PROJECT APPLICATION FORM.

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| 1. General Information
 |
| Project name |  |
| Name of applying organisation |  |
| Project manager  |  |
| Legal status *(e.g. NGO, charity etc.)* |  |
| Registration date |  |
| House number, street |  |
| Postcode  |  |
| Town  |  |
| Country  |  |
| Telephone and country code  |  |
| Email |  |
| Authorised signatory and representative if different from project manager*(Surname, forename, contact details)* |  |

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| 1. Organisation
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| * 1. Organigram (insert here or attach as separate document)*(e.g. how many persons employed, what functions, insert a graphic if possible)*
 |  |
| * 1. Short description of the organisation *(aims, other projects, max. 500 characters)*
 |  |
| * 1. What was your overall organisational budget in the last two financial years
 | 20\_\_ | 20\_\_ |
|  |  |
| * 1. Please list at least 3 of your previously implemented projects *(if applicable*)
 | Project | Year | Budget | Funding Source  |
|  |  |  |  |
|  |  |  |  |
| *Add rows as needed.* |  |  |  |
| * 1. Please describe relevant experience gained from implementing previous projects.
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| 1. Project
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| * 1. Country and target region
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| * 1. Target group
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| * 1. Number of beneficiaries
 | Direct  | Indirect  |
|  |  |
| * 1. Project duration
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| * 1. Short description of the project *(max. 500 words)*
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| * 1. Detailed description of the project including explanation of wider social and political context *(max. 3000 words, if a longer description is necessary, please submit this separately as an attachment)*
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| * 1. Total costs + funds applied for
 | Total cost of project *(in EURO)* | Funds to be covered by the Lemonaid & ChariTea Foundation *(in EURO)* |
|  |  |
| * 1. Other partners, cooperation, co-funders (*If there is a co-funder, please differentiate clearly in the finance plan between your own funds and those of third parties. Please make sure to fill out the last sheet in the budget plan)*
 | Partner  | Amount contributed  |
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| 1. Impact measurement
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| * 1. Do you already have a monitoring and evaluation plan, system or strategy for this project? How are you planning on evaluating this project?
 |
| Yes [ ]   *(If yes, please attach it to the application.)*No [ ]   |
| * 1. What is the overall impact that your project aims to achieve? *(max. 500 words)*
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| * 1. What goals need to be accomplished in order to achieve the overall impact?*(Please list the goals with the linked indicators and baseline data if available)*
 |
| Project Goals | Indicator  | Indicator  | Baseline  |
| 1. | 1a)  | 1b)  |  |
| 2. | 2a) | 2b)  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| *Add rows as needed.* |  |  |  |

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| * 1. Which activities need to be executed in order to achieve the project goals, listed under 4.3.? *(Please connect each activity to a project goal and make sure that each activity corresponds to the financial plan).*
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| Key Activity  | Project Goal No.  | Start Date  | End Date  | Output  | Who is responsible?  |
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| *Add rows as needed.* |  |  |  |  |  |

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| 1. Sustainability/Risks
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| * 1. Do you have a sustainability strategy or plan for this project?
 |
| Yes [ ]  *(If yes, please attach to the application)*No [ ]  |
| * 1. If no, please provide a statement on prospects for the sustainability of the project beyond funding support from Lemonaid & ChariTea Foundation. *(max. 1000 characters)*
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| * 1. What do you currently see as the biggest threat or challenge to the success of your project or initiative? And what are you doing to mitigate this?
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| 1. Additional information
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| * 1. How did find out about this call for proposal?
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| * 1. Social Media accounts and handles
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| 1. Organisations Bank Account
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| Name  |  |
| Account Number  |  |
| Swift/BIC  |  |
| Name of Bank  |  |

1. Consent Form

To complete your application please agree to 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. Further, by mentioning the social media handles above you are consenting to the use of those for marketing purposes.  | [ ]  |
| 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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*We hereby inform you that this application and all the data specified in this proposal (in particular name, address, telephone number and content of this application form) are recorded processed and will* *be retained 5 years following the end of application (regardless of the outcome of your application) following the signature of this application.*

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

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

1. Document Checklist:

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| Project application (this document) | Yes [ ]  |
| 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  | Yes [ ]  |
| Finance and budget plan (including details of own and third party funds) are attached. Please attach as an Excel document  | Yes [ ]  |
| Please send a photo representing the project (300 dpi) and the logo of the applicant organisation.  | Yes [ ]  |

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