



## THE UNITED NATIONS WOMEN'S GUILD OF VIENNA

Vienna International Center, Room F1036, P.O. Box 400, A-1400 Vienna, Austria

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DATE PROJECT RECEIVED IN UNWG OFFICE \_\_\_\_\_

By: \_\_\_\_\_

### UNWG APPLICATION FORM FOR CHARITY DONATIONS YEAR 2012

The deadline for submitting this form is  
1 February 2012

<b>1. PROJECT TITLE:</b>
<b>2. Country, city of project site:</b>
<b>3. Name of Organization:</b>
<b>Liaison Person and email contact address: (Print clearly)</b>
<b>Complete Address of Organization:</b>
<b>Email and Reference Name at VIC or in Vienna if you have one: (someone who can speak about project):</b>

*Original application form must be emailed to:*

*[unwgcharityvienna@gmail.com](mailto:unwgcharityvienna@gmail.com) or [unwomens@iaea.org](mailto:unwomens@iaea.org)*

*Or sent to by post: (postmarked before February 1)*

*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 organization to confirm information found in this application.***

## **PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION**

**•Projects must focus on the needy child (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, regardless of gender, race, ethnic origin or religion. •Projects should be geared to help as many children as possible. • Projects must have sound economic planning for today and the future and take into consideration environmental sustainable planning.**

Evaluation of projects will be from February 1 to April 30 by the UNWG Charity Review Committee.

### **Projects should be based on one of these different needs:**

**Water:** Clean water should be made available for communities and children.

**Shelter:** Children should have a basic level of shelter that is safe and protective.

**Health:** A basic level of health care should be available in physical, mental, emotional, social and hygiene area. Medical supplies, equipment and special medicines/procedures may be considered.

**Education:** Every child has a right to educational opportunities and training for preparation for a better way of life. If a child is disabled he/she has a right to educational opportunities. Items such as renovations, basic school materials, furniture, and selective vocational tools for school programs may be considered. The UNWG does not fund school fees.

**Food:** Sustainable projects that are moving towards self sufficiency and self reliance and for continuous food production may be considered. Short term food help may be considered in extreme situations/conditions may be considered if no alternative is available.

**Clothing:** Basic clothing and school outfits/uniforms may be considered in extreme situations or conditions.

Projects for schools, hospitals, orphanages, churches, shelters, crisis centers, refugee camps, etc that are government based may be considered on an individual bases depending on the receiving countries regulations and rules. An example: schools that might only get funding for basic room, heat, salaries or equipment by government but must find funding for program equipment, adaptations, repairs etc.

If unclear whether your project could receive funding contact second vice president for clarification. All inquiries should be directed to the second vice president. The chairwoman could direct team leaders to ask for information but all replies shall go through unwg email accounts.

The UNWG does not fund administrative costs, rents, salaries of any kind, office supplies, telephone costs, travel expenses, individual program costs(school fees), or pocket money. If you are unsure whether we cover the cost of items please write to us and ask.

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**The maximum amount of grant will be €7,000 or equivalent of this amount.**

**All projects must hand in a copy of organizations registration and all other supporting documentations by February 1 of each year. Projects will not be considered if full documentation is not present. Projects received after deadline will be put forward to the following year's program.**

**All approved projects must hand in receipts of expenses and fill in a summary report by the following June 30.** If this is not done they could be blocked from further project funding. Funds can only be used for items listed in project submissions. Prior approval of change in funding needs to be granted by second vice president before project completion.

Banking information needs to be in the name of local charity group/organization. Please note: individual-named accounts and numbered accounts will not be accepted. IBAN numbers and SWIFT codes need to be included in countries that need them, (check with the bank ahead of time for these). Funding will be distributed each year before June 30 if possible.

Continuous project funding is not considered year to year. All reports and financial data have to be submitted before another project can be considered. (Usually organizations must wait 2 years before reapplying for funding and organizations will not be funded more that 3 times in a 10 year period)All applications become the property of the UNWG and will be treaded in a confidential manner. All proposals not funded will be shredded at the end of the year. We reserve the right to ask for information from other organizations that have a part in project.

## A. About the Organization

1. Has your organization received funding from United Nations Women's Guild Vienna before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If so when:		
2. What are the goals and objectives of your organization? (Use additional pages, attach brochures and list web site info):		
3. When was your organisation founded?		
4. Is your organization registered as a Non-Governmental Organization (NGO) with your government?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Is your organization a government organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**A copy of your organisation's registration must be included with this application.**

6. Please list the projects/activities of your organisation during the last 5 years, starting with the latest that you implemented; indicate the year(s) of completion next to the project. If UNWG funded any of these projects in the past, please put an asterisk (*) next to the project title and list year funded. (Use attachment if necessary).	
<b>Projects</b>	<b>Year completed</b>
Number of paid staff working in organization:	
Number of volunteers in local organization:	
Number of paid staff on this project:	
Number of volunteers on this project:	
What is the yearly budget of your organization?	Euro or US dollars:
Amount spent on Administration yearly:	Euro or US dollars:
Amount spent on projects/activities:	Euro or US dollars:
7. What is/are your organisation's regular source(s) of funding? (Please indicate in percentage)	
<b>Source</b>	<b>%</b>
Membership fees	%
Self-generated (donations/fund-raising) income	%
Government	%
International organisations	%
Others (please specify)	%
TOTAL	100%



4. How many women/children will project affect?	Women _____ girls/female _____ boys/male _____	
5. Age range of children:		
6. Please check the appropriate boxes, which apply to these children:		
Victims of violence	<input type="checkbox"/> YES <input type="checkbox"/> NO	
With a physical disability	<input type="checkbox"/> YES <input type="checkbox"/> NO Specify _____	
With a mental disability	<input type="checkbox"/> YES <input type="checkbox"/> NO Specify _____	
Multiple handicapped children	<input type="checkbox"/> YES <input type="checkbox"/> NO Specify _____	
Victims of catastrophe/calamity	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Poverty/Extremely poor	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Restricted access to education	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Orphans	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Life threatening health problem, e.g. AIDS/cancer	<input type="checkbox"/> YES <input type="checkbox"/> NO Specify: _____	
Other reasons	<input type="checkbox"/> YES <input type="checkbox"/> NO Specify: _____	
7. What is the estimated cost of the project?	Euro or US dollars:	
8. What amount is being requested from UNWG?	Euro or US dollars:	
9. Are other organizations contributing to costs	<input type="checkbox"/> YES <input type="checkbox"/> NO	
10. Has an amount of funds already been given or promised to you?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, which source(s) will this funding come from? How much and which part of the project will this support? <i>Use attachment if necessary</i>		
List Source(s) supported	Amount in Euro/US\$	Which part of the Project to be supported
11. When do you expect the project to start?		
12. How long will it take to complete?	Year(s)	Months
13. What date do you expect the project to complete?		



### 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	
Account number	
Bank name	
Bank address	
IBAN (International Banking Number)	
SWIFT Code	

D. This application has been prepared and submitted by:

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

**Please scan this page and submit with application after signing.**

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. All projects not funded will be shredded at the end of the year.