

## International Women's Club, Belgrade Charity Project Proposal Guidelines

The International Women's Club of Belgrade encourages grant applicants to complete this proposal application template. Additional pages may be attached. Please refer to Page 4 for application requirements and guidelines.

<b>Name of Organization</b>	
<b>Proposed Project</b>	
<b>Date of Application</b>	
<b>Dates of Proposed Project Implementation</b>	
<b>Funding Amount Requested</b>	

### Contact Information

Name of Director	
Person Responsible for Project	
Address	
Phone	
Email	

**Introduction:** Describe your organization's mission and primary activities.

**Past Experience:** Demonstrate that you are qualified to carry out the proposed project through examples of relevant past and current experience.

**Problem Statement or Needs Assessment:** Provide the context of, and evidence for, the problem the proposed project is designed to address.

**Target Group:** Clearly define who will be the main beneficiaries of the proposed project. Include the proposed numbers of people to be served.

**Proposed Project:** Describe the proposed project in detail. List and define the specific objectives of the project and the expected outcomes of the proposed project using measurable indicators. Specify the units of service and the number of people to be served.

*Proposed Project Strategy*

Objective	Outcome	Indicators

**Implementation Strategy/Plan of Action:** Delineate a sequence of activities to achieve the objectives, including start and end dates for each activity.

*Proposed Project Activity Plan*

Project Activities	M												
	o												
	n	1	2	3	4	5	6	7	8	9	10	11	12
	t												
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**Monitoring & Evaluation:** Describe how you will track whether the objectives are being met and if the proposed activities are helping to achieve the objectives.

**Budget:** Who are your current donors?

*Current Donors*

Donor	Projects Funded	Months, Years	Amount

Have you requested or received funding for the proposed project from any other donors? If so, how much?

What is the total cost of the proposed project?

*Proposed Project Budget*

<b>Budget Item</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Amount</b>

How much funding are you requesting from IWC/Belgrade for the proposed project?  
What budget items will IWC funding cover?

Are there additional local resources or community assets that can be used for this project?

Explain how the program will continue once the funding ends. Describe any plans to obtain other sources of funding.

## Application Guidelines and Project Requirements

Please read the following guidelines and requirements prior to submitting a proposal to the International Women's Club of Belgrade.

### **IWC Project Priorities**

The International Women's Club of Belgrade seeks to improve the lives of vulnerable populations in Serbia through projects that will create long-lasting positive change or meet urgent needs of at-risk groups. Proposed projects should address a high-priority need in the community and produce real and meaningful results.

The IWC provides support to non-profit community organizations in order to more effectively meet the needs of low-income, marginalized and vulnerable populations in Serbia. Our priority population groups in 2010 will be:

**Victims of Gender Based Violence and Trafficking**  
**Roma Children's Education**  
**Persons with Disabilities**  
**Elderly Persons**  
**Vulnerable Persons (including Internally Displaced Persons)**

Additionally, the IWC may provide Emergency Humanitarian Assistance (heating, food, clothing, hygiene items) to the priority groups above and **Internally Displaced Persons**.

Support is provided by donations of funds to run programs and provide services; or through the direct purchase of goods, services and/ or equipment for use within the framework of a specific program or emergency humanitarian assistance.

The IWC has two funding cycles for smaller projects (usually between 5000 € and 7000 €) and one cycle for large projects (approximately 20,000€). In 2009, the IWC awarded a total of 15 grants, comprising 13 smaller projects and 2 large projects. Applications for smaller projects are accepted by January 15, 2010, and March 6, 2010. Applications for large projects are accepted by March 6, 2010.

### Eligibility:

Any registered non-governmental organization (NGO) that provides program services to a group or groups of interest to the IWC is eligible to apply for funding.

IWC members who have initiated volunteer activities within the target population groups may also apply for small grants to help achieve the objectives of their volunteer action as long as the request does not fall into an "excluded" category.

The IWC may initiate assistance to groups or residents of government run institutions on a need specific basis.

### Exclusions:

The following will not be considered for funding in 2010:

- Grants to individuals
- Non-specific donations and endorsements to organizations
- Large medical equipment
- Building construction or large capital expenditures
- Cultural programs
- Programs focusing on animals
- International travel
- Purchase of vehicles
- Start-up costs
- Large-scale conferences

### **Program Implementation Requirements**

All funding for approved projects implemented by local organizations will be paid via bank transfer. No funds will be transferred to government bank accounts (public schools, hospitals, institutions) or to bank accounts located outside of Serbia.

All IWC grant recipients will be asked to sign a "Donation Agreement" stating that they will use funds only as described in the approved grant proposal, that they will notify the IWC of any changes in the program and that they will provide progress reports as requested.

Grant recipients must provide a written report to the IWC at the end of each project detailing the implementation procedure, final budget, lessons learned, and results achieved.

Unless otherwise agreed, projects should be completed within one calendar year or by December 2010.

### **Proposal Guidelines:**

Proposals should be a maximum of four pages and should address each question in as much detail as possible. This information will help our Charity Committee better understand what you are trying to achieve. Please be sure to provide a detailed budget for the project.

To submit a project proposal, hand it to any IWC Charity Committee member, or email it to [iwc\\_cc@yahoo.com](mailto:iwc_cc@yahoo.com)

### Application Deadlines:

In order to provide fair consideration of project proposals, to increase the impact of sponsored projects, and to efficiently organize, track and simplify financial transactions, the IWC works with specified funding cycles. Smaller grant applications may be submitted in either the first or second funding cycle. Large project grant applications should be submitted in the second funding cycle. The deadlines for 2010 are as follows:

1<sup>st</sup> Funding Cycle - Application Deadline **January 15, 2010**

2<sup>nd</sup> Funding Cycle and Large Projects (approximately 20,000€) - Application Deadline **March 6, 2010**

### International Women's Club of Belgrade Contact Information:

Should you require additional information or clarification of our procedures, please contact the IWC Charity Committee Coordinator at [iwc\\_cc@yahoo.com](mailto:iwc_cc@yahoo.com).