PROJECT APPLICATION FORM.

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| Project name |  | | | |
| Name of applying organisation, |  | | | |
| Legal status *(e.g. NGO, charity etc.)* |  | | | |
| Registration date |  | | | |
| House number, street |  | | | |
| Postcode |  | | | |
| Town |  | | | |
| Country |  | | | |
| Telephone and country code |  | | | |
| Email |  | | | |
| Website |  | | | |
| Bank account / bank name |  | | | |
| Account number (IBAN) |  | | | |
| Bank Identifier Code (BIC) |  | | | |
| Authorised signatory and representative  *(Surname, forename, contact details)* |  | | | |
| Organigram  *(e.g. how many persons employed, what functions, insert a graphic if possible)* |  | | | |
| Short description of the organisation  *(aims, other projects, max. 500 characters)* |  | | | |
| What was your overall organisational budget in | 2016 | | 2017 | |
|  | |  | |
| Please list some of your previously implemented projects *(if applicable*) | Project | Year | Budget | Funding Source |
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| Name of the project |  | |
| Project manager  *(if different from the signatory surname, forename, contact details)* |  | |
| Country and target region |  | |
| Target group |  | |
| Summary of the project *(max. 500 characters)* | | |
|  | | |
| Detailed description *(max. 3000 characters, if a longer description is necessary, please submit this separately as an attachment)* | | |
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| Measurable project goals  *(e.g. number of service users, increase in income per household, turnover from new land, possible opportunity costs)* | | |
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| Aims/Impact *(The desired overall impact of the initiative or project)* | | |
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| Objectives/Outcomes *(The changes that need to be made to achieve the aims)* | | |
|  | | |
| Activities *(planned project activities that serve the stated aims)* | | |
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| Project duration |  | |
| Project website, if applicable |  | |
| Communication tools, if applicable *(i.e. Facebook, website, newsletter, flyer…)* |  | |
| Total costs + funds applied for | Total cost of project | Funds to be covered by Lemonaid & ChariTea |
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| Other partners, cooperations, co-funders (*If there is a co-funder, please differentiate clearly in the finance plan between your own funds and those of third parties.)* |  | |
| Additional information |  | |

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| Do you have a monitoring and evaluation plan, system or strategy for this project? *(Please indicate if you are planning to use an external evaluator)* |
| Yes/No *(If yes please attach it to the application.)* |
| How are you planning to monitor and evaluate this project? |
|  |
| We are going to monitor our achievement of the project aims and objectives on the following key indicators (for which baseline data is available) *(e.g. numbers of jobs created, numbers of learners taking advantage of training, numbers of learners finding formal employment, number of households with access to water etc.)* |
| 1.  2.  3.  4…. |

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| --- | --- | --- | --- | --- |
| Activity Plan.  Please break down the activities mentioned above. *(If you have a project plan or operational plan that includes timeframes and implementation information please attach it to the application)* | | | | |
| Key Activity | **Start Date** | **End Date** | **Output *(What are you hoping to achieve)*** | **Who is responsible?** |
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|  |  |  |  |  |
| *Add rows as needed.* |  |  |  |  |

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| Do you have a sustainability strategy or plan for this project? | Yes / No *(If yes, please attach to the application)* |
| Please provide a statement on prospects for the sustainability of the project beyond funding support from Lemonaid & ChariTea Foundation *(max. 1000 characters)* | |
|  | |
| What do you currently do, or envision to do in the future, to generate your own project funds? | |
|  | |
| Are you aware of your projects current ecological and environmental impact and if it is negative, what are you currently doing to mitigate it? *(e.g. refuse division, recycling, composting, usage of alternative energy sources or any other activities…)* | |
|  | |
| What do you currently see as the biggest threat or challenge to the success of your project or initiative? | |
|  | |
| What are you doing to mitigate the above-mentioned challenges? | |
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| How did find out about this call for proposal? | |
|  | |

In order for your application to complete please confirm on the following terms:

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| We reserve the right to edit texts for use on the website and in communications for Lemonaid & ChariTea e.V.  By sending photos and logos, you agree to us using them indefinitely on Lemonaid & ChariTea e.V’s website and in promotional materials. You guarantee that we can use the photo and logo without needing permission (e.g. for copyright reasons) from any third party. |  |
| The applying organisation complies with social and environmental guidelines in force nationally and will do so for the duration of the project. |  |
| The applying institution is not the plaintiff, defendant, complainant or respondent in any criminal or civil lawsuit or other legal investigation. The organisation must inform Lemonaid & ChariTea e.V. immediately if they become involved in such a process after the project begins. |  |

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Signature, Date: .........................................................................................................

I hereby guarantee with my signature that the information given here is correct.

Document checklist:

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| Project application (this document) |  |
| Founding documents of the organisation (registration certificate etc.), tax certificate with tax number, certificate (no older than 3 years) of the organisation’s charitable purpose are attached |  |
| Finance and budget plan (including details of own and third party funds) are attached. Please attach as an Excel document (see example) |  |
| Please send a representative photo of the project (300 dpi) and the logo of the applicant organisation |  |

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