



Stichting Kleinschalige Projecten Indonesië

An application form for projects

A clear responsibility is very important for the Foundation Small Projects Indonesia:

- 1) *Donators have a right to good information about where their contribution is paid. In addition, this information is important in connection with the acquisition of the funds.*
- 2) *The Foundation shall be accountable to the Dutch government under the tax laws from today.*

This procedure entails additional work with it, but is required and eventually will benefit the Foundation in quality and quantity.

The aim of the Foundation is the support of small projects in regards to orphan, street children, adopted children (for example education), estranged parents and micro credited people whose purpose are to help people become self supportive.

Be aware: The form has four parts, each one is required to be filled in.

The request needs to be done in English. Translations with a translator machine (like Google) will not be accepted.

The request needs to be formatted as short and clearly as possible.

I. Personalia

Applicant/organization

Address

Postcode

Place of living

Name of contact person

Telephone number

Email address

Website

Bank details

II. Project

1. Organization:
Short description of the organization, its aim and strategy
2. Description of the project:
What is the purpose of the project?
3. Purpose and aim:
For who is the project and how big is the group you try to reach?
4. Planning:
When will the project eventuate? How long is the expected durance of the project?
5. Evaluation:
How are you going to evaluate the project? When will the project feel completed?

III. Financial

1. Financial estimation:
What does your financial estimation look like? Please specify and itemize (for example with building materials/educational materials) and hours in regards to labor.
2. Portfolio:
*We request from you to indicate a specified portfolio (contents needed like: who finances the project? Are there anymore shareholders? If so, who and please indicate their details).
What is your own contribution in the project (for example financially/in hours and materials)?*
3. Submittance (contribution of the) Foundation Small Projects Indonesia:
What amount of money are you asking from the Foundation Small Projects Indonesia?

IV. Overseeing the progress (during the project)

1. Specification of expenditure:
You need to submit the expenditure of goods and services. A clear administration with a sound description of all delivered goods, services with its receipts. Take care to keep all bills in order to submit when requested.
2. Report of progress c.q. annual report:
 - a) For **occasional** applications:
*After the start of the project you must submit to us a written update with subsequent details in way of photos or any other materials **within 6 months**.*
 - b) For **structural** (annual) applications:
*The Foundation receives **each year in the month of January an annual report** (written in English) about the projects.*

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