###### APPLICATION FORM

###### **for funds**

Date:

### **Organization:**

|  |  |
| --- | --- |
| **Full name** |  |
| Acronym |  |
| **Head office** |  |
| Address |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| **Operational offices:** |  |
| In the country |  |
| Abroad |  |
| **Year of Foundation** |  |
| **First year of activities** |  |

|  |  |
| --- | --- |
| **President** |  |
| **Board’s members** |  |
| **Board of auditors** |  |
| **Volunteer staff** | (enter number) |
| **Paid staff** | (enter number) |

### 

### **Legal status:**

|  |  |
| --- | --- |
| Organisation recognized as |  |
| Legal recognition decree | (authority, number and date) |
| Date of constitution |  |

### **Af**image1.png**filiations (list of networks the organization belongs to):**

|  |  |
| --- | --- |
| National |  |
| International |  |

**Summary of financial data (in CHF or in €):**

|  |  |
| --- | --- |
| **Last year** | Year |
| Income |  |
| Output |  |
| Surplus/Deficit |  |
| **Estimate of current year** | Year |
| Income |  |
| Output |  |
| Surplus/Deficit |  |

### **Organization’s usual sources of funds** image1.png**(percentage per type of source)**

|  |  |
| --- | --- |
| Private Foundations | % |
| Charities | % |
| Public organizations | % |
| International organizations | % |
| Private donations | % |
| Names of Foundations  that have supported the  organization |  |

**Presentation of the organization and its experience in the place and field of action proposed**

**(max 1 page):**

**Project.** Description to include the following information:

* Project name:
* Country/area/town where the project will be carried out:
* Summary of the project (brief presentation of the project, aims, beneficiaries and activities):
* Description of the context and reason for the project:
* Actors involved in the project and distribution of organizational responsibilities:
* General objective (main objective that the project intends to contribute to):
* Specific objective:
* Expected results (achieved with all the activities carried for the specific objective):

* Performance indicators (numerical indicators of the extent to which the expected results have been achieved):
* Activities (description of the activities grouped according to expected results):
* Recipients (specify the number of direct and indirect beneficiaries; describe the way they participate in designing and/or setting up the project):
* Sustainability of the project: describe the elements of economic sustainability (even partial) and of institutional sustainability (through the involvement of entities that will take over some activities generated by the project):
* Risks (e.g. political, economic, environmental):
* Duration of the project:
* Person in charge of the project (name, role in the organization and contact details):
* **Project budget**:

|  |  |
| --- | --- |
| Estimated total project cost | CHF or € |
| Organization’s contribution | CHF or € |
| Contribution requested from the Foundation | CHF or € |
| Any other funders  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | CHF or €  CHF or €  CHF or € |

**Documents to attach regarding the Organization:**

* Balance sheets for the last two years
* Statute
* The organization’s curriculum

**Documents to attach regarding the project:**

* Activity calendar
* Estimate of the project’s total budget
* Estimate of the budget regarding the contribution requested from the Foundation
* Documentation proving funding from other donors
* Project manager’s CV
* Local partner (if NGOs): statute, budget and partnership agreement letters

**For information:**

Fondation Assistance Internationale – FAI Secretariat

Email: [info@fondationassistanceinternationale.ch](mailto:info@fondationassistanceinternationale.ch) Tel. +39 06 85356012

Send the application form and the documents to: [info@fondationassistanceinternationale.ch](mailto:info@fondationassistanceinternationale.ch)

**INFORMATION FROM THE FAI REGARDING**

**PROTECTION OF PERSONAL DATA**

Pursuant to art. 13 European Data Protection Regulation, (EU Reg. 679/2016),

the Fondation Assistance Internationale – FAI, the data controller, informs that the in order to examine the requests for the evaluation of projects and conventions, and subsequently, if contributions are provided, personal data regarding the legal entity and some of the people in the organization (e.g. the president, contact person, employees and collaborators), will have to be processed.

The data will be processed in compliance with the principles of lawfulness, fairness and transparency established by EU Reg. 679/2016.

The process mainly concerns identification data, and only occasionally, particular categories of personal data; the latter may emerge in relation to the management of expense documents that are necessary for the administrative management of the project that is funded, or in relation to certain particular subjects (e.g. in the presence of a religious association, or of a situation connected only to one pathology, or in the case of information that may emerge from the family status required for the purpose of particular initiatives, etc.).

The purpose of processing the data concern the management of project evaluation procedures and if the outcome of the evaluation is positive, the administrative management of the conventions.

The personal data are necessary for achieving the above mentioned objectives and if not provided, it will not be possible to evaluate the projects or later, to manage the convention.

The personal data are processed electronically and on paper and can be shared with the following subjects: the members of the board of trustees and/or other administrative office and/or the Foundation staff who will be involved in managing the convention.

The personal data can be disclosed to any qualified subjects who provide the Foundation with services useful for the purposes indicated above, including: relevant Foundations; IT service providers; suppliers and/or other qualified organizations that provide the Foundation with services useful for the management of the convention; consultants who assist the Foundation in various ways, in particular legal, taxation, social security, accounting and organizational; any other person to whom the data must be disclosed on the basis of an express provision of the law.

The personal data will be processed in Switzerland, which guarantees an adequate level of protection based on the decision regarding adequacy formulated by the European Commission.

The Foundation does not resort to automated decision making procedures pursuant to art. 22 GDPR.

The personal data shall be kept for the time necessary to achieve the above mentioned purposes and for a further 10 years provided for in the regulations of the Foundation or in the specific conventions.

The interested party has the right to request access to the data, to correct or cancel them, as well as the right to limit the processing and to oppose their use by the Foundation, as well as the right to request receiving some of the data (pursuant to art. 15-22 EU Reg. 679/2016).

The rights can be exercised by contacting the data controller at the following addresses:

Fondation Assistance Internationale – FAI

Headquarters in Lugano, Casella Postale 6316, 6901 Lugano (Switzerland)

Secretariat

C/o Fondazione italiana Charlemagne a finalità umanitarie Onlus

Via Arno, 51 - Roma  
Tel. +39 06 85356012

e-mail: [info@fondationassistanceinternationale.ch](mailto:info@fondazionecharlemagne.org)