

Ban Khok Na Ko Association – Geneva - Switzerland

Information required for a micro-project grant application

I Basic information

1. Name of the project

2. Location (country, village, district, circle, area)

3. Name of the entity filing the application. Person in charge:

4. Name, address and, if possible, telephone and fax numbers, email of persons or organizations in charge

5. Payment to be made to which account (give complete bank details)

6. Payment mode

II Description of the environment

- Geographical location

- Number of inhabitants (at the project location)

- Through which activities do the local inhabitants earn a living?

- Is there running water in the village?

- Is there one or more schools in the village?

- Is there one or more dispensaries or possibly a hospital?

- Is there a parish ?

- How far is the nearest village?

- Other information

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III Presentation of the project

7 Detailed description of the project (explain also which problem the project intends solving. The efforts made up to now to implement the project, etc.)

8 Goals of the project (describe how this project will solve the problem)

9 Description of the beneficiary group (number, men, women, children, village, community, type of group and their level of implication in planning and carrying out the project)

10 Date and duration of the implementation of the project (work schedule)

11 Contribution by the group to the implementation of the project (financial donations, materials, manpower ...)

COST OF THE PROJECT

- financial _____
- material _____
- labour _____
- other _____

Grant application Association :

Total cost of the project

Local Contribution * :

*(calculate the value of the local contribution: materials, manpower, donations, etc)

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12 Has this project been presented (entirely or partially) to other sources of financing? If yes, specify which ones and their reply?

IV Other information

13 as another organisation already granted you funding in the past? If yes, give details (projects, year, amount, ...)

14 List the projects that have already been implemented by the group or the village and their completion date.

15 Is there a recognized entity in your region or country that could guarantee the credibility of your work/project? Name the entity, its address, telephone number, email and a contact person.

16 Other information (give any other important elements for description of the project and attach any relevant documents: drawings, plans, photographs)

Signature, quality of the applicant :

Signature of the project manager :

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Annex 1 : Budget and duration

Budget for the period (dates) from..... to.....

Detailed budget of quantities (in local currency)

Type of expenses	Unitary cost	Quantity	Total cost
Total			

Global budget (in foreign currency)

Type of expenses	Evaluation of contribution	Contribution solicited	Total budget
Total			

Annex 2 (in case of productive and income activities) : Previsional income(In local or foreign currency)

Budgeted income from to

Type of product sold (or incomes)	Price of unitary sell	Quantity	Price of total sells
Total			

Annex 3 (in case of productive and income activities) : Use of income (In local or foreign currency)

Into the activity for the next period (dates) from to

Previsional use of income	Amounts to reinvest in the productive and income activities	Others expenses not reinvested	Eventual benefit
Total			

Date and signature of the responsible :

Signature of the Project Manager :

Ban Khok Na Ko Association – Geneva - Switzerland