



# NATO Charity Bazaar

[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

— ASBL —

## FUNDING APPLICATION AND GUIDELINES 2011

### NATO CHARITY BAZAAR

The NATO Charity Bazaar ASBL has been holding its yearly charity event since 1968. Though the Organization raises funds throughout the year, the Bazaar is the social event of the year within NATO's international community. Participants in the annual Bazaar are the Members of the Alliance as well as the Partner-for-Peace nations. In 2010, 34 nations were represented.

### CHARITY SELECTION PROCESS

#### Two categories of projects are funded:

- Belgian and International Charities: (50%/50%)
- Emergency requests: These donations are for exceptional or extremely urgent cases. The requested donation should not exceed the amount of 2.000 €. The donations are made throughout the year.

#### Factors taken into account when selecting charities for donation:

- The request should be for a specific project.
- The charity should be a non-profit organization officially registered (ASBL or VZW if located in Belgium) for at least one year.
- If benefiting organizations receive funds or authorization for funding for a project from the proceeds of a specific Bazaar, two complete calendar years must pass from the date of that Bazaar, before the same organization may reapply to the NCB (for example, an organization that has benefited from funds raised at the 2010 Bazaar can next apply in 2013).
- Application forms must be complete. All questions and requests for explanation should be addressed. If the question is not applicable to your organization, then write "Not Applicable."
- To be considered a Belgian charity, the organization must exist in Belgium.
- We are most interested in funding projects that are:
  - Small specific projects – preferably ones that can be completed with the set amount within a year.
  - Projects that cover the widest spectrum of the community.
  - Projects which, when completed should have a long term impact and be of benefit to as many people as possible.
  - Projects benefiting NATO countries, NATO PfP countries, and countries where NATO is currently engaged for example in Afghanistan – but without excluding projects from other geographic locations.
- Staff salaries and administration costs as a general rule are not supported.
- The maximum amount donated is **10.000 euros**.

The NATO Charity Bazaar members vote on the final list of charities to be funded.

### APPLICATION PROCESS

Submit a completed electronic version of this form in **Word format only (no pdf versions)** by email to [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org). If you are unable to send the form electronically, you may submit a paper copy to: Charity Coordinator, NATO Charity Bazaar ASBL, c/o IMS, T 8004, NATO Headquarters, Blvd. Leopold III – 1110 Brussels. Questions should be directed by email to the Charity Coordinator ([charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)).

All proposals are due by 1 MAY of each year. If funding is awarded, the funds will be transferred in December 2011 with a Donation Ceremony in January 2012. Receipts for goods purchased with funds are required.

- All Belgian charities will receive a personal visit from a representative of the organization.
- All correspondence should be in English and/or French.

## ORGANIZATION INFORMATION

Complete this form by either filling in the information electronically or printing out the form and filling it in by hand. Answer each question completely. If you are not sending this form electronically, type or print clearly in ink.

**Legal Name of organization:** ASBL Escalpade  
Mailing Address for Official Correspondence: 28 Rue Ferme des Bruyères  
1348 Louvain-La-Neuve  
Email address: asbl@ecole-escalpade.be Web address: www.escalpade.be

**ASBL No.:** 1459799 **Exact Date established as an ASBL:** 19 October 1998

**Name and title of Organization Contact Person:** Claire Miclotte – Administratrice ASBL

Contact Person Email Address miclotte.claire@hq.nato.int Contact Person Telephone Number: @NATO:  
02 707 5180 or 0477 562 538

Languages Contact Person Can Speak:  English  French  Flemish

**Name of NATO WIVES BAZAAR ASBL Member Contact:** Maryse Van Brussels, Nicolette Ferrier, Irma Jochems and Charlotte Dulière

**Geographic Location of the Project (provide city, state and country):** Louvain La Neuve, Brabant Wallon, Belgium

### Focus of Project:

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Health      | <input type="checkbox"/> Women               | <input checked="" type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Environment | <input checked="" type="checkbox"/> Children |  |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Seniors             |  |

## FINANCIAL INFORMATION

*Complete this form by either filling in the information electronically or printing out the form and filling it in by hand. If filling in by hand, please PRINT.*

### **PROJECT BUDGET**

**Total Project Cost**    2 phases Project –  
Phase 1 completed during the summer 2010 – 29,000 euros  
**Phase 2 not yet completed – 15,000.00 euros**

**Will the Project be completed within a 12-month time frame?**

If YES, Project time frame: January 2012 to June 2012

**Amount Requested:** € 10,000.00

**Are you approaching other funding sources for this project?** \_\_\_YES    X NO

If YES, for how much of the project budget? N/A

**If we can only fund part of the project, specify the smallest amount required to make this project viable:** €9,000.00

## PROPOSAL SUMMARY

Is the name of the Proposed Project different than the name of the Organization? \_\_YES X NO

If YES, what is the name of the Project? \_\_\_\_\_

**State Your Organization's Mission** (2 sentences or less. Provide text in English and French):

### ENGLISH VERSION

Escalpade is aimed at providing physically disabled children (handicap due to neurological disorders) with school education in the Brabant Wallon region (setting up of schools (primary and secondary), building of school premises, financing of school dayly life).

### FRENCH VERSION

L'asbl Escalpade facilite l'éducation scolaire d'enfants atteints de déficiences physiques d'origine neurologique dans la province du Brabant wallon (création d'un enseignement primaire et secondaire, construction de batiment scolaire, financement des frais de fonctionnement)

**Summarize the proposed project** (4 sentences or less. Provide this text in English and French).

### ENGLISH VERSION

*Due to an increasing number of children in the primary school of Louvain-La-Neuve, solution has to be found within the existing stucture to give them more room. Last year the asbl decided to transform the covered courtyard and to remodel part of the garden to ensure better security and more comfort for the children and the school staff. During the summer 2010, the covered yard was transformed into a gym for neuro-physical activities, the garden still needs to be paved.*

### FRENCH VERSION

*Vu le nombre croissant de la population scolaire dans l'école primaire de Louvain La Neuve, l'espace devient trop petit. L'asbl a décidé de transformer les infrastructures existantes ideux espaces pour offrir plus de confort et de sécurité aux enfants et à l'équipe pédagogique ; en fermant le préau ouvert et l'aménager en espace d'atelier de neuro-motricité (travaux effectués pendant l'été 2010) et en pavant une partie du jardin.*

**Attach 2 digital photographs of your organization and its work. If your organization is deemed eligible for funding, these pictures will appear in our annual booklet.**

## FUNDING PROPOSAL NARRATIVE & ATTACHMENTS

*On a separate sheet, please provide the following information. If submitting request electronically, attachments should be scanned and attached. If submitting all material by mail, then copies of requested material should be attached.*

### I. Organization Information

1. Brief Summary of Organization's history and mission.
2. Description of current programs, activities, and strengths/accomplishments (highlighting the past year), including what makes your organization unique.

### II. Purpose of Funding Request

1. Please explain your need for support and also the impact this support will have.
2. List the Proposal's Target Population. In other words, Exactly who and how many people will benefit from this project?

### III. Itemization of Project Budget

1. Provide an itemized budget for the project.
2. Please indicate your **order of importance** for funding, if there are separate parts to the project.

### IV. Attachments (If possible, all attachments should be in English and/or French)

1. Bank statement giving official details of the bank account, including IBAN, BIC, SWIFT codes or ABA/Routing Transit Number (USA). No donation shall be made to a personal account.
2. Organization statutes.
3. Annual financial report.
4. Two (2) digital photographs of your organization and its work. If your organization is deemed eligible for funding these pictures will appear in our annual booklet.
5. When the project is finished, you will be expected to send receipts for items purchased and photographs of the completed project.

## I. Organization Information

### 1. Brief Summary of Organization's history and mission.

Since 1997, the Escalpade non-profit-making organization is constituted by parents of children with motor deficiencies from neurological origin facing the problem of finding education solutions in the Brabant wallon region for their handicapped children. At that time, those parents had to enroll their disabled children into boarding schools keeping them away from a normal family life or had to impose on them lengthy journeys to Brussels or other big cities.

In 1999, they created a type-4 nursery school and a type-4 primary school (a type-4 elementary school) Ottignies in provisional premises. In 2004, the Escalpade non-profit-making organization started financing the building of a new adapted infrastructure in Louvain-la-Neuve on a ground made available by the UCL University. The new school officially opened in 2005, to accommodate 40 children.

To meet with the increasing number of enrollment requests, prefabricated classrooms had to be installed on the parking lot, just one year later; confirming the need for such a type-4 adapted education school in the area. There are currently 51 children registered at the school, including about 15 highly dependent multi-disabled children.

Escalpade rapidly faced a second challenge. The children are growing and, at the age of 14 at the latest, must leave primary schools to join secondary schools. Adapted type-4 secondary education is subdivided in 4 different forms of education depending on the students' individual competencies. Due to the lack of adapted secondary infrastructure in the Brabant wallon region, parents were facing a substantial problem for their disabled children reaching the time to leave elementary school.

Motivated by an enormous burst of public solidarity towards its project, the Escalpade non-profit-making organization decided in 2009 to launch a new project which constituted a logical next step after the primary school: the creation of a secondary school. After a year of brainstorming and meetings, in September 2009, Escalpade opened a type-4 secondary school on the premises of the once Gai Savoir school in Limal for 17 youngsters; offering a solution to families with older disabled children, who were often excluded from the education loop due to a lack of such schools in the Brabant Wallon region. Today there are 35 students enrolled in the secondary school.

### 2. Description of current programs, activities, and strengths/accomplishments (highlighting the past year), including what makes your organization unique.

The creation of Escalpade fulfills a crucial need in the Brabant wallon region offering school solutions to parents of disabled children.

Escalpade provides solutions to disabled children aged 3 to 18 (21), providing a unique type of school education including paramedical therapies within school hours. Indeed, a whole multidisciplinary team consisting of teachers, physiotherapists, speech therapists, nurses, etc. is assigned to each class. The staff is also greatly helped out by about 50 volunteers who take turns to give a hand feeding or looking after the children during lunch breaks or swimming sessions.

Thanks to private funding, the organisation of charity events and last, but not least, the motivation and energy of disabled children's parents, Escalpade has managed to finance a brand new primary school building of 800 square meters ideally situated in the green neighborhood "Les Bruyères" close to the Lake of Louvain La Neuve and next to a horse-riding school where disabled children attend hipotherapy sessions weekly. However, as the building was designed for approximately 40 children, it will soon have to be extended (approximate budget of 350,000.00 Euros).

In addition to the Louvain La Neuve premises, Escalpade is now renting the old Gai Savoir school building situated in Limal to shelter the secondary school which opened in September 2009. Volunteers have worked through the summers 2009 and 2010 to refurbish and adapt first the ground floor and then the first floor of the premises for a disabled population (including paintings, new adapted sanitary blocks, access ramps for wheelchairs, etc.). Escalpade has been given the opportunity to purchase the building (the acquiring procedure has now started and supposed to be completed by the end of the school year 2011). The total estimated budget for the purchase and the works (refurbishing of the roof and set up of a lift) is of 1,200,000.00 Euros.

In addition to school education, and in order to give parents a moment's needs respite during holiday periods, in 2007, the non-profit-making organization set up unique summer holidays activities for disabled children, during six weeks over the summer. Each year, it is over approximately 70 children who participate in these activities. Over the summer 2011, children will have the opportunity to take part in a "hypotherapy" week and two "music" weeks. In addition, the asbl is setting up a trial for one week of activities for the secondary disabled children. These holidays activities have been officially recognized by the ONE (Office National de l'Enfance) and have been approved as "Holiday Centres" since 2007. Children are supervised by a reliable team of assistants, made of either professional/interns used to disabled people or students experienced in children-type of activities

Escalpade's short-term priorities will be the purchase and final renovation of the secondary school in Limal and the extension of the primary school to increase its capacity to 60 children.

## II. Purpose of Funding Request

1. Please explain your need for support and also the impact this support will have.

As mentioned above, Escalpade has built a school in Louvain La Neuve, originally designed for 40 children. As the number of children has increased rapidly, Escalpade had to install pre-fabricated classrooms in the parking lot. The primary school currently includes 51 children and approximately 30 permanent staff members.

As the premises were not foreseen for so many people, Escalpade is now facing security problems for the children. Indeed, the common room where children take their breaks is becoming extremely narrow. It is to note that this room also serves as storage for all wheelchairs, standing frames, special adapted seats, etc. Children are cramped for room, and it has already caused two accidents.

In order to enlarge this common room, last summer the asbl financed works to open it up on the covered courtyard. The latter was completely closed by placing a new window, was isolated and equipped with two heaters. The floor, made of paving stones, was replaced with an interior-type of tiling. These works extended the common room by another 65 square meters used also for psycho-neuro-motor activities.

**This year, Escalpade intends to secure the garden by paving part of the lawn allowing a bigger practical playing space for the children. At the moment, the lawn, used as playground, is not practical, neither adapted for wheelchairs/adapted strollers or adapted bikes. That will also enable to re-use the paving stones recuperated from the covered courtyard.**

2. List the Proposal's Target Population. In other words, Exactly who and how many people will benefit from this project?

The transformation of the garden will also benefit to all the 51 children of the primary school allowing them to freely move on an extended paving surface.

### III. Itemization of Project Budget

1. Provide an itemized budget for the project.

Phase 1 (already completed): +/- 29,000.00 euros

**Phase 2 (still to be completed) Pavement of part of the garden (approximately 130 square meters) with recuperation of some paving stones**

**1. Pavement + ground works (drainage) – +/-15,000.00 euros**

2. Please indicate your **order of importance** for funding, if there are separate parts to the project.

Phase 2 is not yet completed.