



Organization in Special Consultative Status with the UNO Economic and Social Council since 2011

Annex 4.2

For internal use: Code Nr. _____ Date _____

MICRO-PROJECTS PROGRAMME APPLICATION FORM

Before you fill in this form, please read carefully the Guidelines of the Programme. Be sure you fill in the frames completely and that the letter of support is included, as requested in point 5. Please be sure that additional documents are included, when requested. Failing to do this could result in delays or rejection of the proposal. If you need more room to explain your proposal, you may provide the information on a separate sheet of paper. If you have any questions, contact us. Please consign the application to:

Marist International Solidarity Foundation Onlus

P.le M. Champagnat, 2 - 00144 Roma, Italia

Tel.: (+39) 06 54517249; Fax: (+39) 06 54 517 500

E-mail: fmsi@fmsi-onlus.org

1. PROJECT APPLICANT

Who is the applicant? (It must be an entity)

1.1 Name:

1.2 Legal status:

- Foundation
- Association
- Religious Congregation
- Other (please specify):

1.3 Sector of institutional activity:

1.4 Legal representative:

1.5 Address:

1.6 Telephone/Email:

2. PROJECT MANAGER

Who is the person responsible for management and supervision of the project activities and for the communication with FMSI?

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2.1 Name and surname:

2.2 Position in the organization:

2.3 Address:

2.4 Telephone/Email:

3. PROJECT TITLE

3.1 Project title:

4. REMITTANCE OF FUNDS

Please indicate the bank account details of the applicant.

- *Please report the bank account details as they show on the bank statements.*

4.1 Account owner:

4.2 Account owner address (address, ZIP code, city, state, country):

4.3 Account number:

4.4 Bank name:

4.5 Bank branch address (or branch code):

4.6 IBAN code (if present):

4.7 SWIFT code:

4.8 Account currency:

5. WHO HAS APPROVED THE PROJECT?

What Marist authority (Provincial or District Superior) approved the project?

- *Please attach the letter of support.*

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5.1 Marist authority:

6. LOCAL CONTEXT

Where will the project be carried out? What are the characteristics of the place?

6.1 Please state where the project will be carried out (institution and place):

6.2 Describe the socio/economic background of the local area and community, with special regard to the situation of the children and young people (access to fundamental goods and services, education, health care, family background, discrimination, etc.):

7. PROBLEM TO BE ADDRESSED

With regard to the local context as illustrated in point 6, describe what problem you intend to address.

7.1 Problem to be addressed:

8. PROJECT OBJECTIVES

With regard to the problem identified in point 7, explain what solution is being proposed.

8.1 General objective of the project:

8.2 Specific activities:

8.3 Please state how the project will contribute to the solution of the problem described in point 7:

9. BENEFICIARIES OF THE PROJECT

Who will benefit from this project? How?

9.1 Indicate the direct beneficiaries of the project:

9.2 Number of the direct beneficiaries:

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9.3 Please express an evaluation on the current situation of the beneficiaries with regard to the access to fundamental good and services (food, housing, health care, education, etc.)

- very bad
- bad
- adequate
- good
- very good

please explain why:

9.4 Please express an evaluation on the current situation of the beneficiaries with regard to their enjoyment of the main human rights (life, development, health, identity, non-discrimination, etc.)

- very bad
- bad
- adequate
- good
- very good

please explain why:

9.5 Indicate the indirect beneficiaries of the project:

9.6 Number of the indirect beneficiaries:

9.7 Does the project benefit males and females equally?

- yes
- no (please explain):

10. PROMOTION OF HUMAN RIGHTS

Does the project promote the human rights of the beneficiaries? If yes, please explain how.

11. PROJECT TIMETABLE

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Illustrate the proposed timetable for carrying out the activities.

12. SUSTAINABILTY AND SOCIAL IMPACT

Should the project foresee the continuation or repetition of the activities after its close, how will the continuation be assured, once the grant has been used? If the project does not foresee the continuation or repetition of the activities, explain what impact it will have on the beneficiaries from the educational point of view (personal growth/social development).

13. LOCAL COMMUNITY'S PARTICIPATION

Is the local community interested in the project? Will the community you hope to assist participate in the project? If so, how?

14. OTHER PROJECTS IN PROGRESS

Illustrate what other projects are currently being financed by third parties, if any, in the same place and institution.

15. PROJECT BUDGET

	Amount in local currency	Amount in EUR
15.1 Total cost		
15.2 Sources of financing		
a) Amount requested to FMSI (max 5.000 EUR):		
b) Applicant's contribution (cash or value of in kind goods):		
c) Co-financing from other bodies (if any):		

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16. BUDGET DETAILS

Itemize the costs that compose the total budget indicating items category and amounts (columns 1 and 2). Please provide the costs for each item in both your local currency and in EUR (columns 3 and 4). State which of the costs is FMSI being asked to cover (column 5). If other funding agencies are present or local contribution is foreseen, please indicate which of the costs they are supposed to cover (columns 6 and 7). Use the "Other costs" row to specify any other cost that cannot be applied in the general category listed.

- Please enclose the following documents:
 - the quotation, if the purchase of equipment or goods, refurbishment or building work are foreseen;
 - the plan, if refurbishment or building work is foreseen;
 - the activity programme, if training workshops or courses and events are foreseen.

Column 1	Expenditure			Sources of financing		
	Column 2	Column 3	Column 4	Column 5	Colonna 6	Colonna 7
Items	Quantity	Cost in local currency	Cost in EUR	Contribution requested to FMSI in EUR	Applicant's contribution in EUR	Co-financing from other bodies in EUR
A. Purchase of materials						
A1...						
A2...						
A3...						
B. Purchase of furniture and equipment						
B1...						
B2...						
B3...						
C. Personnel/Labour						
C1...						
C2...						
D. Administrative or operating costs						
D1...						
D2...						
E. Other costs						
E1...						
E2...						
E3...						
Total						



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Data

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