

FUNDING APPLICATION

2017

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**1. GUIDELINES 2017**

##### 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, Partner-for-Peace (PfP) nations and NCB member nations. In 2016, 42 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 December 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 prior to the application deadline ( 1st May 2017).
* are small, independent organizations (those which are organizationally and financially independent 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, an NCB member country or a country where NATO is currently engaged (i.e. Afghanistan)
* have **NOT** received funds from the NCB for at least THREE complete calendar years (for example, an or­gani­zation that has benefited from funds raised at the 2016 Bazaar is not eligible to apply again before 2020).
* 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 will be disqualified. Charities may submit multiple applications with one project per application, however only one project per charity can be presented 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 2018
  + 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, NCB member countries and countries where NATO is currently engaged (for example in Afghanistan). However, we do not exclude projects in 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 2017 with a Donation Ceremony in January 2018.
* 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 2019.**

**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 (if available) | 5 |  |
| Official number of non-profit, non-governmental, charity status | 5 |  |
| Official date your organization was established | 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 or NCB member contact person | 5 |  |
| A copy of your organization’s statutes in English or French (Attachment 1) | 5 |  |
| A brief summary of your organization’s history and mission in English or French (Attachment 2) | 5 |  |
| Proof of non-governmental/non-profit/charity status and existence for minimum of one year as of the application deadline, in the form of an update, 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 (Attachment 3) | 5 |  |
| 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) (Attachment 4) | 6 |  |
| 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 |  |
| 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 (Attachment 5) | 6 |  |
| A summary of the proposed project in English or French (Attachment 6) | 7 |  |
| Time frame of the project (projected start and completion month/year) | 7 |  |
| Geographical location of the project (city, street, state or region, country) | 7 |  |
| The impact of this project and its target population | 7 |  |
| Total project cost in € (euros) and the minimum amount required to make a viable project | 7 |  |
| Itemized project budget/complete breakdown of the project (including materials and costs)  This itemized budget, in € (euros), must match the amount requested. (Attachment 7) | 7 |  |
| Order of importance/priority for funding if there are separate parts to your project including the minimum amount required to make the project viable. (Attachment 7) | 7 |  |
| Two (2) recent digital photographs of your organization and its work – in one or two separate emails |  |  |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Attach a copy of your **organization’s statutes** in English or French (Attachment 1).
* Attach a **summary of 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 (Attachment 2).
* Attach proof of non-governmental/non-profit/charity status and existence for minimum of one year in the form of an update, 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 (Attachment 3)

**4. BANKING INFORMATION**

Attach 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)(Attachment 4)

Name of Bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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| --- |
|  |

|  |  |
| --- | --- |
| 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: |  |

2016 Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_ (must include documentation, see checklist for specifics)

2016 Equity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must include documentation, see checklist for specifics)

Attach 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 (Attachment 5)

**5. 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. (Attachment 6).
* The project must be completed within a 12-month time frame and must be completed no later than 31 December 2018.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 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)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum** amount required to make the project viable **€ (euros)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide an **itemized project budget** as an attachment. This itemized budget must match the amount requested. It must provide details of the costs for all items of the project. If the project has separate parts, please indicate the order of importance (Attachment 7).

**6. REQUIRED 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 /or French)

The application MUST include all of the following documentation:

1. A copy of your **organization’s statutes** in English or French
2. A brief **summary of your organization’s history and mission** in English or French
3. Proof of non-governmental / non-profit/ charity organization status and existence for a minimum of one year in the form of an update, signed, dated, officially stamped **registration form** or **certificate of authenticity** from the registry office showing status (in Belgium VZW or ASBL certificate) including a **translation in English or French.**
4. 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.**
5. The most recent **financial statements** (not older than two years), **annual balance sheet** as well as **profit and loss account signed, dated and stamped**.
6. A **summary of the** **proposed project** in English or French
7. **An itemized project budget with details of breakdown of all costs, in order of importance.** The budget must match the amount requested.

1. **Two (2) recent 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.***