THE UNITED NATIONS WOMEN'S GUILD OF VIENNA
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UNWG APPLICATION FORM FOR CHARITY GRANTS 2027

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION

Failure to comply with listed criteria or submission of an incomplete application will result in the automatic rejection of your application

Applications are accepted between 01 NOVEMBER and 20 DECEMBER 2026

1. UNWG CRITERIA:

The project must:

- Be for all children without discrimination on gender, race, ethnic origin, or religion.
- Focus on children in need (no older than 18 years or 21 if disabled). A mother/child program must demonstrate direct benefit to the well-being of the children.
- Be completed in one year upon receipt of UNWG funds
- Be sustainable & include a clear plan for continuation after UNWG funding ends.
- Address **basic needs** in health, education, water, and shelter. Projects should focus on long-term assistance (e.g., school construction or repair, educational or vocational equipment, classroom furniture, special needs support, medical equipment, clean water supply, sanitation facilities). Drilling of boreholes will be evaluated individually, for this, a hydrogeological assessment must be conducted and attached to the proposal. This comes as a warning following the warning from UNICEF as follows: "Groundwater depletion Risks: Unplanned digging can over-extract shallow water tables and destabilize fragile local aquifers adding to the declining water levels" WASH field notes FN/59/2025.
- Where Computers and accessories are mentioned, there must be proof that it is for educational purposes only and not commercial use.
- Where UN agencies or other humanitarian organizations are already providing emergency or humanitarian assistance, UNWG funding should complement, rather than duplicate, such assistance.
- Reasonable installation costs that are necessary for the proper use of equipment or other items funded by UNWG may be considered as part of the project cost, provided the installation requires skilled labor that cannot be performed by someone in the applicant organization or local community and is clearly identified and supported by a quotation or pro forma invoice.
- If you have received funds before but failed to submit a final report, it will be ineligible for future funding. This status will be recorded in the UNWG database, and any subsequent applications will not be considered.
- Project must adhere to the Declaration of Human Rights, the Declaration of Children's Rights and the UN Convention on the Rights of Children https://www.unicef.org/child-rights-convention/convention-text-childrens-version

2. UNWG DOES NOT FUND:

- Administrative costs (rents, salaries of any kind, office supplies, telephone costs, travel expenses).
- Consumable items for recurrent use or regular replacement.
- Awareness campaigns, sensitization programs or promotional materials.
- School fees, school uniforms or writing

materials.
- Micro-credit programs or purchase of animals for income generation.
- Excessive basic labor or transportation fees
- **Revenue generating schemes** (e.g.: purchase of computer equipment for a Cybercafé; building construction or purchase of equipment to be utilized/rented out for commercial purposes/ income generating activities).
- Food and emergency aid, or humanitarian relief in response to natural disasters, armed conflict or other emergencies.
- Projects benefiting individual children.
- UNWG does not provide retroactive funding, i.e., project activities must be undertaken after receipt of funds.
- Projects without approved building plans and necessary supporting analysis.
- The UNWG does not fund projects in areas affected by armed conflict or with serious security risks. If the security situation changes after approval, UNWG may postpone funding or place the project on hold for one year until implementation can reasonably and safely proceed on a case-by-case basis.

Other

- **Projects should be implemented directly by the organization applying for the grant.**
- Maximum UNWG grant: €10,000 or equivalent amount in US Dollars.
- An organization may be funded for maximum of three times within a 10-year period.
- The UNWG may fund a portion of a larger project, **provided the** remaining funds required to complete the project **have already been secured and identified in Sections 11 below.**

3. COMPLETION INSTRUCTIONS

- **UNWG prefers applications in the English language, Applicants may submit in Arabic, Chinese, French, German, Russian, or Spanish. The translated forms will be made available on the website. These forms were translated with the assistance AI. The translation has been reviewed and edited for general clarity, but the UNWG does not guarantee its complete accuracy or legal equivalence to the original source text.**
- Please complete the application electronically where possible and submit the Word document. Scans or photographs of completed application pages are difficult to review. Please pdf your supporting documents and send them as one file.
- Please do not send .rar files, or use WhatsApp, WeTransfer or other temporary file-sharing services, as files may expire before we download them.
- Handwritten applications will not be accepted.
- **Keep answers clear, brief and relevant**. You may add lines or space to describe an item more fully where necessary but avoid repeating the same information in different sections.
- Letters of support from local government entities are encouraged.
- You must attach a **current and valid certificate** showing that your organization is registered as a non-profit or charitable organization, or official documents confirming government recognition. Include the relevant government website link and contact details for the registration authority. Government education or health facilities must provide equivalent official documentation.
- For construction, renovation, water, sanitation or other infrastructure projects, attach the required approved plans, technical analyses (for example, hydraulic surveys), permits and current government or local-authority approvals.
- **Currency**: Funds are transferred only in euros (€) or US dollars (US$). Choose one of these currencies and use it for all amounts throughout the application. Write the currency next to every amount. In Section 13, also provide the matching amounts in local currency.
- Please attach at least 4 photos relevant to the project and the children who will benefit, while respecting applicable consent and safeguarding requirements.
- Only applications on the current **2027 application form** will be accepted.

- The original application form must be emailed to:

  unwgcharityvienna@gmail.com

  no later than 20 December 2026 (midnight Central European Time**)**

  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 20 December 2026)

- 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 2028.
- **Please note:** The UNWG may use AI to evaluate and verify completed applications, but we do not guarantee its complete accuracy or legal equivalence to the original source text.

4. APPLICATION 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 your application form. 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 of Vienna may use any information, slides, or graphs 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 31st July 2027.**

Please note: Applicants will be contacted **only** if their application progresses to the next stage of the review process.
Applicants whose submissions do not meet the eligibility requirements or are not selected for further consideration will not be contacted.

BEFORE YOU APPLY – PLEASE READ AND TICK EACH BOX TO CONFIRM THAT:

☐ Your organization and proposed project meet the UNWG eligibility requirements.

☐ You have reviewed the list of items and activities that UNWG does not fund.

☐ You understand which supporting documents are required and have started gathering them, where necessary.

UNWG 2027 Application

1. PROJECT TITLE:

1a. PROJECT AMOUNT REQUESTED FROM UNWG

Select one currency below and use it throughout the application. Do not enter this amount in local currency.

☐ Euros (€) ☐ US dollars (US$)

2. PROJECT LOCATION, as follows:

Country	
City	
Town	
Village	
Street address	

Geographic coordinates of project site (if no street address):

3. LEGAL NAME of applying organization:

4. POSTAL ADDRESS of your organization:

4a. Website URL:

4b. Email Address:

5. HEAD/LEGAL Representative of the organization:

Name	
Title	
Email	
Contact address:	

Note: This is the same person who authorizes this application.

6. REFERENCE – If you have a person at the 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.

Name: _____

Email: _____

A. ABOUT THE ORGANIZATION

1a. Has your organization **received** funding from the United Nations Women's Guild Vienna before?	□ YES □ NO

1b. If yes, when? What was the purpose of the funding? **Maximum 300 words**

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. Have you **applied for** UNWG funding before, please list in which years and the purpose.

Year:
Purpose:

Year:
Purpose:

1d. How did you find out about the UNWG Charity Programme?

2. Briefly describe the main purpose goals and objectives of your organization **(maximum 500 words).** Attach brochures in PDF format. You do not need to repeat the website information provided in **Question 4a**

3. When was your organization founded? **Year:**	
4. Is your organization registered as a non-profit or charitable organization with your government? A current NGO certificate must be submitted with your application.	□ YES □ NO
5. Is your organization a government organization?	□ YES □ NO

6. Please list the projects/activities implemented by your organization during the last 2 years, starting with the most recent. Include the project purpose, amount, funding source and year completed. *Please add additional lines as needed.*

Project purpose/activities	**Amount**	**Name of funding agency, contact person and email**	**Year completed**

7. Please provide the following personnel and financial information about your organization:	
7a. Number of paid staff working in the organization:	
7b. Number of volunteers in the organization:	
For Questions 7c, d, e, f, use the same currency (€ or US$) and write it besides every amount. Do not use local currency. Complete all fields in this section; incomplete applications will not be considered.	
7c. Total annual budget of your organization for the previous fiscal year (state year and currency): (7c must be equal 7d+7e+7f)	
7d. Amount spent on salaries:	

7e. Amount spent on administration:	
7f. Amount spent on projects/activities:	

8. What is/are your organization's regular source(s) of funding? **Use the same currency (€ or US$) for all amounts.** Percentages should total 100%. We reserve the right to ask for account details if the project is shortlisted.

SOURCE	Amount in ☐ **Euros** ☐ **US$**	**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, approvals, plans **and at least 4 photographs***)

1. Briefly and clearly describe the project for which you are requesting UNWG funding. Explain what you plan to do and what the UNWG funding will pay for (**maximum 1000 words**).

2. Please provide the following information about the need for the project, its expected impact and its **sustainability:**

2a. NEED / PROBLEM: What specific problem or need will this project address? **(maximum 300 words):**

2b. EXPECTED RESULT / IMPACT: What change will the project make for the children and community? **(maximum 500 words):**

2c. SUSTAINABILITY: How will the project or its benefits continue after UNWG funding ends? Who will be responsible for any future maintenance or recurring costs? **(maximum 300 words):**

3. Number of children the project will support**:**

Boys: **Girls:**

In case of a mother-child project, please specify the number of **Women:**

4. Ages of children:

5. Please give details of disability and/or special needs among children that this project will serve, briefly describe their needs and how the project will address them. If not applicable, write N/A.

6. When do you expect the project to start? (UNWG-funded activities **must begin only after receipt of UNWG funds**):

7. How long will the project take, and when do you expect to complete it? The project **must be completed within one year of receiving UNWG funds**.

Expected duration: _____ months
Expected completion date (day/month/year): _____

8. IMPLEMENTATION PLAN: List the main project activities/milestones **in chronological order** and give the expected date for each. Clearly identify any activity financed by another funding source. UNWG funded activities must begin after receipt of UNWG funds and be completed within one year.

PLAN STEP	**EXPECTED DATE**

PLAN STEP	EXPECTED DATE

9. Estimated **TOTAL cost of the entire project**, including all funding sources _____	☐ Euros (€) ☐ US dollars (US$)
10. Amount requested from UNWG **This amount must be identical to Question 1a and the UNWG total in Section 13**	☐ Euros (€) ☐ US dollars (US$)
11. FUNDING ALREADY SECURED: Have other organizations/donors confirmed funding for this project?	☐ YES ☐ NO

11a. List funding already confirmed by other donors supporting the project. Please attach supporting documentation confirming that the funding has been secured.

Donor name and contact details	☐ Euros (€) ☐ US$	Which part of the Project is to be supported?

12. FUNDING APPLIED FOR BUT NOT YET CONFIRMED: Are you awaiting a decision from any other organization/donor for this project? ☐ YES ☐ NO

12a. Please provide more information on funding applications **that are still pending**:

Source and Contact Information	Amount in € or US$	Which part of the Project is to be supported?

13. ITEMS to be funded by UNWG**:**
Please list each item /service to be funded using the UNWG funds and the estimated cost of each item. Mark one box with an X, using the same currency as in Question 1a.

Also provide the cost in local currency and the exchange rate used. Local currency: _____
Exchange rate: 1 ☐ EUR ☐ USD = _____ in local currency.

Attach signed or stamped quotations or pro forma invoices issued by the suppliers you plan to use. Each document must show the supplier's name, item or service, quantity, price and currency.

ITEM OR SERVICE (include quantity and unit price)	**Cost in selected currency ☐ Euros (€) ☐ US$**	**Cost in local currency**
Example: 3 children's desks @ €50.00 each	*€150.00*	
Total Cost of Items		
Total cost to be paid by UNWG		

C. BANKING INFORMATION

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

☐ US $	☐ Euros €

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 (*where appropriate*)	

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

FINAL SUBMISSION CHECK LIST
Before signing this application, check that you have

- ☐ **Answered every question (using "Not applicable / N/A" where appropriate) and checked that all information is complete and consistent.**
- ☐ **Attached a current, up to date and valid NGO registration certificate or equivalent official documentation.**
- ☐ **Attached signed or stamped quotations/proforma invoices for the items or services to be funded by UNWG**
- ☐ **For construction/infrastructure projects, attached approved building plans, and technical analyses, permits and government/local-authority approvals.**
- ☐ **Attached at least four relevant project photographs, as required**
- ☐ **Read through the criteria and list of items that the UNWG does not fund, and confirm that your project meets our criteria**

Incomplete applications and applications that fall outside of UNWG criteria and guidelines will be rejected automatically.

D. Submission

This application has been authorized and submitted by:

Name of the official/legal representative*: (same as on page 4 item 5 of this application)*
Title of the same official in the Organization:
Signature of the same official:
Date:
Stamp/Seal of the Organization:

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