

Grant application

Solidarity Ukraine

# 1. Applicant organisation

|  |  |
| --- | --- |
| **Name**: |  |
| **Acronym**: |  | **Country**: |  |
| Main activity *(maxi. 2 lines)*: |  |

|  |  |
| --- | --- |
| Adress: |  |
| PIN code: |  | City: |  | Region: |  |
| Phone: |  |
| Email: |  | Website: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Chairperson: |  | Name of Director(if applicable): |  |
| Date founded: |  | Legal status: |  |
| Federation or organisation to which attached: |  |
| Employees (number): |  | Active volunteers (number): |  | Members (number): |  |

|  |  |
| --- | --- |
| Person in charge of the project: |  |
| Position in the organisation: |  |
| Phone (office): |  | Mobile: |  |
| Email: |  | Skype: |  |
| Language-s | English – French – Other : |

# 2. The project

|  |  |
| --- | --- |
| Country in which it will take place: |  |
| Location : |  | GPS data (if known): |  |
| **Title** *(maximum 1 line)***:** |  |
| **Summary***(maximum 3 lines)*: |
| **Exact localisation** of the project (neighborhood) : |

|  |  |  |  |
| --- | --- | --- | --- |
| Budget  | **Amount** (in UAH) | **Amount** (in €) |  |
| Total amount of project |  |  |  |
| Total amount of grant request |  |  |  |

# 3. The partners

*(If several partners are involved, please fill in points 3.1 and 3.2 for each partner); if none please kindly delete points 3.1 and 3.2 The partner(s) may be based in Ukraine.*

## 3.1. Identity

|  |  |
| --- | --- |
| Name: |  |
| Acronym: |  | Country: |  |
| Main activity *(maximum 2 lines)*: |  |

|  |  |
| --- | --- |
| Adress: |  |
| PIN code: |  | City: |  | Region: |  |
| Phone: |  |
| Email: |  | Website: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Chairperson: |  | Name of Director(if applicable): |  |
| Date founded: |  | Legal status: |  |
| Federation or organisation to which attached: |  |
| Employees (number): |  | Active volunteers (number): |  | Members (number): |  |

|  |  |
| --- | --- |
| Person in charge of the project: |  |
| Position in the organisation: |  |
| Phone (office): |  | Mobile: |  |
| Email: |  | Skype: |  |
| Language-s | English – French – Other : |

## 3.2. Partnership background

*How did your organisation find out about this partner? When?*

*Have you already established a partnership together?*

*If so, since when? For what purpose? Please give details about the achievements of the partnership. (maximum 1 page)*

The applicant organisation *(maximum 1 to 2 pages)*

# 1. Purpose of your organisation

# 2. What are your guiding principles?

# 3. Describe your general activities

*Type and volume of activities, target communities, geographic scope, etc.*

# 4. Management of your organisation

*Roles and functions of volunteers and employees, with flow chart (if possible).*

# 5. Applicant’s financial statements

## 5.1. 2021 (or 2020) income statement and 2022 budget

## *(in hryvnia, including this very project. Feed the budget of the organization sheet in the Excel file then copy-paste to replace this one.*

|  |  |
| --- | --- |
| Name of the person in charge of the budget |   |
| **Name of the applicant NGO** |  |
| **Project title** |   |
| **FINANCIAL STATEMENT 2021 (or 2020) and BUDGET 2022 of the organisation** (including the current project proposal) |
| Expenses | **Actual**  | **Forecast** | Income | **Actual**  | **Forecast** |
| **(IN HRYVNIA)** | **2021 (or 2020\*)** | **2022\*\*** | **(in HRYVNIA)** | **2021 (or 2022\*)** | **2022\*\*** |
| Material and supplies |   |   | Own income (sales made by the organisation) |   |   |
| Services *(to be detailed):* |   |   | Already received or promised grants *(pls provide details and list donors)* :  |   |   |
| - Rent |   |  | - |   |   |
| - Energy supply (electricity, gaz) |   |  | - |   |   |
| - Maintenance |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| Travel costs, per diem |   |   | **Sub-total grants raised** |  **- €**  |  **- €**  |
| Staff costs *(to be detailed)* : |   |   | Grants requested but not confirmed : *(provide details and donors)*  |   |   |
| - Management |   |  | - Fondation de France  |   |   |
| - Secretary, accountant |   |  | - |   |   |
| - Facilitators |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| - |   |  | - |   |   |
| - Contractors, consultants… |   |  | **Sub-total grants requested**  |  |  **- €**  |
|   |   |   | **Total grants** |  **- €**  |  **- €**  |
| Taxes |   |  | Subscriptions, donations |   |   |
| Other expenses |   |   | Other products (pls. detail) |   |   |
| Banking charges |   |   | Bank interests |   |   |
| Exceptional expenses |   |   | Exceptional income |   |   |
| **Total expenditure** |  **- €**  |  **- €**  | **Total income** |  **- €**  |  **- €**  |
| **Profit** |  |  | **Losses** |  |  |

## 5.2. Valuation of in-kind contributions

*Give details of the various items and, where possible, their monetary value*

**a. Voluntary work** *(number of hours/year)***:**

**b. In-kind donations** *(premises, equipment, services*)**:**

## 5.3. Any further comments regarding the accounts

The project

Please avoid acronyms and abbreviations without explanations

# Project title (maximum 1 line)

# Project summary (maximum 3 lines)

# 1. Project background *(maximum 2 pages)*

*This part is very important to the understanding of your project. It must establish a connection between a problem area and the solutions you propose.*

*Describe the background to the project for with regard to your organisation, your experience, the needs you have identified, specific difficulties, the geographic, demographic, social, economic, and other characteristics of the area in which your project will be carried out, according to what you believe is relevant to the understanding of your project.*

# 2. Detailed presentation of the project

## 2.1. General objective *(goal of the project, 2-3 lines maximum)*

## 2.2. Specific objective(s) *(1 to 3 maximum)*

## 2.3. What is the target population? How was it identified or selected?

**How many people will benefit from this project ?**

|  |  |
| --- | --- |
| Number of families who will benefit directly |  |
| Number of families who will benefit indirectly |  |
| The number of young people (less than 20 years old) who will benefit  |  |
| The number of women who will benefit (if applicable)  |  |

## 2.4. What activities have been planned? How were they decided?

*Describe in detail the actions you will conduct with quantitative and qualitative indicators.*

## 2.5. Is your project designed and implemented in a participative manner?

*Who else was involved in drawing up the project? How do the partners and beneficiaries take part in it?*

## 2.6. Are other local partners involved in implementing in the project? If so, what role will they play?

## 2.7. What human, material, and financial resources are needed to complete your project?

*Leadership/management, translation, equipment, facilities, travel, etc.*

## 3. Project phases and timeline

*Describe the phases of your project and the respective timescales (add lines to the table if necessary).*

**Starting date of the project:**

**Total duration of the project** (in number of months)**:**

|  |  |  |
| --- | --- | --- |
| **From …**(date) **to…** (date) | **Phases** | **Activities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 4. Addressing sustainable development criteria

*Explain how your project accommodates sustainable development criteria including the gender and environmental issues.*

## 5. Any further comments on your project ?

## 6. Estimated project budget

*Provide a list of expense and revenue items for the project only. You may change the headings. Include as many budget details as possible (you may add lines to the table if necessary) as well as any relevant explanations.*

*Please ensure that the amounts are consistent and check the totals (total expenditure = total revenue)!*

***Use the Excel file (downloadable with the grant application form)***

|  |  |
| --- | --- |
| **Name of the applicant NGO** |  |
| Project title |  |
|  | **Expenditure related to the project**Recommendations | **Unit** | **Number of units** |  **Unit cost in €** |  **Total cost in €**  |
| **1** | **Human resources dedicated to the project** |   |   |   |   |
| 1.1 | **Salaries and employer's contributions** |   |   |   |   |
| 1.1.1 | Indicate the staff position concerned | per month | 2  | 34  |  |
| 1.1.2 | Indicate the staff position concerned | per month |   |   |  |
| 1.2 | **Honoraires experts** |   |   |   |   |
| 1.2.1 | Indicate the function of the expert | per day |   |   |  |
| 1.2.2 | Indicate the function of the expert | per day |   |   |  |
| 1.3 | **Per diem food and accomodation** |   |   |   |   |
| 1.3.1 | Indicate the concerned activity | per day |   |   |  |
| 1.3.2 | Indicate the concerned activity | per day |   |   |  |
| ***Sub-total 1 Human resources of the project*** |   |   |   |  |
| **2** | **Travel costs** |   |   |   |   |
| 2.1 | Indicate the concerned activity | per travel |   |   |  |
| 2.2 | Indicate the concerned activity | per travel |   |   |  |
| ***Sub- total 2 Travel costs*** |   |   |   |  |
| **3** | **Equipment (material and supplies)** |   |   |   |   |
| 3.1.1 | Indicate the concerned equipment |   |   |   |  |
| 3.1.2 | Indicate the concerned equipment |   |   |   |  |
| 3.2.1 | Indicate the type of supplies |   |   |   |  |
| 3.2.2 | Indicate the type of supplies |   |   |   |  |
| ***Sub-total 3 Material and supplies*** |   |   |   |  |
| **4** | **Other costs** |   |   |   |   |
| 4.1 | indicate the type (e.g. printing costs) | per piece |   |   |  |
| 4.2 | indicate the type (e.g. room rentals) | per day |   |   |  |
| 4.3 | others - to be detailed |   |   |   |  |
| 4.4 | others - to be detailed |   |   |   |  |
| 4.5 | others - to be detailed |   |   |   |  |
| ***Sub-total 4 Other costs***  |   |   |   |  |
| ***Sub-total 5 Administrative costs*** |   |   |  |
| **TOTAL DIRECT COSTS OF THE PROJET (1 to 5)** |  |   |   |  |
|  |  |  |  |  |  |
| **FINANCING PLAN of the PROJECT** | Requested\* | Raised\* |  Percentage  |  Local currency  |
| Requested grant to the Fondation de France |  |   |
| Other donors (name, tick requested or raised) |   |   |  |   |
| Other donors (name, tick requested or raised) |   |   |  |   |
| Own contribution brought by the project partners |   |   |  |   |
| **TOTAL RESOURCES** |  |  |

## Please give us any useful information regarding the funds transfers (from our Foundation to your organisation, as well as from your organisation to your beneficiaries and service/products providers)

## Any comments on the budget (optional):

# Checklist

Before sending your application, please check against this list that nothing is missing from your application.

**Ensure that :**

* The application is complete and filled in as requested in the application form.
* The Excel file containing budget information has been properly filled in.

**The application is sent in a single email and consist of:**

* the completed grant application in Word format (or any compatible format)
* the Excel document detailing the budget
* the main partner’s letter of commitment.

**Reminder: If the applicant is shortlisted, the following documents must be scanned and sent by email as pdf files:**

* the articles of association
* list of board members
* bank account details
* minutes of the most recent annual general meeting
* the organisation’s latest income statement and balance sheet
* the latest annual report
* a letter of commitment from each partner.

**IMPORTANT**

**INCOMPLETE APPLICATIONS WILL NOT BE EXAMINED**

**NO EXTENSION WILL BE GRANTED**

**PLEASE DELETE THIS CHECKLIST BEFORE SENDING YOUR COMPLETED APPLICATION**