

**Application for Requesting Contribution
From
Banque Misr Foundation for Community Development and Welfare (BMFCDW)
(Information Sheet)**

First: Basic Information		
1	<ul style="list-style-type: none"> - Name of the Organization/Foundation applying for the grant. - The Address - Telephone Number – Fax – Email - Geographical Scope of its activities - Location and Registering Number of the Organization/Foundation - Establishment Date and Commencement of Activity 	
2	<p><u>Board Members:</u></p> <ul style="list-style-type: none"> - Board Members Names - Professional Background - Executive Manager Name - Communication Officer Name 	
3	<p><u>Organization/Foundation Objectives:</u></p> <p>(In this section, the main developmental objectives adopted by the Organization/Foundation shall be defined in addition to how they will be applied on the projects operated by such Organization/Foundation)</p>	
4	<p><u>Brief on the Current Projects of the Organization/Foundation:</u></p> <ul style="list-style-type: none"> - Current projects undertaken - Allocated budget for each project and its sources of finance 	<p>Project Name: Objectives: Number of Beneficiaries: Project Duration: Budget: Sponsor:</p>
Second: Financial Capacity		
1	The total amount allocated by the Organization/Foundation for the implementation of the projects undertaken during the latest two years and the funding sources.	
2	The Financial statement of the Organization/Foundation approved by the General Assembly for the last two years	
3	Copy of the minutes of the Meetings of the General Assembly during the last two years	
Third: Human Resources		
	<ul style="list-style-type: none"> - Statement of the Board Members indicating the last third renewal of the members - Please provide number of employees of the Organization/Foundation - Number of volunteers at the Organization/Foundation. 	
Fourth: Funding Request Application		
	<ul style="list-style-type: none"> - The project name - Project timeframe 	

	<ul style="list-style-type: none"> - Communication Officer name - Contact Numbers of the Communication Officer 	
	<ul style="list-style-type: none"> - The total amount of grant required from BMFCDW (clarifying whether the grant will continue for one year or more, fund commencement and the time period thereof) 	
	<ul style="list-style-type: none"> - Is the required grant intended to fund an existing project or a new one? 	
	<u>Project Summary:</u>	
	<u>Objectives of the Project and Performance Indicators</u>	Objectives: Performance Indicators:
	<u>Project Beneficiaries:</u> (Please state the achievements and advantages of the Project such as potential job opportunities, number of trainees...etc)	
	<u>Project Results</u>	
	<u>Project Funding</u> Kindly mention the detailed budget of the Project with a full description of the budget activities: <ul style="list-style-type: none"> - Total budget. - The total amount required from BMFCDW. - The total amount that will be provided by the Organization/Foundation to the project (if any). - The total amounts granted by other donating bodies (please state names of donors and the contributed amount) - 	
	<u>Full description of the budget's activities for each main phase in regards to:</u> <ul style="list-style-type: none"> ○ The time period of each main phase ○ Distribution of the tasks and activities in accordance to the specified timetable for the project. ○ Required funding for each activity. ○ Conditions for making the funding available for each activity. ○ In the event of organizing any training activities or meetings (kindly indicate the allocated cost for each event) 	
	<u>Project Sustainability</u>	

	Kindly explain the strategy of the Organization/Foundation to ensuring the sustainability of the Project.	
	<u>Notes by BMFCDW</u> (kindly keep this space empty for the recommendation of the board of trustees of BMFCDW)	

Note:

- **Project concept sheet shall not exceed 6 pages.**
- **This sheet is a preliminary request and another detailed sheet about the Project shall be prepared upon the grant approval.**