****

Full Application Form

Please use this form as the basis for your application and do not change the design or font. Your total application should be comprised of two documents:

1. Full Application Form, saved as **one complete document**
2. Detailed Project Budget (in currency of GBP), saved as **one complete document**

Please send these two documents to: contact@almadadfoundation.org

Thank you for your interest in this grant.

Project Information Summary

|  |  |
| --- | --- |
| Organisation name and primary contact details |  |
| Title of project |  |
| One-sentence summary |  |
| Location of implementation |  |
| Duration of project |  |
| What is the innovation? (50 words) |  |

Project Information Continued:

|  |  |
| --- | --- |
| Target beneficial group |  |
| Target number of beneficiaries and  | (1) per year(2) overall |
| Frequency of reporting |  |
| Total cost | £ |
| Amount requested | £ |
| Partner organisation name (if applicable) |  |
| Partner registration number (if applicable) |  |
| Partner registration country (if applicable) |  |

Application questions

*Please answer beneath the relevant question:*

1. List the outcomes and outputs of the project, including indicators of success - **500 words**
2. Describe the project activities, including details of how these will help to achieve the above listed outcomes and outputs - **500 words**
3. If the target group was involved in any way in the creation of the action, please describe how - **100 words**
4. Briefly describe the implementation team including job titles and working locations - **100 words**
5. Describe your proposed methods for evaluation including details of how baseline statistics and data will be captured, the frequency of reporting and how participants will be followed-up after the programme (if applicable) – **500 words**
6. Describe the long-term impact of your project, clearly identifying the sustainable aspects of your action – **250 words**
7. List the risks associated with your action and suggestions for how these might be mitigated – **250 words**
8. Provide a detailed timeline mapping when the suggested outcomes, outputs and activities will be accomplished – **500 words**
9. Please state if you intend to inform the funder of any safeguarding issues which arise as part of this project and, if so, how? **– 20 words**
10. In reference to your budget, briefly outline your policy for procurement to ensure competitive cost and quality, especially in how you will compare options for relevant items representing £3000 or more **– 50 words**
11. Please indicate (and describe, if applicable) if your project will reach/include marginalised people within its beneficial group (e.g. refugee children with disabilities, refugee girls at risk of early marriage).  While their inclusion is not a specific requirement for the grant, any adjusted provision, and any resulting effect on the project, should be detailed in this section. **- 100 words**

Budget

We request a detailed budget in the currency of Great British Pounds (GBP) saved as one document separate from the Full Application Form. In order for your project to be eligible, the budget should include no more than 15% indirect costs (please see our General Conditions for further details of what we mean by ‘indirect costs’).

If your project includes a budget line for staff – please split by job title and state whether these staff will be international staff or locally employed staff. If the staff are international, please annotate your budget stating why it is not possible to employ local staff for these roles.

Please annotate any costs in your budget which might be unclear to an outside observer and any lines above £3000.

Eligibility Checklist

Before submitting your application, please complete the eligibility checklist below. Proof may be requested.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you applying on behalf of a registered charity? |  |  |
| Does your organisation have at least three years’ continuous accounts? |  |  |
| Are you seeking funding for a defined project of a budget up to £250,000? |  |  |
| Are you seeking funding for a defined project of up to three years’ duration? |  |  |
| Will your project benefit refugee children in the Middle East or Europe who have been affected by the Syria Crisis? |  |  |
| Are you able to meet AMF’s reporting requirements and acknowledgement requirements? |  |  |
| Is your organisation willing and able to take on the risks and liabilities associated with the project? |  |  |
| Does your organisation agree to operate in accordance with AMF policies? |  |  |
| Does your organisation have a Child Protection Policy which has been read, understood and acknowledged by all staff? |  |  |