items



6. SELF ASSESSMENT OF THE PROJECT

INNOVATION

- Is it a new project?
- Is the project disruptive with previous programmes?
- Does this project use new technologies?
- Would it give additional revenues to the FIA?

LEGACY

- Is it innovative ?
- Does it have a high impact?
- Does it have a tangible output?
- Does it have a strategic alignment?
- Has it already been funded?

Please indicate pertinent KPIs and assess whether or not you need an external evaluation.