

FUNDING APPLICATION

2016

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**1. GUIDELINES 2016**

##### NATO CHARITY BAZAAR

The NATO Charity Bazaar ASBL (NCB) has been holding its yearly charity event since 1968. Al­though we raise funds throughout the year, the annual NCB Bazaar is the social event of the year within NATO’s international community. Participants in the annual Bazaar are the member nations of NATO as well as the Partner-for-Peace (PfP) nations. In 2015, 41 nations were represented.

**CHARITY SELECTION PROCESS**

* **Two types of funding application:**
* General applications for funding: (Of the charities selected Belgian charities receive 35% of bazaar proceeds and International Charities receive 65% of charity proceeds.) The donation is made in the January after the bazaar.
* Emergency applications for funding: Only exceptional or urgent cases are considered. Funding will not exceed €2000 and a donation can be made at any time.

**Factors taken into account when selecting charities for donation:**

* We only consider the funding of requests from organizations which:
* are ASBL (Association Sans But Lucratif) or VZW if located in Belgium, are non-governmental and have official registration as a charity (non-profit making organization) for at least one year.
* are small, independent organizations (those which are NOT a branch of a large parent organization) with a maximum revenue of €312.500 per year and a maximum equity of €1.249.500
* exist (or are based) in a NATO country, a NATO PfP country or a country where NATO is currently engaged (i.e. Afghanistan)
* have **NOT** received funds from the NCB for at least two complete calendar years (for example, an or­gani­zation that has benefited from funds raised at the 2015 Bazaar is not eligible to apply again before 2018).
* Application forms must be complete. All questions and requests for explanation **MUST** be addressed. **FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE APPLICATION**.
* Each application can only have one project. An application with more than one project may be disqualified. Charities may submit multiple applications with one project per application, however only one project per charity can be pre-selected for the final vote.
* To be considered a Belgian charity applicant, the organization must exist (or be based) in Belgium.
* We fund projects which:
  + are small, specific projects which will be completed during the donation year 2017
  + cover the widest spectrum of the community, and when completed have a long term impact and are of benefit to as many people as possible,
  + primarily benefit organizations in NATO countries, NATO PfP countries, and countries where NATO is currently engaged (for example in Afghanistan). However, we do not exclude projects from other geographic locations.
* We do **NOT** donate funds for the following expenses:
* salaries for the daily staff nor daily running costs of the applying organization. Nor do we fund equipment for administrative purposes (i.e. computers, printers).
* publishing fees for advertisement purposes, as well as media related fees (web design, radio/TV advertising, radio/TV programs)
* transportation modes (bicycle, scooter, motorcycle, car, bus, train, boat, airplane), with the exception of disability aids (wheelchairs).
* transportation costs (including gasoline, tickets and the hiring or leasing of transportation)
* The maximum amount donated is €10.000 (euros), however we always strive to give the smallest amount required to make the project viable, so that we can fund as many projects as possible.
* The NATO Charity Bazaar members vote on the final list of charities to be funded and amounts to be donated.

**APPLICATION PROCESS**

* Scan the completed version of this form as well as all of the required, signed documentation into one (1) “pdf” file (rename the file to include the name of your organization) and submit it **by e-mail ONLY** to [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org). The two photos should be sent ***separately*** in “jpeg” or “tif” format only.
* REMEMBER: Rename the application file and photo files to include the name of your organization
* The subject line of thee-mail **MUST** include the name of the applying organization.
* Direct any questions by e-mail to [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org), Attn: the Charity Coordinator.
* Proposals are due by **1 MAY at 12h00 (noon) Central European Time (CET)**  of each year. If funding is awarded, the funds will be transferred in December 2016 with a Donation Ceremony in January 2017.
* All eligible Belgian charities will receive a personal visit from a representative of the NCB.
* All correspondence must be in English or French
* Failure to provide ALL of the above information requested will result in the disqualification of the application.

**FEEDBACK**

**Organizations that receive funding will be requested to provide a short report on their project, which must include receipts for goods or equipment purchased and possibly some photographs by January 2018.**

**2. CHECKLIST**

Have you included ALL of the requested documentation?

***Failure to do so will result in the disqualification of your request for funding.***

|  |  |  |
| --- | --- | --- |
|  | Page in the application form | **** |
| Legal name, address, e-mail and/or website address | 5 |  |
| Official date your organization was established | 5 |  |
| Official number of your non-profit, non-governmental, charity status | 5 |  |
| Proof of non-governmental / non-profit status and existence for minimum one year in the form of an up to date, signed, dated, officially stamped **registration form, or certificate of au­thenticity from the registry office** showing status (in Belgium ASBL or VZW certificate) **including a** **transla­tion** in English or French | 6, 8 |  |
| Proof of the size of your organization in the form of ***the most recent*** (not older than two years) **financial statements** (annual balance sheet as well as profit and loss account) signed, dated and stamped | 8 |  |
| A copy of your organization’s statutes in English or French | 8 |  |
| A brief summary of your organization’s history and mission in English or French | 5 |  |
| Name, title, e-mail address and telephone number of your organization’s contact person | 5 |  |
| Name, e-mail address and telephone number of your NATO or PfP contact person | 5 |  |
| A summary of the proposed project in English or French | 7 |  |
| Geographic location of the project (city, street, state or region, country) | 7 |  |
| Time frame of the project (projected start and completion month / year) | 7 |  |
| The impact of this project and its target population | 7 |  |
| Total project cost in **€ (euros)** | 7 |  |
| Complete breakdown / itemization of the project (including materials and costs)  This itemized budget, in **€ (euros)**, must match the amount requested. | 7 |  |
| Order of priority for funding if there are separate parts to your project. | 7 |  |
| An **official letter from the bank dated in the year of the application** in English or French stating that the bank account is in the name of the requesting organization (include IBAN, BIC – also known as SWIFT - codes or ABA/Routing Transit Number (USA)) | 8 |  |
| Specification of the preferred currency for deposit | 6 |  |
| Signature of your organization’s Treasurer and date thereof | 6 |  |
| Signature of your organization’s Executive Director and date thereof | 6 |  |
| Two (2) digital photographs of your organization and its work - in one or two separate e-mails | 8 |  |

**3. ORGANIZATION INFORMATION**

*Complete this form by filling in the information electronically.*

*Answer each question completely.*

***All written material must be submitted electronically – preferably in one e-mail.***

* Legal name of organization:  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Mailing Address for Official Correspondence (city, street, state or region, country): \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Web Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Official registration number** of the organization as a non-governmental, non-profit making organization (ASBL (Assosiation Sans But Lucratif) or VZW if in Belgium) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date established** as a non-governmental, non-profit making organization (ASBL (Assosiation Sans But Lucratif) or VZW if in Belgium) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Name and Title of Organization Contact Person (CP): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* CP Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CP Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CP can speak: English: ☐ French: ☐
* Name of NATO Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email Address of NATO Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Telephone Number of NATO Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Briefly state your organization’s mission, as well as a description of current programs, activities, and strengths/accomplishments (highlighting the past year), including what makes your organization unique.**  (Provide text in English or French, no more than **200 words**. Application is con­sid­ered in­com­plete if the information is not provided in at least one of these languages. May be included as an attachment).
* **BANKING**

|  |  |
| --- | --- |
| Name of Bank |  |

Bank Address (city, street, state or region, country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account Name (as registered by the organization’s bank)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Bank Account Number: |  |

|  |  |
| --- | --- |
| IBAN Number (International Bank Account Number): |  |

|  |  |
| --- | --- |
| BIC Number (Bank Identifier Code - also known as Swift Address): |  |

|  |  |
| --- | --- |
| Routing Number/ or ABA number (for U.S. banks): |  |

|  |  |
| --- | --- |
| Preferred currency for deposit: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Organization’s Executive Director: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Organization’s Treasurer: |  | Date: |  |

2015 Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_ (must include documentation, see checklist for specifics)

2015 Equity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must include documentation, see checklist for specifics)

**4. PROJECT INFORMATION**

*Complete this form by filling in the information electronically.*

*Answer each question completely.*

***All written material must be submitted electronically – preferably in one e-mail.***

|  |
| --- |
| * What is the name of the project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Is the name of the Project the same as the name of the Organization? Yes/No |

* Summarize the proposed project (Provide this text in English or French, **maximum 200 words**. Application is considered incomplete if the information is not provided in at least one of these languages. May be an attachment).
* The project must be completed within a 12-month time frame and must be completed no later than 31 December 2016.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Project Time Frame: (DD/MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Geographic Location of the Project (Provide city, street, state and country):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Estimated number of people affected by the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Focus of Project:  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Health |  | Women |  | People with disabilities | |  | Environment |  | Children |  | Other, please explain below | |  | Education |  | Senior |  |  |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | |  |

* **PROJECT BUDGET**

Total Project Cost **€ (euros)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Provide an itemized budget for the project as an attachment. This itemized budget must match the amount requested.
* If the project has separate parts, please indicate the order of importance.

**5. ATTACHMENTS**

*Please provide the following information.*

***All written material must be submitted electronically – preferably in one e-mail.***

### Required Attachments (All attachments MUST be in English and/or French)

The application MUST include all of the following documentation:

1. **Certificate of authenticity** in the form of an up-to-date, signed, dated and officially stamped **registration form from the registry office** showing the proof of non-governmental / non-profit organization status and existence for at least one year. Please include a **translation** in English ***or*** French.
2. An **official letter from the bank dated in the year of the application** in English or French stating that the bank account is in the name of the requesting organization (include IBAN, BIC – also known as SWIFT - codes or ABA/Routing Transit Number (USA)). **NO DONATION SHALL BE MADE TO A PERSONAL ACCOUNT.**
3. **The most recent** **financial statements** (not older than two years), annual balance sheet as well as **profit and loss account signed, dated and stamped**.
4. **Organization statutes** translated into English or French.
5. **Detailed version of budget for the project with breakdown.** The budget must match the amount requested.
6. **Two (2) digital photographs** (in “jpg” or “tif” format) of your organization and its work, sent in one or two ***separate*** e-mails (remember to include the name of your organization in the subject line of all e-mails). If your organization is deemed eligible for funding, these pictures will appear on our web site as well as in our annual brochure. By sending the photos with this application, you are giving your authorization to the NATO Charity Bazaar to use them in NATO Charity Bazaar publications, printed and electronically.

***Non-compliance with any of the above will lead to automatic disqualification of the project.***