

Template: Application Form for SolidariTee Grants

This document is intended to provide a template structure for submitting SolidariTee grant applications and guidance as to what should be covered within the application.

Please note that you are free to use your own format for this application form if you prefer. We do not want to create additional administrative burden for NGOs whilst we undertake our due diligence activities, so please feel free to annex as many pre-prepared documents as are suitable and relevant.

You are welcome to use a combination of written answers to some of the questions on this form and pre-existing documents which cover other sections. Please also feel free to combine questions within an answer, so long as everything is covered.

For example, if you already have a budget and/or strategic plan for the foreseeable future that covers the relevant reporting period and some of the questions below, please feel free to submit that as an annex with relevant sections referred to in this document ('please refer to p. 9 of Annex entitled: 'Strategic Plan, 2022-2023'). Any questions which your pre-prepared documents do not cover can be filled in using the template. You will not be disadvantaged for using this technique.

If you have any questions regarding submission of grant applications, please email boardoftrustees@solidaritee.org.uk.

Section 1: Key Information

1. Name of organisation
2. Legal status of organisation, including charity / NGO number, and any website where this registration is recorded
3. Do you have a governing document? If so, please annex.
4. Date of foundation
5. Areas of operation, and length of operations in these areas
6. Do you have government registration in the country in which you operate?
7. If relevant, which camps and/or sites are you eligible to operate in?
8. Do you have an office and/or do you work out of another organisation's office space? If so, please list the address(es).

Section 2: Activities, Context and Impact

9. What area of aid do you specialise in? Please tell us about the different activities you typically carry out, and why you have chosen to focus on these activities.
10. Do you have figures for the scale of your impact?
11. Please provide some context regarding the changing situation in your area of operations. You are welcome to link to external partners' needs assessments where relevant.
12. What precautions do you take pertaining to COVID-19? Specifically, what quarantine facilities, if any, do you provide international volunteers and/or staff who arrive from abroad to work with you?
13. What are your organisation's core values?

Section 3: Staffing

14. What is your staffing structure? Please describe the number and roles undertaken by the people on your team, including:
 - a. The number of Greek lawyers
 - b. How you ensure interpretation and/or translation services for your beneficiaries
 - c. Whether your team includes volunteers, and if so
 - i. what is the minimum term for a volunteer to join?
 - ii. How do you avoid 'voluntourism' and ensure sustainability of your project?
 - iii. What is the ratio of volunteers to paid and/or full-time staff?
 - d. The ratio of your international to local staff. If you have international staff, please explain
 - i. how you train them on local laws and procedures
 - ii. the need for deploying international staff as opposed to mobilising local staff.
 - e. Whether you have any support staff and/or volunteers that ensure the sustainability of your project? (Social Media Officers; Accountants; Fundraising Officers; etc)
15. What technical expertise do your staff have for the activities you carry out? Why are they best-placed to undertake this work?

Section 4: Finances

16. What has your revenue in the last two years been? Please state all sources of this revenue, and the amount that has been received from each source.
17. Do you have accounts and/or audits for the last few years? If so, please annex at a minimum the last 2 years if available.
18. Do you have a fundraising strategy for the next few years? If so, please annex. If not, please describe how you will ensure the sustainability of your work by ensuring long-term funding.
19. Please note that SolidariTee aims at funding NGOs as part of their growth activities. If you are currently funded by SolidariTee, please outline why there is a continuing need for SolidariTee funds.
20. If your annual turnover is above £300,000, please outline how a small grant from SolidariTee will make a large contribution to the overall project.

Section 5: Project Proposal

Proposed activities and relationship to other actors

21. What activities will you be undertaking as part of this project? If you have a logical matrix, please feel free to attach.
22. How many people do you estimate to reach?
23. Are any other organisations undertaking these activities? If so, what steps will you take to mitigate duplication of efforts?
24. If these activities are new ones to you and/or if you are starting a new organisation, please outline why there is a need for these activities at this time, and why the existing work of other organisations, or strengthening their existing capacity, is not sufficient.
25. What is the timeline for these activities? If you have a Gantt chart, please attach.
26. What interaction do you have with other organisations? Do you partner with any?
27. What risks are there to this project? What is the potential of the situation changing such that these activities are no longer able to be implemented? If this scenario, what are your plans?

Budget

28. Please provide a budget which clearly states how much each of the activities you will be undertaking will cost. If any of these activities already funded by another donor, please tell us which, and how much funding will be provided. If you are applying for joint funding with another organisation in addition to SolidariTee, please note the organisation which you have sought funding from, and the nature of their contribution.
29. Do you have a budget for this project or for your activities in coming years (highly recommended)? If so, please attach.

Section 6: Accountability to the Affected Population

30. Which of the initiatives listed in the SolidariTee Safeguarding of Beneficiaries policy do you undertake (please see section entitled 'NGO Selection Process').
31. Do you have a safeguarding of volunteers policy? If so, please annex. If not, please list the safeguarding activities you undertake for volunteers.
32. Do you have any beneficiary safeguarding policies? If so, please annex.
33. How do you ensure that the dignity of your beneficiaries and the impacted population is respected in your media communications and operations?
34. How do you collect feedback from your beneficiaries? Please give examples of how you have done so, and how your operations have changed as a result.

Section 7: Monitoring

35. Do you have any monitoring staff in place and/or monitoring initiatives undertaken in the past?
36. Do you have an impact report and/or evaluation undertaken in the past few years? If so, please annex.

Section 8: Example Declaration

By signing this declaration, I, the applicant, undertake to comply with the terms and conditions of the grant, including any specific terms and conditions made by the trustees, communicated in writing to me. I undertake this on behalf of all members of (ORGANISATION) and I have been allocated by them to do this.

Name and role of signatory:

Signature:

Date: