

WORKSHEET - SUMMARY

Objective: To condense the essence of your project into a powerful 250-word text and ensure the final quality

STEP 1 - THE EXECUTIVE SUMMARY RECIPE

Write a single sentence for each of the following points, based on your previous notes:

Crochet (The Need - Workshop 4): What is the urgent problem?

.....

The Solution (The Action - Workshop 5): What are you doing in concrete terms?

.....

The Target (The Who): Who are the beneficiaries and how many are there?

.....

The Impact (The Result - Workshop 6): What will be the major change after one year?

.....

The Call (The Budget - Workshop 7): What amount are you asking for and why?

.....

STEP 2 - ASSEMBLY AND FLUIDITY

Combine these 5 sentences into a single, flowing paragraph. Remove unnecessary words and repetitions.

Your Executive Summary:

.....
.....
.....
.....
.....

STEP 3 - THE "NAIVE READER" TEST

Ask a colleague (or another participant) to read your summary. Without giving them any explanation, ask them to answer these 3 questions.

1. **What is the purpose of the project?** (If it is unclear, rewrite sentence 2).
2. **Is the need convincing?** (If not, strengthen sentence 1).
3. **Is the result clear?** (If not, clarify sentence 4).

WORKSHEET - SUMMARY

Objective: To condense the essence of your project into a powerful 250-word text and ensure the final quality

STEP 4 - FINAL POLISHING CHECKLIST

Please check these points once they have been verified in your application as a whole:

- Word limits:** No field exceeds the allowed limit.
- Tone:** The tone is professional, active and confident (no "We hope that...").
- Uniformity:** The project title and the amount requested are identical on all forms.
- Spelling:** A complete linguistic revision has been made.

STEP 5 - SELF-ASSESSMENT

- Does my summary fit on less than one page?
- Does the reader understand the social impact from the first 3 lines?
- Does my text make people want to know more?

PRO TIP: NEVER WRITE YOUR EXECUTIVE SUMMARY AT THE BEGINNING. IT'S **THE LAST THING** YOU SHOULD WRITE, AS IT NEEDS TO ACCURATELY REFLECT ALL THE BUDGETARY AND OPERATIONAL DECISIONS MADE DURING THE PREVIOUS STAGES.

Grants - from idea to submission