



THE UNITED NATIONS WOMEN'S GUILD OF VIENNA

Vienna International Center Room F-1036, P.O. Box 400 A-1400 Vienna, Austria

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Bank Account for Charity Donation: Bank Austria (BLZ 12000) 690001300

UNWG APPLICATION FORM FOR CHARITY DONATIONS **YEAR 2011**

**The deadline for submitting this form is
Monday, 1 February 2011**

- ***The project must be specifically for children (0 to 15 years, except in the case of disabled children where the age limit is 21).***
- ***Projects benefiting mother-child programmes are eligible for consideration.***
- ***The services of the organisation must be available to all children without discrimination, regardless of gender, race, ethnic origin or religion.***
- ***Projects benefiting individual children are not considered.***
- ***The maximum funding UNWG provides is €7,000 (Euros) or the equivalent in US dollars. IF your project is selected for funding, UNWG requires a Report and a Financial Accounting upon the completion of the project.***
- ***Project expenses such as salaries, taxes, fees, rent, transportation, awareness campaigns, operational and administrative costs will not be funded.***
- ***It is in the best interest of the applicant to submit the application for a donation as soon as possible between 2 February 2010 and 1 February 2011.***
- ***The application form must be fully completed. All requested information is necessary to evaluate submitted projects. When possible, English translations are appreciated.***
- ***Your organisation must have registered with the Government. Applications received without a copy of the registration will not be considered.***
- ***The original application form must be typed or written in block letters, signed, stamped with the organization's stamp and sent to:***

Second Vice President, UNWG
Vienna International Center, Room F-1036
P.O. Box 400, A-1400 Vienna Austria
Or e-mail to: unwomens@iaea.org
(Page 9 with signature must be included)

(To be completed by UNWG: Date received _____ Received by: _____)

1. PROJECT TITLE:	
2. COUNTRY <i>(project site):</i>	
3. NAME of ORGANISATION:	
Address:	
Telephone:	Mobile Phone: <i>(include country code):</i>
Fax:	E-mail Address:
To whom should UNWG send correspondence? <i>(All correspondence will be sent to this individual):</i>	
Name:	Title:
E-mail Address:	Telephone:

4. How did you learn about the United Nations Women's Guild?		
UNWG or UN Representative	Internet	Friends/Colleagues
Other: <i>(specify)</i>		

5. Reference person from the UNWG, UN, Vienna International Center (VIC) or Austria, if applicable:	
Ms./Mr.	VIC Address:
Home Address <i>(if no VIC Address):</i>	
Telephone:	Mobile Phone:
FAX:	E-mail Address:

6. What are the GOALS and OBJECTIVES of the organisation? <i>(Use additional pages, attach brochure and list web site if available.)</i>

7. When was the organization founded?		<i>Date:</i>	
8. Is the organization registered with the government? <i>(if Yes, attach copy to the application)</i>		Yes	No
8a. Is this an NGO?		Yes	No
9. List projects or activities of the organisation during the last 5 years starting with the most recent:			
Project	Funding Organization	Amount Funded	Year Completed

10. Has the UNWG ever funded any project(s) for the organisation		Yes	No
11. When was the project(s) funded?			
<i>Year</i>	<i>Year</i>	<i>Year</i>	<i>Year</i>
12. Was a project report submitted to the UNWG?			
Completion Report	Yes	No	
Financial Accounting (or receipts) of use of UNWG funds	Yes	No	
Was the project successfully completed	Yes	No	
13. If the project was not completed, briefly state the reasons:			

14. How many paid staff work in the organisation? <i>(Indicate local, national and international.)</i>	<i>Number:</i>
15. How many volunteers work in the organisation? <i>(Indicate local, national and international)</i>	<i>Number:</i>

16. What is the annual budget of the organisation? <i>(Indicate Euros or Dollars for all financials)</i>	<i>Euros</i>	<i>US Dollars</i>
Administrative Cost:	<i>Euros</i>	<i>US Dollars</i>
Amount spent for projects/activities:	<i>Euros</i>	<i>US Dollars</i>

17. What are your regular sources of income? <i>(State in percentages)</i>	
<i>Source</i>	<i>%</i>
Membership Fees	%
Self-Generated Income <i>(donations/fund-raising)</i>	%
Government	%
International Organization(s)	%
Others (Specify)	%
TOTAL	100%

18. PROPOSED PROJECT FOR FUNDING FROM UNWG: <i>(Attach relevant brochures, documents and photographs)</i>
19. Describe the problem this project will solve?

20. What are the goals of the project?

Long Term:

Short Term:

21. PROJECT PLAN: *In chronological order, list how you plan to implement the project:*
(use additional pages if necessary)

Project Plan <i>(Continued)</i> :		
22. When do you expect the project to start?	<i>Date:</i>	
23. How long will it take to complete?	<i>Months</i>	<i>Year(s)</i>

24. How many children will benefit from this project?	<i>Female/Girls</i>	<i>Male/Boys</i>
25. Ages of the Children:	<i>Female/Girls</i>	<i>Male/Boys</i>
26. Which of the following apply to these children?		
Victims of Sexual Abuse	<i>Yes</i>	<i>No</i>
With Disability – <i>(Specify Type)</i>	<i>Yes</i>	<i>No</i>
Victims of catastrophe/calamity – <i>(Specify)</i>	<i>Yes</i>	<i>No</i>
Extremely Poor	<i>Yes</i>	<i>No</i>
Restricted Access to Education	<i>Yes</i>	<i>No</i>
Orphans	<i>Yes</i>	<i>No</i>
Serious Health Problem, e.g., AIDS – <i>(Specify)</i>	<i>Yes</i>	<i>No</i>
Other Reasons: <i>(Specify)</i>		

27. Estimated Cost of Project <i>State estimates in Euros or <u>US Dollars</u>.</i>	<i>Euros</i>	<i>US Dollars</i>
28. Amount Requested from UNWG <i>State estimates in Euros or <u>US Dollars</u></i>	<i>Euros</i>	<i>US Dollars</i>

29. List items to be funded using UNWG funds and the cost of each: <i>Use attachment if necessary. Enclose documents supporting the costs including pro-forma invoices (cost estimates from suppliers).</i>	
ITEM	COST (<i>Euros or <u>US Dollars</u></i>)

(Note: The UNWG Charity Programme funds will be available for distribution to the selected charities by the beginning of December 2011.)

30. Have you applied for funding from other sources for this project?		Yes	No
31. Has an amount been given or promised?		Yes	No
31a. If YES, indicate the source(s) of the funding, which part of the project this supports and the amount:			
SOURCE	PART OF PROJECT	AMOUNT (Euros or US Dollars)	

BANKING INFORMATION:

32. IF the project is approved for funding specify how you would prefer payment?	
US Dollars	Euros

33. Please complete the following banking information:	
Bank Name	
Bank Address	
Name of Account	
Account Number	
IBAN (International Bank Account Number)	
SWIFT NUMBER	

34. This application has been prepared and submitted by:
Name of Official (<i>print</i>):
Signature of Same Official:
Date:
Stamp/Seal of the Organisation:

<p>AUTHORISATION</p> <p><i>This is to certify that the</i></p> <p>_____</p> <p><i>(Name of the Organisation)</i></p> <p><i>grants the United Nations Women’s Guild the authorisation to use any information, slides, or photographs pertaining to the project for purposes of exhibits, promotions, publications, or any other activity as may be deemed necessary.</i></p> <p>Signature: _____ Date: _____</p> <p>(_____)</p> <p><i>(Print Name of Official)</i></p>
