|  |  |
| --- | --- |
|  | **THE UNITED NATIONS WOMEN’S GUILD OF VIENNA****联合国维也纳妇女协会**Vienna International Center, Room F1036, P.O. Box 400, A-1400 Vienna, AustriaTel.: (+43 1) 2600-24276, 26026-4284, E-mail: unwgcharityvienna@gmail.com, Homepage: http://unwg.unvienna.org  |

**UNWG APPLICATION FORM FOR CHARITY DONATIONS 2023 2023年联合国维也纳妇女协会慈善基金申请表**

请在完成申请之前仔细阅读:如果没有按照下列的标准或提交不完整的申请，您所提交的申请将会被拒绝

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION

**The Application is to submitted between 1st January and 31st March 2023**

**申请日期2023.01.01-2023.03.31**

1. **联合国妇女协会准则 / UNWG CRITERIA:**

**项目必须满足：**

* 适用于所有不受性别，种族，民族或宗教歧视的儿童。
* 针对贫困儿童（18周岁以下，或21岁以下的残疾人或针对儿童福利的母婴计划目标;
* 能够在一年内完成；
* 是可持续的，并有延续计划；
* 解决在卫生、教育、水和避难所方面的基本需求,关注长料/设备,医疗设备,特殊需要的支持，期援助(如:学校建设或维修,课桌椅、教育或职业材清洁水供应、卫生设施；)
* 如果收到基金之前，未能提交一份最终报告，那么您申请的基金将不予考虑资助。

**2. 我们不资助：UNWG DOES NOT FUND:**

* 行政费用（租金，任何形式的工资，办公用品，电话费，差旅费）；
* 学费, 校服或者文具；
* 宣传材料, 宣传培训或敏感性方案；
* 小额信贷项目或购买创收的牲畜；
* 创收方案（如：购买电脑 , 影印设备, 建立网吧,作为出租或其他商业用途/创收活动；
* 食品和紧急援助,即自然灾害,冲突地区等；
* 个别儿童获利的项目；
* UNWG不提供追溯资金，即项目活动必须在收到资金后进行;
* 没有批准的建设计划和没经过需求论证的项目。
* 项目必须遵守《人权宣言》、《儿童权利宣言》

和《日内瓦儿童权利公约》。

**其他**

* 项目应由申请资助的组织直接实施。
* 捐款最大额度 €10,000 或相当于此金额。
* 项目在10年内最多只能资助三年。
* **UNWG**可以提供一个大型项目的部分资金，但是必须保证其余资金已经到位。

**3. 填表说明: COMPLETION INSTRUCTION**

* UNWG倾向于使用英语申请，非政府组织可以用阿拉伯文，中文，法文，德文，俄文或西班牙文提交，但是请注意，我们没有官方翻译；
* 请用印刷体填写申请表，字迹要清晰，最好附上word文档文件，因为扫描或图片很难识别；
* 请不要发送压缩文件（RAR文件），我们无法打开。 请不要使用WeTransfer或任何其他时间限制的传输服务，因为这些文件可能无法在规定的时间内下载而导致丢失；
* 可以添加行或空间以便充分地描述项目；
* 鼓励提供地方政府机构的支持信；
* 必须提供您的组织作为非营利组织的注册证书，其中包含注册机构的原始申请表格和联系信息。如果您是一个政府教育或卫生机构，请提供证明文件；
* 请务必附上任何施工计划，论证报告（例如水力调查），必要时附上现任政府批复报告；
* 捐款仅以欧元或美元转账，所有的金额必须是欧元或美元，请在申请中注明。但第13节除外，我们要求以当地货币支付金额；
* 仅限当前2023年申请表上的申请
* 申请表原件必须发送到：unwgcharityvienna@gmail.com （2023年3月31日24:00 以前 (欧洲中部时间)）。

**或**邮寄:

**Second Vice President, UNWG**

**Vienna International Center, Room F 1036**

**P.O. Box 400, A-1400 Vienna, Austria （**邮戳以 2023年3月31日前为准 )

* 通过电子邮件提交申请，最后一页需要签名扫描后提交。通过邮政邮件提交，请提交有签名页的原件；
* 收到赠款的组织必须在2024年6月30日之前提交一个详细的项目进展报告包括支付账单。

**4. 申请流程**

联合国妇女协会（UNWG）保留与组织联系确认申请表所提供信息的权利。所有信件寄到本页中给出的地址和姓名。所有申请文件将成为妇女协会的财产，并将以保密的方式处理。我们保留向参与该项目的其他组织索取信息的权利。必要的时候，联合国妇女协会可能使用任何和项目有关的信息，像幻灯片、照片和图表，用于展览、促销活动、出版物或任何其他活动。获得批准的项目名单将在2023年7月31日联合国妇女协会网站上公布。

请留意下面的审核程序，只有非政府组织的申请被考虑时，才会联系该组织。

**2022年申请表/ 2022 Application**

|  |
| --- |
| 1. 项目名称：PROJECT TITLE：

**1a.** 申请项目金额：/ PROJECT AMOUNT REQUESTED FROM UNWG |
| 1. 项目所在位置，包括国家、城市、镇、乡村和街道地址，或者项目位置的地理坐标。PROJECT LOCATION, including the country, city, town, village and street address or geographic coordinates of project site：
 |
| 1. 申请组织的法定名称：LEGAL NAME of applying organization：
 |
| **4**. 组织的通讯地址：POSTAL ADDRESS of your organization：4a. 网站Web site URL：4b. 邮箱 Email Address： |
| **5**. 组织负责人、电子邮件和联系地址 / HEAD of the organization, email and contact address: **注意**：这是授权申请本人  *Note: This is the same person who authorizes this application.* |
| **6**. 如有联系人在维也纳国际中心或维也纳，并且可以介绍该项目, 请提供此人的电子邮件和姓名**，**但不是必须的，因此不会影响您的项目评估过程。REFERENCE – If you have a person at Vienna International Center or in Vienna who can speak about the project, then please provide their name, address and email. This is not a requirement therefore this will not affect your project evaluation process. |

**A. 组织详情ABOUT THE ORGANIZATION**

|  |  |
| --- | --- |
| **1a.** 贵组织以前是否曾接受过联合国维也纳妇女协会资金？ Has your organization received funding from the United Nations Women’s Guild Vienna before? | □ 是YES □ 否NO |
| **1b.** 如果是, 什么时间? 基金的用途是什么？If yes, when? What was the purpose of the funding?**注意**：如果你之前接受过资金而没有提交总结报告，包括付款账单的发票。你申请的资金将不被考虑。/ *Please note if you have received funds before and have failed to submit a final report including evidence of paid bills, then your application will not be considered for funding.* |
| **1c.** 你以前是否申请了联合国妇女协会的资金，请列出年份和目的。Have you applied for UNWG funding before, please list in which years and the purpose? |
| **1d.** How did you find out about the UNWG Charity Program? 您是如何了解到UNWG的慈善计划？  |
| **2**. 贵组织的目标和宗旨是什么？ (请附上小册子和列出网站信息)  What are the goals and objectives of your organization? (*Attach brochures and list web site info*)  |
| **3.** 贵组织何时成立？When was your organization founded? |
| **4**. 贵组织是否作为非盈利组织或者慈善机构在政府注册？提交申请时需要提交当前的非政府组织证书。 Is your organization registered as a Non-profit or charitable organization with your government? A current NGO certificate must be submitted with your application. | □是 YES □否 NO |
| **5**. 贵组织是否政府组织？ Is your organization a government organization?  | □是 YES □否 NO |
| **6**. 请依照由近及远的顺序列出过去两年内贵组织开展的项目/活动 。每一项基金的来源，包括联系人姓名、电子邮件和电话号码。如果空间不够可以添加行。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. *Please add additional lines as needed.* |
| **项目目的/活动****Project purpose/activities** | **数量Amount** | **基金机构名称****Name of the funding agency** | **完成时间（年）****Year completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **7.**请提供贵组织人事和财务信息: Please provide the following personnel and financial information of your organization: |
| **7a**. 贵组织雇佣员工数目：Number of paid staff working in the organization: |  |
| **7b**. 贵组织的志愿者数目：Number of volunteers in the organization:  |  |
| 请注明下面各项欧元或美元：For each of the following, please indicate Euro (€) or US Dollars: |
| **7c.** 贵组织上一财年的年度预算是多少？（7c = 7d + 7e + 7f）表示年份*。*What was the yearly budget of your organization in the previous fiscal year? (7c=7d+7e+7f) Indicate year |  |
| **7d**.年度用于薪金的数额：Amount spent on salaries: |  |
| **7e**. 年度行政费用支出金额：Amount spent on administration:  |  |
| **7f**. 年度项目/活动支出金额：Amount spent on projects/activities: |  |
| **8.** 贵组织稳定收入来源有哪些？当项目列入候选名单，我们保留查询账目的权利。请注明欧元或美元。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* |
| **来源 / SOURCE** | **数量AMOUNT** | **百分百PERCENTAGE** |
| 会费 / Membership fees |  | ***%*** |
| 自己创收(捐款/筹资) Self-generated (donations/fundraising) income |  | ***%*** |
| 政府资助 / Government  |  | ***%*** |
| 国际组织资助 / International organizations |  | ***%*** |
| 其它来源 (请详细说明) / Others (please specify) |  | ***%*** |
|  总计/ TOTAL |  | 100% |

**B. 申请妇女协会资助的项目：/ PROPOSED PROJECT FOR UNWG FUNDING:**

(请附上相关的小册子，文件和4张照片) / (*Please attach relevant brochures, documents and 4 photographs*)

|  |
| --- |
| **1.** 请简要而清晰地描述您申请UNWG资助的项目Briefly and clearly describe the project you are applying for UNWG funding |
|  |
| 2.这个项目在你的社团中会产生什么影响? 陈述本项目要解决的问题并解释今后如何保持和（或）维持下去？必要时可加附页。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**. 本项目将资助的儿童数目**:** Number of children the project will support**:**男童/Boys\_\_\_\_\_\_\_\_\_ 女童/Girls\_\_\_\_\_\_\_\_\_如果是母子项目，请注明数目：In case of mother-child project, please specify the number of**:**  |
| **4.** 儿童年龄/Ages of children: |
| **5.** 请列出其中残疾和特殊需求儿童的详情 Please give details of disability and/or special needs among children that this project will serve:  |
| **6.** 期望项目何时开始? / When do you expect the project to start?  |
| **7.** 完成项目需要的时间 / How long will it take to complete the project? |
| **8.** 按照时间顺序列出计划的每项步骤和每项步骤的实施日期（请注意资金将于6月份以后转拨）。项目必须在收到资金后一年内完成。 In chronological order**,** describe the steps of the plan and implementation dates of each step (note the funds will not be transferred before June). Project must be completed within one year of the receipt of funds. |
| **计划步骤 PLAN STEP** | **完成日期****EXPECTED DATE** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **9**. 项目的整体概算/What is the estimated TOTAL cost of this project?  | 欧元或美元/*€ or US$*: |
| **10.** 申请妇女协会资助金额/ Amount requested from UNWG  | 欧元或美元/*€ or US$*: |
| **11**. 是否有其他组织/捐赠者捐助费用/ Are other organizations/donors contributing to costs? | □ 是YES □ 否NO |
|  **11a.** 其它捐赠者资助本项目的资金详情/Funding detail when other donors are supporting the project: |
| 资金来源和联系信息Source and Contact Information | 金额: 欧元/美元/Amount in € or US$ | 项目哪一部分得到资助 / Which part of the Project is to be supported? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **12**. 是否申请其它组织/捐赠者资助本项目？Are you also applying to other organizations/donors for this project? □是 YES □ 否NO |
|  **12a.**请提供申请的其他捐赠者详细信息/ Please provide more information on your application to other donors: |
| 资金来源和联系信息Source and Contact Information |  金额: 欧元/美元 Amount in € or US$ | 项目哪一部分得到资助  Which part of the Project is to be supported? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **13**. **妇女协会资助的具体项目 /** ITEMS to be funded by UNWG**:**请列出由妇女协会资金资助的具体项目和每个项目的大概费用：最好附上支持费用的相关文件，如有可能附上供应商提供的概算。Please list items to be funded using the UNWG funds and the approximate cost of each item. Where possible, please enclose documents supporting the costs or cost estimates from suppliers. |
| **项目/ ITEM** | **费用（欧元或美元)/ COST (in Euro or USD)** | **以当地货币计算费用****Cost in local currency** |
| 例: 3 名儿童的木结构单人床@ €50.00/ 个 / *Example: 3 children’s single beds with wood frames @ €50.00 each.* | *€150.00* |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **项目费用总计 / *Total Cost of Items*** |  |  |
| **妇女协会支付的费用总计 /*Total cost to be paid for by UNWG*** |  |  |

**C.**账户信息  **BANKING INFORMATION**

**1.**如果批准资助项目，请具体说明希望哪种货币支付 **/** Please specify HOW you would prefer payment, if your project is approved for funding:

|  |
| --- |
|  □ 美元/US $ □欧元/ €  |

**2.**资金转入银行信息 **/** Please complete the following information on the bank where the funds will be deposited:

|  |  |
| --- | --- |
| 账户名称/Name on account: |  |
| 账号 / Account number: |  |
| 银行名称 / name: |  |
| 银行地址 / Bank address: |  |
| 国际银行账号 / IBAN (International Banking Number): |  |
|  SWIFT Code: |  |
| 接收外资的授权代码(如果有就填)Authorization Code to receive foreign funds (*where appropriate*) |  |

银行账户名称应为申请组织的名称*。The Name on the Bank account should be the name of the organization applying for funds.*

在签署此申请之前，请检查您是否附加了所有必需的文档Before for signing this application, check that you attach all required documents

* 附上目前最新的和有效的非政府组织证书Attached a current, up to date and valid NGO certificate
* 附上您想要使用UNWG拨款购买的物品报价Attached quotes for the items you wish to purchase with a UNWG grant
* 附上所需的建筑平面图和分析报告Attached building plans, and analyses as needed
* 仔细阅读UNWG不资助的标准和项目清单，并确认您的项目符合我们的标准 Read through the criteria and list of items that the UNWG does not fund, and confirm that your project meets our criteria

不完整的申请以及不符合UNWG标准和准则的申请会被自动拒绝Incomplete applications and applications that fall outside of UNWG criteria and guidelines will be rejected automatically.

**D. 项目申请提交 / SUBMISSION 申请授权 / This application has been authorized and submitted by:**

|  |
| --- |
| 负责人姓名(应与第3页第5项相同) Name of the official*: (same as on page 3 item 5 of this application):* |
| 负责人在本组织中职务 / Title of the same official in the Organization: |
| 负责人签名（本人）/ Signature of the same official: |
| 日期 / Date:  |
| 单位公章 / Stamp / Seal of the Organization: |

**请签字后和申请书一起提交，也可以提供电子版的扫描复印件。**

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