

**Funding application form  
Maisons du Monde Foundation**

**‘Giving wood a second life’ focus area**

*Reducing wood waste by implementing innovative solutions that promote the circular and solidarity economy, recycling and upcycling, and socio-professional reintegration, in France and within the EU.*

DESCRIPTION

[ASSOCIATION LOGO]

PROJECT TITLE

COUNTRY

NAME OF PROJECT PROMOTER

GRANT AMOUNT REQUESTED:

PROJECT START DATE:

START DATE OF THE PART BEING APPLIED FOR (if different from the project start date):

Form submitted on:

APPLICATION PROCESS

1. **Funding Application Form to be completed**
2. **Fill out the attachments along with the logical framework provided**
3. **Supporting documents:**

* Document certifying the status of the NGO/Non-Profit Association
* Activity reports for the last 3 years
* Balance sheets for the last 3 years

**Return the completed application** **in PDF format along with the supporting documents and the logical framework by Wednesday 12 November 2018 (inclusive).**

**By email only, to the following address:**

**fondation@maisonsdumonde.com**

*As part of our commitment to transparency, in the presentation document for this call for projects, downloadable from the Foundation’s website, we set out the projects that our Foundation supports, and those which it cannot support. We are also aware that your team’s time is precious. Please ensure that your project meets the eligibility criteria specified in this presentation document before submitting your application. Any application that does not meet these criteria will not be accepted.*

I - PRESENTATION OF THE APPLICANT AND DESCRIPTION OF THE PROJECT

1. **Administrative information**

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| **Name of the organisation** |  |
| **Legal status** |  |
| **Date created** |  |
| **NAF Code** |  |
| **Siret Number: (If you have one)** |  |
| **Prefecture receipt number (for French organisations):** |  |
| **Address (include the postal code and city)** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |
| **Name and title of the legal representative/president** |  |
| **Email address of the legal representative/president** |  |
| **Telephone number of the legal representative/president** |  |
| **Number of employees and type of contracts** |  |
| **Number of volunteers** |  |
| **Number of members** |  |
| **Board of Directors (List of members)** |  |
| **Total annual budget of the organisation** |  |
| **Percentage of the budget allocated to programmes** |  |
| **Vocation of the organisation** |  |
| **Current donors** |  |
| **Other partners (technical, institutional)** |  |

**2. About the association**

**What are your association’s objectives?**

**What are your association’s main achievements?**

**3. About the project**

1. **Project Duration**

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| --- | --- | --- |
| **Project start date** | **Start date of the part being applied for (if different from the project start date):** | **Desired date of completion** |
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1. **Project location: (description + map)**

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1. **Is this project part of an existing programme? If so, how long has this project existed and what is its history?**

*Please describe the phases of the project, the activities carried out and any difficulties encountered*

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1. **Project summary (maximum 20 lines)**

*For new projects, please explain how the idea was conceived and developed.*

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II - PROJECT CONTEXT AND IMPLEMENTATION

1. **About the context and issues**

*Please describe your assessment of the situation based on the environmental and socio-economic context, as well as the problems you want to resolve.*

1. **Overview of the environmental, socio-economic and political context (max 30 lines)**

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1. **How is your project meaningful? What are the issues at stake, in terms of scale (local, regional, national, global) and theme (waste, poverty and insecurity, exclusion, climate change etc.)**

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1. **Project objectives and associated activities**

*Please complete the table below. You can also complete the logical framework provided together with the application (optional at this stage of the call for proposals)*

1. **What is the overall goal and specific objectives of your project (up to 4) that will respond to these challenges? What are the measurable expected results of your project (up to 5 per objective) and the activities planned to achieve them?**

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| **OVERALL GOAL:** ...  **Specific Objective 1**: ...  **Expected results (outputs):** ...  **Planned activities:**  -Activity 1: ...  -Activity 2: ...  -Activity 3: ...  **Specific Objective 2**: ...  **Expected results (outputs):** ...  **Planned activities:**  -Activity 1: ...  -Activity 2: ...  -Activity 3: ...  **Specific Objective 3**: ...  **Expected results (outputs):** ...  **Planned activities:**  -Activity 1: ...  -Activity 2: ...  -Activity 3: ... |

1. **Activity timeline:**

*Please describe in a few lines the activities carried out each year (a more detailed timeline of activities should be included in the optional logical framework appended to the application)*

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| **Year 1** |  |
| **Year 2** |  |
| **Year 3** |  |

III - BENEFICIARIES AND KEY STAKEHOLDERS OF THE PROJECT

1. **The project beneficiaries**
2. **Who are the beneficiaries?**

*Please distinguish between direct beneficiaries and indirect beneficiaries and give a quantitative estimate for each category. Please also distinguish the direct beneficiaries of the project from the overall number of people in the job training programme at your organisation, if they are not all part of this project.*

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1. **How are the beneficiaries involved in the project and how do you plan to involve them in the project and strengthen their autonomy?**

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1. **Who are the people excluded from the project, if any?**

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1. **The project partners**
2. **Who are the local partners of your project? (technical, institutional, financial, state or non-state etc.)**

*If you are setting up the project with a local partner, please describe the local partner and their experience. Please also specify how roles are shared between the local partner(s) and your organisation.*

IV – PROJECT FOLLOW-UP AND IMPACT ASSESSMENT

1. **How will you monitor and assess the performance of the project?**

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1. **How will you monitor and assess the achievement of the results?**

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1. **What are the project’s feasibility (environmental, technical and organisational) and sustainability factors?**

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1. **How have you planned to monitor your impact in terms of capturing deposits and reclamation rates? Will you measure other impacts on your project, such as impacts associated with tonnes of GHG avoided through reuse and recycling/upcycling of wood waste?**

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V – CONCLUSION

1. **If you believe that your approach is original or specific, explain how**

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1. **What are the risks and the pragmatic and operational external difficulties that the project is/could be facing? How do you plan to circumvent or overcome these difficulties?**

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1. **What are the risks and difficulties directly related to the project? How do you plan to circumvent or overcome these difficulties?**

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V – BUDGET AND CO-FINANCING

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| * Association’s annual operating budget | € |
| * Overall project budget | **€** |
| * Total amount requested from the Foundation over 3 years | **€** |
| * Per annum amount requested from the Foundation | **€** |
| * % funding requested from the Maisons du Monde Foundation: |  |

*Use the following table to indicate the amount of fixed costs, the expenditure by category for the project (the list below is not exhaustive and you can add as many line as needed), the amount of funding requested from the Maisons du Monde Foundation, and exactly how the requested funds will be used. This table distinguishes between costs for the actual implementation of the project and the costs inherent in the operations of the project promoter. Because the Maisons du Monde Foundation wishes to contribute to the direct funding of the project’s development, these administrative costs, or in other words the organisation’s management costs, must be limited, as must the application to the Foundation to fund the salaries of the project’s supporting organisation. This application for funding of administrative and HR costs must not exceed 30% (combined) of the grant application.*

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| **PROJECT BUDGET** | | | **CO-FINANCING** | **Request for funding from the MDM Foundation** | | |
| **Expense Items** | **OVERALL TOTAL**  **(Euros)** | ***% of the project total*** | **Name of Partner 1 (please add as many columns as there are financial partners)**  **(Euros)** | **Maisons du Monde Foundation (Euros)** | ***% fundingagainst the budget requested from the MDM Foundation*** | ***% funding requested from the Foundation, against total project budget*** |
| **1. Cost of activities** |  |  |  |  |  |  |
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| **2. Logistics** |  |  |  |  |  |  |
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| **3. Human Resources (salaries of the project supporting organisation)** |  |  |  |  |  |  |
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| **4. Administrative costs (related to the operations of the organisation)** |  |  |  |  |  |  |
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| **5. Other costs, services** |  |  |  |  |  |  |
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| **6. Miscellaneous (contingencies)** |  |  |  |  |  |  |
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| **TOTAL** |  |  |  |  |  |  |
| **% of funding hoped for** |  |  |  |  |  |  |
| **% of funding confirmed** |  |  |  |  |  |  |

*The Foundation may contribute between 30% and 70% of the total project budget, up to a maximum grant of €90,000 over 3 years. Please provide the names of the expected financial partners (proposals submitted but no response yet received) and confirmed financial partners (signed agreements).*

VII – Appendices

**Appendix 1: Project Team**

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| **Last Name**  **First name** | **Profession** | **Nationality** | **Position in the project** | **Status in the project (employee, volunteer)** | **Total years of experience**  **Total** | **Years of experience in the organisation** | **Estimated number of days worked on the project / year** |
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**Appendix 2: Logical framework of the project**

*Please fill out* ***the logical framework*** *provided with the funding application (optional at this stage of the call for proposals*