

## APPLICATION FORM FOR ORGANIZATIONS

*Please fill out the form electronically or in clear handwriting*

### GENERAL INFORMATION

Name of the organization \_\_\_\_\_

Legal form \_\_\_\_\_

Date of registration \_\_\_\_\_

Members of the board \_\_\_\_\_

Address \_\_\_\_\_

Street, No. \_\_\_\_\_

Postcode, city \_\_\_\_\_

Country \_\_\_\_\_

Website \_\_\_\_\_

Social media accounts \_\_\_\_\_

Contact person details \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone number \_\_\_\_\_

Bank Details \_\_\_\_\_

BANK \_\_\_\_\_

SWIFT / BIC \_\_\_\_\_

IBAN / Account No. \_\_\_\_\_

**ORGANIZATION BACKGROUND**

**Main purpose of the organization**

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**Main areas of activities of the organization**

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**Geographic area served**

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**PROJECT DESCRIPTION**

**Project title**

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**Area of focus**

Culture & Social affairs

Ethics & Society

Health & Sport

Other (please specify) \_\_\_\_\_

**Brief summary of the project**

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**Problem statement: please describe problem(s) to be solved / reduced by the project**

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Main goals of the project

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Action plan: please describe plan of the project realization of the project, listing the milestones

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Description of the work already carried out by the organization for the project (if any)

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Scheduled duration of the project

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Estimated budget

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Amount requested

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Information on organizations involved in project financing (if any) and their share

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Monitoring and evaluation: please describe how you are going to monitor the project activities and measure the project results

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Please select and/or indicate the list of documents attached to your application:

Copy of the organization incorporation/registration documents

Copy of organization's most recent annual audit

Extensive project description

Budget

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## REQUIREMENTS

If your application is accepted, you will be required to submit a “Thank You Letter” acknowledging receipt of the funds and reiterating the intended purpose for the funds.

Throughout the duration of the project, you should be prepared to submit “Progress Reports” at the request of the Fondation Aline, including related contracts, payments, receipts and/or other documents confirming the purposeful use of donation.

At the completion of the project, you should be prepared to submit a “Final Report” at the request of the Fondation Aline with an overview on how the funds were spent and what results were achieved.

By signing this application form organization agrees with the above-mentioned requirements.

Place and date

Signature

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Please email scan of completed and signed application form incl. supporting documents to the following email address: [welcome@fondationaline.org](mailto:welcome@fondationaline.org)