



NATO Charity Bazaar

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. 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).

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: Maison Maternelle du Brabant Wallon ASBL

Mailing Address for Official Correspondence: Chaussée de la Croix, 34 1340 Ottignies

Email address: direction@mamabw.be

Web address: www.mamabw.be

ASBL No.: 0418281618

Exact Date established as an ASBL: 13/03/1978

Name and title of Organization Contact Person: Michel Massart, Managing Director

Contact Person Email Address: michel.massart@skynet.be

Contact Person Telephone Number: 0475 23 98 85

Contact Person Can Speak: English French

Name of NATO CHARITY BAZAAR ASBL Member Contact: _____

Email Address: _____ Telephone Number: _____

Geographic Location of the Project (provide city, state and country): Ottignies, 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: € 446.500

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

If YES, Project time frame: 01/07/2011 to 31/12/2011

Amount Requested: € 15.000

Are you approaching other funding sources for this project? YES

If YES, for how much of the project budget? € 125.000

If we can only fund part of the project, specify the smallest amount required to make this project viable: € 10.000

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 mission of the Maison Maternelle du Brabant Wallon is to provide shelter, limited in time (9 months maximum), to women and their children in social difficulties in an adapted communal structure, and assistance in gaining or recovering autonomy. In addition, it assumes the following specific missions:

- Shelter and assistance to young children
- Shelter and assistance 24/7 of women victims of violence
- Shelter and assistance 24/7 of women in social difficulties (urgencies)
- Follow-up after recovery of autonomy

FRENCH VERSION

La Maison Maternelle du Brabant Wallon a pour mission d'assurer à des femmes et leurs enfants en difficultés sociales un accueil, un hébergement limité dans le temps (9 mois maximum), dans une structure dotée d'équipements collectifs ainsi qu'un accompagnement adapté afin de les soutenir dans l'acquisition ou la récupération de leur autonomie. Elle assume en outre les missions spécifiques suivantes :

- L'accueil de la petite enfance et l'accompagnement des enfants
- L'accueil 24H/24 de femmes victimes de violence.
- L'accueil 24H/24 de femmes en difficulté sociale (notion d'accueil d'urgence).
- Le suivi post-hébergement.

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 project aims at the renovation, the furnishing and the compliance with safety standards (namely fire prevention) of a recently acquired building to increase the sheltering capacity by 10 beds.

FRENCH VERSION

Le projet consiste en la rénovation, l'ameublement et la mise aux normes de sécurité (protection anti-incendie notamment) d'un immeuble récemment acquis afin de permettre d'accroître la capacité d'hébergement de 10 lits supplémentaires

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.



Immeuble récemment acquis et à rénover dans le cadre du projet - Building recently acquired and to be renovated in connection with the project



Maison de Vie Communautaire – Communal Life House

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 Maison Maternelle du Brabant Wallon ASBL was founded in 1978 with the aim to offer shelter and assistance to women and their children victims of violence or in social difficulties. Over time, with the help of donors and bank financings, it has acquired 4 buildings, offering now shelter and assistance to 18 women and their children (Maximum capacity is 18 women and 42 children).

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

See presentation to our last AGM (in French)

II. Purpose of Funding Request

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

Current needs in our region are huge and the capacity offered by la Maison Maternelle is very limited as illustrated by the fact that, in 2010, we received 497 requests for sheltering and assistance of which only 75 could be fulfilled. The purpose of the project is to enable us to offer shelter and assistance to an additional 4 women and their children in social difficulties and/or victims of violence (10 persons in total)

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

Women (4) and children (6) in social difficulties and/or victims of violence from the Walloon Brabant mainly.

III. Itemization of Project Budget

1. Provide an itemized budget for the project.

Item	Amount
Acquisition of the building	356.500
Safety and fire prevention	15.000
Electricity	20.000
Furnishing	20.000
Kitchen	10.000
Bathroom	5.000
Contingencies	20.000
Total	446.500

2. Please indicate your **order of importance** for funding, if there are separate parts to the project.
 1. Safety and fire prevention
 2. Electricity
 3. Kitchen

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.