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)* |
|  |
| 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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|  |  |  |  |  |
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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?  |
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| 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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