



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

**Legal Name of organization:** CIG Huis Ter Leye vzw

Mailing Address for Official Correspondence: [grietdemeestere@huisterleye.be](mailto:grietdemeestere@huisterleye.be)

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

**ASBL No.:** 418829073

**Exact Date established as an ASBL:** 22/08/1978

**Name and title of Organization Contact Person:** Griet Demeestere, director

Contact Person Email Address: [grietdemeestere@huisterleye.be](mailto:grietdemeestere@huisterleye.be)

Contact Person Telephone Number: 056 22 20 51

Languages Contact Person Can Speak:  English  French

**Name of NATO CHARITY BAZAAR ASBL Member Contact:** Mevrouw Yvonne Winnen

**Email Address:** [yvonne.winnen@mil.be](mailto:yvonne.winnen@mil.be) Telephone Number: 02/7075996

**Geographic Location of the Project (provide city, state and country):**  
Kortrijk, West-Vlaanderen, Belgium

**Focus of Project:**

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Health      | <input checked="" type="checkbox"/> Women    | <input type="checkbox"/> People with disabilities    |
| <input type="checkbox"/> Environment | <input checked="" type="checkbox"/> Children | <input type="checkbox"/> Other, please explain below |
| <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. We prefer material submitted electronically. However, if that is impossible, then you may submit by mail.*

### **PROJECT BUDGET**

**Total Project Cost** €6792

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

**If YES, Project time frame:** 15/12/2011 to 31/05/2012

**Amount Requested:** € 6792

**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:** € 5062 euro

### **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 non-profit organization CIG Huis Ter Leye welcomes and guides mothers and/or fathers with children, pregnant women and teenage mothers. The main aim of Huis Ter Leye is to give a better future to the next generation(s).

### *FRENCH VERSION*

Huis ter Leye accueille et accompagne des jeunes mamans ou papas avec enfants, des femmes enceintes et des mères adolescents. Le but principal de Huis ter Leye est d'aider à assurer un avenir aux futures générations

**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*

Historically Huis Ter Leye has during its 30 year old history, always given accommodation for mothers and children. These last years we receive more applications for couples with children, teenage-couples with children and fathers with children. We want to start to welcome fathers with children too. This implicates some new furniture (double sofa-beds). In the mean time we want to buy new bunkbeds and equipment (fridges, microwave) for some rooms and studios.

### *FRENCH VERSION*

Huis Ter Leye a depuis son début d'ici 30 ans toujours accueilli des mères et des enfants. Le dernier temps nous recevons de plus en plus des demandes pour des couples avec enfants; des couples mineurs d'âge et des papas avec enfants. Nous avons décidé d'accueillir aussi des papas. Ca implique des nouveaux lits-double (convertibles). En même temps nous voulons renouveler les meubles dans les chambres et studios, en particulier les lits-superposés, les frigidaires en les fours micro-ondes.

**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.**

## 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.
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 will appear on our web site. By sending the photos with this application, you are giving your authorization to the NATO Charity Bazaar to use them. If your organization is deemed eligible for funding these pictures will appear in our annual booklet.
5. When the project is finished, you are requested to send receipts for items purchased and photographs of the completed project.