

Project No	
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(To be completed by Selamnetwork)

SELAMNETWERK

project application form

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Project's name	
Country	
Applicant's name	
Dutch partner's name	

Please e-mail completed form to:
Info@selamnetwork.nl

And mail a signed paper copy to:
Selamnetwork
Postbus 13252
2501 EG Den Haag
The Netherlands

Date:

Please sign after completion of the application form

NAME OF THE ORGANIZATION _____
DATE _____
SIGNATURE _____

NAME _____
FUNCTION _____

I. THE PROJECT

1.1 Title

1.2 Place

Give the name of the country, the region, city, town, and/ or village where the project will be implemented. Include a map of the project area, indicating the area/places where activities will take place, as Annex I to this application.

1.3 Duration

The duration of the project will be ___ months
Planned starting date: ___ / ___ / 200__

1.4 Objectives

Please describe the objective(s) of the project.

1.5 Justification of the project and description of the target group

Please provide the following information:

a) identification of the needs and constraints of the target group(s)

b) description of target groups

social category and economic situation	
age group	
estimate of anticipated number of direct beneficiaries (give a approx number)	
Gender what percentage of the direct beneficiaries are women/girls?	
Location what percentage of the direct beneficiaries live in a rural area and what percentage in an urban area?	

1.6 Detailed description of activities

Describe the concrete activities that will be undertaken to achieve the objectives of the project, and number them, starting with '1' (for instance in the case of a training project: '1. construction of a training hall'; '2. training of trainers'; '3. training of village groups'; 4. 'purchase of equipment'; etc.). Please give the starting and closing date of each activity.

1.7 Expected results

Please give precise details and quantify the results as far as possible (e.g. number of individuals trained; number of watertappoints constructed; increase in vaccination coverage from .. % to .. %; etc.). Relate the results to the activities described under paragraph 1.6, using the same numbering and titles.

1.8 Sustainability

a) Please explain how the running costs caused by the investment will be financed?

b) Please describe who will be responsible for continuing and managing the activities once financing has come to an end, the local partner/ target group/ other body?

1.9 Budget for the project

Provide a budget for the total duration of the project.

Note: The budget must be drawn up in EURO

1.10 Coverage of the project

Give the respective amounts of the various different contributions that will cover the budget

Total amount	EURO
Own contribution (only cash contribution, do not include contributions in kind)	EURO
Contribution of other donors (name them)	EURO
Requested contribution from Dutch Partner¹ fundraising and Selamnetwerk.	EURO

¹ Use the same name for your Dutch Partner organisation as on page 1.

II. THE APPLICANT

The applicant is the project implementing organization in a developing country or in Eastern Europe.

1. Basic data

Full name	
Acronym (where applicable)	
Date established	
Nationality	
Legal status (including official registration number, where relevant)	
Official address	
Visiting address	
Person responsible for this project	
Contact person for this project	
Telephone n°	
Fax number	
E-mail address	
Type of organisation ²	
Specify the identity of your organisation (if applicable) (for example religious, political, social or cultural identity or background)	
Main objectives of the organisation	

2. History of co-operation with the Dutch partner

Please describe how the contact was established; since when you co-operate.; and what kind of support you receive from your Dutch partner (maximum half a page)

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3. Description of the applicant

One page maximum.

² Choose between: grassroots organisation, service organisation, intermediary support organisations, membership organisation, network organisation

3.1 When was your organization set up and when did it begin to operate?

3.2. What is the relation of your organization with the target group?

3.3. What are the main activities of your organization at present?

4. Capacity to manage and implement projects

Please describe your experience with similar projects.

5. References

Please give the names, addresses, telephone numbers and e-mail accounts of persons who can be contacted by Selamnetwork for reference purposes.

6. Bank details

The bank must be located in the country where the applicant is registered, unless there are good reasons for a different choice. This should be explained here.

Account name	
Account number	
Bank code	
SWIFT code	
Bank name	
Bank address	
Name of signatory/ies	
Position of signatory/ies	

Checklist of annexes

Before sending off **signed paper copies** of your application, check carefully that it is complete and correct.

- A map of the project area
- The statutes of the applicant organisation
- Statement of official registration of the applicant organisation
- Annual report of the applicant organisation for the last year
- To support your budget, please send a copy (if applicable), of the permit to build, construction plans, budget by contractor or proforma invoices, etc.