**APPLICANT**

Applicant’s name and address:

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| *Please indicate full name and address of the legal person or entity submitting the proposal (also referred to as the Service Provider).* |

Applicant’s description *(max 2000 characters, including spaces)*:

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| *Please describe the entity, its legal status, its activities and its competence in the development of handbooks and manuals in the field of climate change adaptation.* |

Applicant’s contact details:

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| *Please indicate the name, email address and telephone number of one contact person.* |

**PROPOSAL**

State of the art and needs assessment *(max 2,000 characters)*:

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| *Please explain what will be the purpose of the publication, building on and complementing what already exists, while avoiding duplication of efforts.* |

Objectives and target users *(max 2,000 characters)*:

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| *Please indicate the publication’s objectives and main target users.* |

Expected results *(max 2,000 characters)*:

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| *Please list the main results expected, including your expectations on the potential dissemination and uptake of the publication.* |

Work plan:

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| *Please provide a clear work plan for the development of the publication, including a detailed timeline.* |

Budget:

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| *Please provide full detail of the financial resources needed to develop the publication, including sub-contracts for graphic design, if applicable. All expected costs shall be indicated, including taxes. Kindly note that one single contract will be signed with a Service Provider, which will receive and manage the funds.* |