



## THE UNITED NATIONS WOMEN'S GUILD OF VIENNA

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### UNWG APPLICATION FORM FOR CHARITY DONATIONS 2015

The Application is open between 7<sup>th</sup> July 2014 and 15<sup>th</sup> December 2014

#### PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION

- Projects must focus on needy children (no older than 18 years or 21 if disabled) or on mother/child programs that affect the well being of the child.
- Projects must be for all children/mothers without discrimination based on gender, race, ethnic origin or religion.
- The maximum amount of grant will be €8,000 or equivalent of this amount.
- Incomplete applications will not be considered.

UNWG does not fund administrative costs, rents, salaries of any kind, office supplies, telephone costs, travel expenses, school fees, food and emergency aid i.e. natural disaster, conflict areas etc. Organizations receiving a grant must submit a detailed project completion report with bills before June 30 2016.

Original application forms accompanied by the registration certificate of the organization must be emailed to:

[unwgcharityvienna@gmail.com](mailto:unwgcharityvienna@gmail.com) before 15<sup>th</sup> December 2014

Or sent by post to: (postmarked before 15<sup>th</sup> December 2014)

Second Vice President, UNWG

Vienna International Center, Room F 1036

P.O. Box 400, A-1400 Vienna, Austria

ALL correspondence will be sent only to the name and email address that appear on this page

We reserve the right to contact organizations to confirm information found in this application.

**1. PROJECT TITLE:**

**2. Country, city of project site:**

**3. Name and Address of Organization:**

**Liaison Person and email contact address: (Print clearly)**

**Email and Reference Name at VIC or in Vienna if you have one: (someone who can speak about the project):**

**A. ABOUT THE ORGANIZATION**

<b>1. a.</b> Has your organization received funding from the United Nations Women’s Guild Vienna before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1. b.</b> If so, when?		
<b><u>Please note if you have received funds before and have failed to submit a final report, then your application will not be considered for funding</u></b>		
<b>2.</b> What are the goals and objectives of your organization? ( <i>Attach brochures and list web site info</i> )		
<b>3.</b> When was your organization founded?		
<b>4.</b> Is your organization registered as a Non-Governmental Organization (NGO) with your government?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>5.</b> Is your organization a government organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**6.** Please list the projects/activities of your organisation during the last 2 years, starting with the latest that you implemented;

<b>Projects</b>	<b>Amount</b>	<b>Name of the funding agency</b>	<b>Year completed</b>

**7.** Please provide the following personnel and financial information:

Number of paid staff working in organization:	
Number of volunteers in the organization:	
What is the yearly budget of your organization?	Euro or US dollars:
What is the amount that is spent on salaries?	Euro or US dollars:
Amount spent on administration yearly:	Euro or US dollars:
Amount spent on projects/activities:	Euro or US dollars:

<b>8. What is/are your organization's regular source(s) of funding? (Please indicate in percentage)</b> We reserve the right to ask for account details when the project is shortlisted.		
<b>Source</b>	<b>Amount</b>	<b>%</b>
Membership fees		%
Self-generated (donations/fund-raising) income		%
Government		%
International organizations		%
Others (please specify)		%
	TOTAL	100%

**B. PROPOSED PROJECT FOR UNWG FUNDING:**

*(Please attach relevant brochures, documents and 4 photographs)*

1. Please describe briefly the project you would like to be funded.
2. State the problem this project will address and explain how this will be sustained and/ or maintained in the future. <i>Use attachment if necessary</i>
3. Number of children the project will support: Boys _____ Girls _____ In case of mother-child project, please specify the number of : Boys _____ Girls _____ Women _____
4. Age of children:
5. Please give details of disability and/or special care needed among children:
6. When do you expect the project to start?
7. How long will it take to complete the project?
8. In <b>chronological order</b> describe the steps of the plan and implementation dates of each step (note the funds will be transferred in June).



**C. BANKING INFORMATION**

**1. Please specify HOW you would prefer payment, if your project is approved for funding:**

<input type="checkbox"/> US dollars	<input type="checkbox"/> Euro	<input type="checkbox"/> Other _____
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**2. Please complete the following information on the bank where the funds will be deposited:**

Name of account Should be in the name of the organization applying for funds	
Account number	
Bank name	
Bank address	
IBAN (International Banking Number)	
SWIFT Code	

**D. This application has been prepared and submitted by:**

Name of the official (please print):
Title of official in the Organization:
Signature of the same official:
Date:
Stamp/Seal of the Organization

**Please sign and scan this page and submit with the application .**

**All applications become the property of the UNWG and will be treated in a confidential manner. We reserve the right to ask for information from other organizations that have a part in project. The United Nations Women’s Guild could use any information, slides, or photographs pertaining to the project for purposes of exhibits, promotions, publications, or any other activity as may be deemed necessary. Applications of all projects that are not funded will be shredded at the end of the year.**