

Samenwerkende Fondsen Cariben Micro Projects¹ – Shortened Application Form



Name of Microproject:.....

Duration Microproject: Start Date: DAY / MONTH / YEAR End Date: DAY / MONTH / YEAR

Information on Organization

Name of Organization:.....

Type of Organization : (i.e. Foundation / Association/...).....

Visiting Address :.....

Island :.....

Phone Number :.....

Website/Facebook :.....

E-Mail Address :.....

Chamber Number* :.....

Goal of Organization :.....

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Contact Person

Name :.....

Function :.....

Phone Number :.....

E-Mail Address :.....

Project Application

1. What is the goal of the Microproject?

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¹ The total budget of Microprojects from a legally established organization must not exceed XCG/AWG 30.000 or USD 16.800. When exceeding this amount, the regular application form must be used. The total amount that can be requested from the funds for this microproject is XCG/AWG 15.000 or USD 8.400. For microprojects from informal organizations, that are not legally established, the total budget must not exceed XCG/AWG 10.000 or USD 5.500. The total amount that can be requested from the funds is XCG/AWG 4.000 or USD 2.200. For more information on **the criteria and conditions** please **take up contact with the local advisor** on your island. Contact information can be found on www.samenwerkendefondsen cariben.org/en/contact

2. What is the (social) reasoning behind starting this project? Please provide the motivation for, and the social background of the Microproject.

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3. Provide a short concise project description, i.e. How will you recruit participants, how will you achieve your project goal, which activities will you carry out, what does your planning look like, etc.?

If a Microproject plan is available, please send along as attachment

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4. Who is/are the target group(s) of the Microproject?

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5. How many Microproject participants are expected to participate/benefit?

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6. How many volunteers are assisting with the Microproject? What are their tasks? How many hours are volunteers expected to commit?

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7. If applicable, which organizations will you be collaborating with during the execution the Microproject?

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Project Costs

1. What are the total Microproject costs? *(encircle applicable currency)*
USD / ANG / AWG
2. Which amount are you requesting from Samenwerkende Fondsen Cariben? *(encircle applicable currency)*
USD / ANG / AWG
3. Are there any in-kind Microproject contributions? If yes, please explain the provided contributions. *I.e. a space is provided to your Microproject free of charge, professionals that are providing their services without requesting payment, donated materials, etc.*
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Required Attachments

- Budget and Financial Plan *(example/template on page 4)*

Optional Attachments - *if not already in possession of the SFC*

- Project Plan and Quotes/Estimates *(if available)*
- Chamber Excerpt *(not applicable for informal organizations)*
- Articles of Incorporation *(not applicable for informal organizations)*
- Most recent Financial Year Report *(if not available, a profit and loss statement suffices)*
- Most recent Social Year Report or an overview of activities of the last year.

Signature*

Date :

Name :

Function within organization :

Signature :

*This form must be signed by a person legally authorized to do this on behalf of the organization (i.e. President/Chairman, Secretary, Treasurer, Authorized Director). By signing and submitting this form, you declare that the provided information on the project and persons involved are accurate and legally valid.

Samenwerkende Fondsen Cariben



Micro Projects – Budget and Financial Plan Template

Budget: Provide a summary of the expected project activity costs

Budget must be stated in ANG /AWG /USD – if available, please submit a specified quote

Budget Post	Explanation	Amount
Personnel Costs		
Activity Costs		
Investment Costs		
Volunteer Costs		
Organisational Costs		
Other Costs		
Total		

Financial Plan: Provide information on other requested sources of financing and the status thereof *(Amount must be stated in ANG /AWG /USD)*.

Type of Financing	Amount Requested	Amount Granted
Own Contribution		
Government Contribution		
Participant Contribution		
Funder Contributions		
Donor Contributions		
Sponsor Contributions		
Other Contributions		
Total		