**PRACTICAL ADVICE FOR DRAFTING A COMMUNICATION SHEET**

• Header: Present in a concise way the key information of the project (title, bearer, duration, start date of the project).

• Context: Clearly describe the project, its challenges, limitations and partners, with useful links and mention of French actors if applicable. Highlight the achievements of previous phases if it is a recurring project already funded by the scheme (or even on another scheme or another donor), it is important to mention what has progressed well in previous phases

• Objectives: Define clear objectives with qualitative indicators and quantified indicators

• Targets: specify direct and indirect targets ((reasonable and relatively proportionate to the project)

• Expected outcomes: Formulate specific, measurable, achievable, realistic and time-bound (SMART) outcomes.

• Supporting structure: Briefly present the organization, its missions and ambitions, and its main partners

• Language: Use simple, clear and accessible language to ensure easy understanding, regardless of the level of knowledge of the reader. Thank you for avoiding jargunous remarks, or too little explicit. The more precise, concrete and comprehensible the information is, the easier it will be to read.