



FOUNDATION

## Application form for contributions over € 10.000

### PART I: GENERAL DATA

#### A. Project summary

Name of your organisation .....

Your mission .....

Name of your partner in the Netherlands .....

Project name .....

Website .....

Country .....

Summary of the main project activities (in max. 100 words)

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#### B. Project budget and coverage

Local currency

Euro

Local contribution of own organisation (cash) .....

Contribution of other donors .....

Requested from Koppert Foundation .....

**Total project budget** .....

**C. Basic data of your organisation**

**Organisation**

Visiting address .....

Postal address .....

Telephone number .....

Website .....

Date of establishment .....

Legal status .....

Official Chamber of Commerce registration number .....

**Contact person for the project**

Name and surname contact person .....

Position .....

Telephone number .....

E-mail .....

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**D. Bank details**

Koppert Foundation transfers the project money to the bank account of your organisation. This bank must be located in the country where the project is set up.

Name of Bank .....

Address of Bank .....

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SWIFT = BIC (obligatory)

ask your bank for this code of eight or eleven letters/numbers .....

Account number .....

Account name .....

Address of account .....

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Signatories of the account .....

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**E. Please sign below after completion of the application form.**

Please send the completed form

- by e-mail [info@koppertfoundation.org](mailto:info@koppertfoundation.org) OR

- post to Koppert Foundation att. Ed Moerman (portfolio manager)

PO Box 155, 2651 AD Berkel en Rodenrijs, the Netherlands

Name and position of contact person  
(legally representing the organisation)

Name and stamp of your organisation

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Signature

Date

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# PART II: THE PROJECT

## 1. Location

Name the country, region, district, town and/or village(s).

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## 2. Duration

Starting date .....

Expected completion date .....

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## 3. Background

a. How did the idea of the project start? And who initiated the project?

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b. Give a description of the problems of the target group in ten lines. For instance, describe their income/ economic situation, social status, history.

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#### 4. Objective(s)

a. What are the objectives of the project?

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b. How do you want to achieve this?

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#### 5. Beneficiaries

a. Description of the beneficiaries:

Number of people in direct target group (beneficiaries) if applicable .....

How many live in a rural area? .....

How many live in an urban area? .....

How many people live in the community of the direct beneficiaries? .....

b. How did the beneficiaries participate in formulating the project?

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#### 6. Expected results

a. What will be the concrete results of the project? Quantify these results.

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b. How will the project improve the position and/or living conditions of the beneficiaries? (if applicable)

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**7. Context**

a. Are there similar facilities or organisations in the area that could help to solve the problems of the target group? If so, how do the beneficiaries make use of them?

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b. Did you approach the local authorities for assistance? If so, how? What will be their contribution (financial or otherwise)?

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c. Which other organisations (for instance NGOs and/or government agencies) are you working with in this project? Specify whether this is financial or technical assistance or otherwise.

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**8. Contribution to the Sustainable Development Goals (SDG) 2030 of the United Nations**

Please highlight to which SDG's the project is related (one or multiple, if applicable).

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**9. Financing exploitation and managing sustainability**

a. Who is / will be the legal owner of all the assets (land, buildings, equipment) needed for, or to be acquired by this project?

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b. Who will be responsible for continuing and managing the activities once the project has been completed? Please fill in this table.

Name and surname	Profession	Nationality	Function	No. of years	Male/female
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c. Are these people sufficiently trained? If they need more training, how will you provide for this training? (Please note that capacity building and training relevant for the project can be included in the budget but cannot exceed cannot exceed 40 % of the combined contribution of Koppert Foundation.

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d. How much money will be needed for the annual running costs (including maintenance costs) after the project has been completed (which are not covered by this application)?

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e. Who will finance these running costs?

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f. Will you try to involve (local) government in financing running costs? How? If not, why not?

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g. Mention risks that can hinder the success of the project and define appropriate measures per risk to avoid or control the risk.

Risk                      Measure to avoid or control the risk

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**10. Detailed budget**

Please attach Excel document to your Email application.

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**11. Reporting**

Reporting is important to monitor and evaluate any project. Will you as a project owner be able to include in your report pictures and short personal histories of the target group, showing how the project is changing their lives?

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## 12. Annexes

Copies of the following documents should be annexed to the project application:

1. Statement of official (Chamber of Commerce) registration of your organisation (translated in English if available).
  2. Annual or activity report of your organisation for the last year, including Financial Statements (and audit report if available).
  3. Photos of the actual situation of the target group and/or the project site.
  4. A map of the project area, if available.
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## 13. References

Please give references of external people who can tell us more about your organisation.

Name and surname

E-mail address

Phone number

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