



# NATO Charity Bazaar

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

— ASBL —

## FUNDING APPLICATION 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 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. We prefer material submitted electronically. However, if that is impossible, then you may submit by mail.*

**Legal Name of organization:** a.s.b.l. Grain de Vie

Mailing Address for Official Correspondence: [info@graindevie.be](mailto:info@graindevie.be)

Postal address for Official legal Correspondence: Rue de la Station, 122. 1410 Waterloo.

Email address: Web address: [www.graindevie.be](http://www.graindevie.be)

**ASBL No.:** 5941/97 **No. banque Carrefour:** BE 0460.436.630

**Exact Date established as an ASBL:** April 24 year 1997

**Name and title of Organization Contact Person:** **Baudouin Gillon, President or**

**Dominique de Patoul, General Manager**

Contact Person Email Address: [baudouin.gillon@skynet.be](mailto:baudouin.gillon@skynet.be)

Contact Person Telephone Number: + 32 478/58.49.59

Languages Contact Person Can Speak: X English X French

**Name of NATO CHARITY BAZAAR ASBL Member Contact:** **Gloria NARDINI**

Email Address: [gloria.nardini@virgilio.it](mailto:gloria.nardini@virgilio.it) or [erika.badet@skynet.be](mailto:erika.badet@skynet.be)

Telephone Number: + 32 2 372.98.89 + 32 2 731.66.38

**Geographic Location of the Project (provide city, state and country):** **Rue de la Station, 122. 1410 Waterloo. Belgium**

**Focus of Project:**

Health

Women

People with

Environment

Children

disabilities

Education

Seniors

Other, please explain below

## 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. We prefer material submitted electronically. However, if that is impossible, then you may submit by mail.*

### **PROJECT BUDGET**

**Total Project Cost € 9.505,00 €**

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

**If YES, Project time frame: +/- 2 month**

**Amount Requested: € 9.505,00 €**

**Are you approaching other funding sources for this project? NO**

**If YES, for how much of the project budget? € \_\_\_\_\_**

**If we can only fund part of the project, specify the smallest amount required to make this project viable: € 5.643,00 € if we restrict the project only to the heating equipment but it would be more interesting at the same time to provide for a good heat insulation.**

### **BANKING**

## PROPOSAL SUMMARY

Is the name of the Proposed Project different than the name of the Organization? \_\_\_ 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**. Application is considered incomplete if the information is not provided in both languages):

### ENGLISH VERSION

*The Organization aims to secure social and professional reinstating of handicapped and psychologically weak persons .*

### FRENCH VERSION

*"L'association a pour but d'assurer la réinsertion socioprofessionnelle des personnes handicapées et des personnes psychologiquement fragile » (Extrait des statuts).*

**Summarize the proposed project** (4 sentences or less. Provide this text **in English and French**. Application is considered incomplete if the information is not provided in both languages).

### ENGLISH VERSION

*The proposed project includes the renovation of a large space situated at the first floor above the bakery workshop. It needs, for a first step, insulation , electricity and heating set up for which we need financial means .For a second step we will have to step up offices ,a cloakroom and meeting room for the volunteers .Also above the kneading-throug we have to build some adapted equipment to store the necessary wheath flour .*

### FRENCH VERSION

*Le projet consiste en l'aménagement du grand espace du premier étage qui se situe au dessus de l'atelier de boulangerie. Il faut l'isoler et y installer l'électricité et le chauffage dans une première étape, celle pour laquelle nous demandons le financement. Dans une seconde étape, nous y installerons un bureau, un vestiaire-salle de réunion pour les volontaires et un espace de stockage en silos pour la farine juste au dessus du pétrin.*

**Attach 2 digital photographs of your organization and its work. If your organization is deemed eligible for funding, these pictures will appear on our web site. Annexe-attach I, II and XI**

## FUNDING PROPOSAL NARRATIVE & ATTACHMENTS

*On a separate sheet, please provide the following information. We prefer material submitted electronically. However, if that is impossible, then you may submit by mail. If submitting material by mail, then copies of requested material should be attached.*

### I. Organization Information

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

*The NPO « Grain de Vie », founded in 1997, has the mission to take care of handicapped and psychologically weak persons, in order to reinstate their social integration .*

*To reach its targets , following activities are organized :*

- *Bread ,pastry and cakes production .*
- *Selling of the products produced "in house" .*
- *Producing of elementary cooking.*

*A family and kindly coaching is performed by numerous volunteers and two professionals/trainer (baker,cook ) appointed due to the help ( 1/3 of the cost) of the Walloon Region and some other public services.;*

*The positive and long term achievements resulting from our activities are concretely resulting to the handicapped persons by :*

- *A better concentration capacity.*
- *A reflection structured more adequately.*
- *An integrated development of the five senses.*
- *Practice of interpersonal relations.*
- *Progress in personal autonomy acquisition .*
- *Feeling of improved social integration .*

*These objectives of self-confidence and personal development are based on the conviction that each human being, even the least capable , indulges numerous manual resources , human and spiritual capital.*

*"Grain de Vie" is organized as follow :*

- A bakery and a cooking facility .*
- A shop open every working day;*
- A multi-purpose meeting room for exchanges, training, and office.*
- A personal reflection room , a laundry room , cloakrooms and toilets.*

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

*The last years, several young people having benefitted from our organization have left us, either because they have found a job either to join another structure in order to improve even more their personal development .*

## II. Purpose of Funding Request

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

*Our NPO has the official agreement of AWIP ( Walloon Agency for handicapped persons integration )but due to the moratory effective since 1996, help us with only a small allowance of 17.000 € annually. Some funding comes also from the Walloon Government covering 1/3 of the salaries to our two professionals bakers.*

*This is of course not sufficient to cover our costs and indispensable investments, in building improvement and the necessary machines. Since many years , we are able to afford floating costs but our development requirements need solicitations to Charities like yours and also from Service Clubs or “Roi Baudouin Foundation”.*

*The present solicitation is aimed to the lay out of our building's first floor..*

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

*We welcome in « Grain de Vie » between 18 to 25 young adults , handicapped or weak psychologically. Due to the projected renovation of the building we will be performing a better service and coaching.*

## III. Itemization of Project Budget

1. Provide an itemized budget for the project.

*Attached **annexe-attach III** , please find topics of the budget estimated by our architect in order to finance the project .We are planning to ask several estimates before signing a final order.*

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

*This project forms an important step for the lay-out of the first floor of our building .We have already a small capital but we hope to complete the works as a one shot, to reduce costs and maintain good internal organization during the works.*

*Attached also pictures of the space which should be laid and renovated. **Annexe-attach IV and V***

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

1. Bank statement giving official details of the bank account, including IBAN, BIC, SWIFT codes. No donation shall be made to a personal account. **Annexe-attach VI**
2. Organization statutes. **Annexe-attach VII**
3. Annual financial report. **Annexe-attach VIII and IX**
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. **Annexe I and II**
5. Summary of Organization's history and mission **Annexe-attach X**
6. When the project is finished, you are requested to send receipts for items purchased and photographs of the completed project.

