



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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Homepage: <http://unwg.unvienna.org>

UNWG APPLICATION FORM FOR CHARITY DONATIONS 2017

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION

The Application is open between 1 July and 31 December 2016

**Country of project
location:** _____

1. UNWG CRITERIA:

- The project must focus on children in need (not older than age 18 years or 21 if disabled) or on mother/child programs that affect the well-being of the children.
- The project must be for all children/mothers without discrimination of gender, race, ethnic origin or religion.
- The project must address basic needs in health, education, water and shelter, focusing on long term assistance (e.g. Clean water supply, sanitation facilities, school construction or repair, classroom furniture, educational or vocational materials/equipment, medical equipment, special needs support).
- The maximum amount of a grant will be €10,000 or equivalent of this amount.
- Incomplete applications, and those not falling within the UNWG criteria, will not be considered.
- Projects may be funded for two consecutive years only, or three years within a 10 year period.
- If you have received funds before and have failed to submit a final report, then your application will not be considered for funding.

2. COMPLETION INSTRUCTIONS

- Please type or print clearly throughout the application.
- You may add lines or space to more fully describe an item.
- Letters of support from local government entities are encouraged.
- You must provide your organization's registration certificate as a non-profit organization with the original application form and contact information for the registration authority. If you are a governmental education or health facility, please provide documentation as to your credentials.
- All amounts must be specified in Euro or US Dollars and so indicated on the application.
- The original application form must be emailed to:

unwgcharityvienna@gmail.com (no later than 31 December 2016)

Or sent by post to:

Second Vice President, UNWG

Vienna International Center, Room F 1036

P.O. Box 400, A-1400 Vienna, Austria (postmarked before 31 December 2016)

- For email applications, the signed last page must be scanned and submitted. For postal mail applications, please submit the original signatures.
- Organizations receiving a grant must submit a detailed project completion report including payment invoices before 30 June 2018.

3. APPLICATIONS PROCESS

The UNWG reserves the right to contact organizations to confirm information found in this application. ALL correspondence will be sent to the name and e-mail address that appears on this page. 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 the project. The United Nations Women's Guild may 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. The list of approved projects will be placed on the UNWG website **by 30 June 2017**.

ORGANIZATIONAL INFORMATION

1. LEGAL NAME of applying organization:
2. PROJECT TITLE:
3. PROJECT LOCATION , including the country, city, town, village and street address or geographic coordinates of project site:
4. POSTAL ADDRESS of your organization: 4a. Web site URL: 4b. Email Address:
5. HEAD of the organization, email and contact address: <i>Note: This is the same person who authorizes this application.</i>
6. REFERENCE - A person at Vienna International Center or in Vienna (Please provide name, address, email) if you have one (someone who can speak about the project):

A. ABOUT THE ORGANIZATION

1a. Has your organization received funding from the United Nations Women’s Guild Vienna before?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
1b. If yes, when? What was the purpose of the funding?			
<p><i>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.</i></p>			
2. What are the goals and objectives of your organization? (<i>Attach brochures and list web site info</i>)			
3. When was your organization founded?			
4. Is your organization registered as a Non-profit or charitable organization 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
6. Please list the projects/activities of your organization during the last 2 years, starting with the latest that you implemented. For each funding source, please include name of contact person, email, and telephone number along with a confirmation letter. <i>Please add additional lines as needed.</i>			
Project purpose/activities	Amount	Name of the funding agency	Year completed

7. Please provide the following personnel and financial information of your organization in 2015:		
7a. Number of paid staff working in the organization:		
7b. Number of volunteers in the organization:		
<i>For each of the following, please indicate Euro (€) or US Dollars:</i>		
7c. What is the yearly budget of your organization in 2015?		
7d. Amount spent on salaries in 2015		
7e. Amount spent on administration in 2015:		
7f. Amount spent on projects/activities in 2015:		
8. What is/are your organization's regular source(s) of funding? We reserve the right to ask for account details when the project is shortlisted. Please indicate Euro (€) or US Dollars		
SOURCE	AMOUNT	PERCENTAGE
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 are applying for UNWG funding.
2. What will be the impact of this project in your community? State the problem this project will address and explain how this will be sustained and/or continued in the future. Use attachment if necessary.
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. Ages of children:

C. BANKING INFORMATION

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

<input type="checkbox"/> US \$	<input type="checkbox"/> €
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2. Please complete the following information on the bank where the funds will be deposited:

Name on account	
Account number	
Bank name	
Bank address	
IBAN (International Banking Number)	
SWIFT Code	
Authorization Code to receive foreign funds <i>(where appropriate)</i>	

The Name on the Bank account should be the name of the organization applying for funds.

D. SUBMISSION

1. The person who has prepared this application and may be contacted by the UNWG:

Name of preparer/contact person:
Title of the same preparer/contact person:
Signature of the same of preparer/contact person:
Date:

2. This application has been authorized by:

Name of the official: <i>(same as on page 2 item 5 of this application)</i>
Title of the same official in the Organization:
Signature of the same official:
Date:
Stamp/Seal of the Organization:

3. If the name of the official on this page is different from page 1 (Head of your organization), please explain.

**Please sign and submit this page with the application.
A scanned copy is acceptable for electronic submission.**