



## Grant Application

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**Applicant organization:**

**Project title:**

**Project duration (start - end date):**

**Amount requested:**

**Date of application:**

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### 1) Project contact

- a) Name of the applicant organization
- b) Address of application organization (please include postal code)
- c) Telephone number
- d) Fax number
- e) Website
- f) Name of contact person
- g) Email address of contact person
- h) Mobile telephone number of contact person

### 2) Description of your organization

- a) Year your organization was established
- b) Legal status of your organization
- c) List of board members
- d) Annual budget of your organization
- e) Mission of your organization
- f) Main activities of your organization
- g) Number of full and part-time employees
- h) Number of volunteers
- i) List of previous grants your organization has received from Chrest Foundation
- j) List of previous grants your organization has received from other funding sources

### 3) Description of the project

- a) *Project title*
- b) *Project duration (start date - end date)*
- c) *Goals and objectives of the project*  
Please list and describe the short and long term goals and objectives of the project.

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d) *Needs and justification*

Please describe the context in which the project is taking place.  
Why is this project important for the community?  
How is the project innovative or groundbreaking?

e) *Events and activities*

Please describe all activities that will take place over the course of this project.  
If the project includes travel, please describe how this will support your organization's efforts to plan and develop areas of program activity.

f) *Target groups*

Please describe the target group(s) and explain why you have selected the target group(s).

g) *Methodology*

Please describe what methods will be used to implement the project and the reasons for the proposed methodology.

h) *Outputs*

Describe the expected results as well as the concrete outputs of your project.

i) *Timeline*

Please develop a timeline for all major phases and outputs of the project.

j) *Evaluation indicators and procedures*

For all listed objectives and outputs, please develop a list of indicators that allow you to measure the success of your work. What procedures will be followed to measure these indicators?

k) *Sustainability*

How will the activities continue after the project ends? How will future funding be secured?

l) *Expertise*

Describe the background of the individuals and/or team who will be implementing the project. Please include the CVs of those with key responsibilities in the project.

m) *Partner organizations*

Please describe the roles and responsibilities of other organizations (partners or others) in the project and the reasons for the role of each partner.

#### 4) Budget and sources of income

a) *BUDGET: Please provide a detailed budget, in US Dollars, for the **entire** project (see Table 1).*

b) *Please provide a detailed budget of funds requested from the Chrest Foundation, in US Dollars, (see Table 2).*

c) *SOURCES OF INCOME: Please provide a clear list of all funding bodies that have been approached to support this project, and what their responses have been. Indicate if funders are being asked to support specific aspects of your project. Please show any in-kind support that will be provided, as well as the contribution of your own organization. (see Table 3).*

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### 5) Documentation

*In addition to the above, the Chrest Foundation requires the following materials from applicants prior to making a final decision:*

- Most recent and stamped Department of Associations Annual Desk Report if an Association; Foundations Directorate Annual Report if a Foundation; or proof the organization is legally registered, as well as the most recent and stamped financial statements submitted for regulatory compliance (balance sheet and income statement) if any other type of legal entity;
- Notarized and stamped by-laws of the organization; and
- Annual reports, brochures, catalogues, bulletins, films, and/or other materials produced by your organization.

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**Table 1  
Budget for Entire Project**

Item	Units	Number of units	Unit cost (USD)	Total (USD)
TOTAL PROJECT BUDGET (USD):				

**Table 2  
Budget for Funds Requested from Chrest Foundation**

Item	Units	Number of units	Unit cost (USD)	Total (USD)
TOTAL REQUESTED FROM CHREST FOUNDATION (USD):				

**Table 3  
Sources of Income**

Fund sources	Amount requested	Amount secured	% of budget	Description of activities to be funded
Donor 1				
Donor 2				
In-kind				
In-kind				
Chrest				
TOTAL :				

### Proposal Evaluation Process

Proposals and all associated application materials will be evaluated by the Foundation staff prior to submitting the project to the Chrest Foundation Board of Directors for a final vote. In some cases, the Foundation may ask for assistance from outside trusted advisors and/or experts who are knowledgeable about the fields concerned in evaluating proposals and projects. This external review process is handled in a confidential manner. Please inform Foundation staff should the proposal and associated materials contain specific information that you wish to remain private.