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 *(Vision & Mission, other projects, max. 500 characters)*
 |  |
| * 1. What was your overall organisational budget in the last two financial years (please attach audited financial statements)
 | 20\_\_ *(in EURO* | 20\_\_ *(in EURO* |
|  |  |
| * 1. Please list all your various funding sources. Attach separate sheet if necessary.
 | Project | Year | Budget *(in EURO)* | Funding Sources  | Reference/Contact |
|  |  |  |  |  |
|  |  |  |  |  |
| *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
 |  |
| * 1. Number of beneficiaries
 | Direct  | Indirect  |
|  |  |
| * 1. Project duration
 |  |
| * 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. Focus Areas
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| 4.1 To which Focus areas and cross-cutting themes does your project contribute?  |
| Focus area:  | Focus area:  |
| [ ]  access to finance | [ ]  Gender |
| [ ]  Value chains | [ ]  Advocacy |
| [ ]  Education | [ ]  Climate and Resource Management |
| [ ]  Innovacion | [ ]  Marginalised People |

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| 1. Impact measurement
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| * 1. Do you already have a monitoring and evaluation plan or strategy (e.g. logframe or similar) for this project? How are you planning on evaluating this project?
 |
| Si [ ]   *(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 as well as baseline data and target values if available)*
 |
| Project Goals | Indicator  |  Baseline/Target |
| 1. |  | Baseline value:Target value: |
| 2. |  | Baseline value:Target value: |
| 3. |  | Baseline value:Target value: |
| 4. |  | Baseline value:Target value: |
| 5. |  | Baseline value:Target value: |
| *Add rows as needed.* |  | Baseline value:Target value: |

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| * 1. Which activities need to be executed in order to achieve the project goals listed under 5.3.? *(Please connect each activity to a project goal and make sure that each activity corresponds to the financial plan).*
 |
| **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?
 |
| Si [ ]  *(If yes, please attach to the application)*No [ ]  |
| * 1. If no, please provide a statement on prospects for the sustainability and fundraising 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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| 7.1 How did your find out about this call for proposal? |
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| 7.2 You Social Media accounts and handles (if applicable). |
| Website |  |
| Instagram |  |
| Facebook |  |
| Other |  |

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| 1. Organisations Bank Account
 |
| Name  |  |
| Account Number  |  |
| Swift/BIC  |  |
| Name of Bank  |  |
| * 1. Is your account able to receive Euros?
 |
| yes [ ]  No [ ]  *(if no, please specify the currency you would like to receive the donation in:*  |

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. | yes [ ]   |
| The applying organisation complies with social and environmental guidelines in force nationally and will do so for the duration of the project. | yes[ ]   |
| 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. | yes [ ]   |

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*The contact data of the applicants for project applications in the context of the application to Lemonaid & ChariTea e.V. are collected and electronically stored on the basis of § 28 para. 1 no. 1 BDSG. The storage of contact data is indispensable for the application process. The project application, is discussed in the advisory board that decides on the award and will be forwarded to the advisory board members for this purpose. If the contact data of the applicants are also private data, these personal data will be treated as data of the institution and forwarded to third parties in the context of processing the application. The storage of personal data can be objected to in the future at info@lemonaid-charitea-ev.org or by calling +49 40 2263035 16. If you have any questions about data protection, you can contact our data protection officer at info@lemonaid-charitea-ev.org.*

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

|  |  |
| --- | --- |
| Signature |  |
| Location & Date |  |
| Name & Surname |  |
| Other |  |

1. Checklist of documents

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| yes [ ]   | Project application (this document) |
| yes [ ]   | Founding documents of the organisation (registration certificate etc.),  |
| yes [ ]   | Tax certificate with tax number |
| yes [ ]   | 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 [ ]   | Audited Financial Statements from the last two years |
| yes [ ]   | Please send a photo representing the project (300 dpi) and the logo of the applicant organisation.  |

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