DONORS' INITIATIVE FOR MEDITERRANEAN FRESHWATER ECOSYSTEMS

CALL FOR PROJECTS

APPLICATION FORM : FUNDING FROM 100 000€ TO 500 000€

Themes of the call for projects :

- Conservation and restoration of biodiversity and freshwater ecosystems
- Sustainable use and management of water resources
- Development and implementation of sustainable financing mechanisms for freshwater ecosystem conservation and sustainable water use

DIMFE will fund projects that adopt a holistic approach taking into account community and cultural aspects such as the inclusion of socio-economic benefits for local populations, the promotion of environmentally beneficial cultural practices and the respect of ethnicity and gender dimensions.

Address and format for submitting your Application File

Please submit your Application file with your budget workbook to the following address: dimfe@fpa2.org

Elements to be provided when submitting the file:
1. This application file, duly completed.
2. One zip file with all attachments.

List of documents to send with your application:
• Publication in the Official Gazette or KBIS extract
• Articles of association
• List of the members of the Board of Directors
• Activity report for previous year
• Net profit account and statement of account for the previous year (if not included in the activity report)
• Organisation's estimated budget for the year in progress
• Bank details
• Any document you wish to submit to support your project and your application

We would like to draw your attention to the fact that all sections must be completed in order for your application to be processed

Project Title :

Applicant Organisation :

Date of submitting request:

1. ORGANISATION SUBMITTING THE REQUEST

1.1. Identification of applicant organisation

Type of organisation

Association ☐ Company ☐ Public ☐ Others :

Name :

Acronym :

Date of creation :

Address :

Phone :

Postcode :

Fax :

City :

Email :

Country :

Website :

President :

Number of employees :

Director :

Number of volunteers :

Federation, institution or group :

1.2. Legal representative of the organisation

Name :

First name :

Position :

Authority :

Business address :

Phone :

Postcode :

Mobile :

City :

Fax :

Country :

Email :

1.3. Organisation's governing bodies

(click to insert an image)

1.4. Main activity of the applicant organisation *(10 lines maximum)*

1.5. Main partners and sponsors of the applicant organisation

Specify the amounts and the main projects concerned

1.6. Financial statement of applicant organisation

1.6.1. Profit & Loss *(specify the year)* :

Expenses	Amount (EUR)	Income/Revenue	Amount (EUR)
Purchases, external services		Sales products and services	
Staff costs		Grants/Subsidies (to be detailed) :	
		Contributions, donations	
Other operating expenses, taxes and duties		Miscellaneous	
Financial expenses		Financial income	
Extraordinary expenses		Extraordinary income	
Depreciation, amortisation and provisions		Write-backs of depreciation, amortisation & provisions Total	
Total expenses		Total income	
Results (Profit)		Results (Loss)	
TOTAL		TOTAL	

1.6.2. Balance Sheet *(specify the year)* :

Assets	**Amount (EUR)**	**Liabilities**	**Amount (EUR)**
Intangible assets		Capitals and reserves	
Tangible assets before amortisation		Results (+ ou -)	
Financial assets		Investment grants/subsidies	
		Medium and long-term debts	
Total Fixed Assets		**Total permanent resources**	
Current stock			
Trade receivables		Trade and non-operating liabilities	
Preliminary Charges		Deferred income	
Disponibilités		Short-term financial liabilities	
Total assets		**Total liabilities**	

2. DETAILED PRESENTATION OF PROJECT

2.1 Project organisation

Is the project being implemented directly by the applicant organisation:

Yes ☐ No ☐

If not, which third party(ies) is/are ensuring the implementation of the project?

Give the name and address of this organisation and its president:

What are the institutional, technical, financial and contractual ties with the applicant organisation? *(If available, please provide us with a copy of the contracts)*

Other than the above mentioned organisation, are there any other sub-contractors?

(If so, which ones? Please give their name and address.)

2.2. Project managers

1. For the applicant organisation

Name :		First name :	
Position :		Phone :	
Business address :		Mobile :	
Postcode :		Fax :	
City :		Email :	
Country :			

Previous skills and experiences directly relating to the project (5 lines maximum)
Enclose a copy of the project manager's CV in the appendix.

2. For the third party organisation ensuring the implementation of the project
(for cases where the project is not being implemented directly by the applicant organisation)

Name :		First name :	
Position :		Phone :	
Business address :		Mobile :	
Postcode :		Fax :	
City :		Email :	
Country :			

Previous skills and experiences directly relating to the project (5 lines maximum)
Enclose a copy of the project manager's CV in the appendix.

2.3. Project description

Guidance for applicants
Each question in this section seeks different and complementary information. Please avoid copying the same text into several sections. Cross-references to other sections may be used where appropriate, but each response should directly address the specific question and guidance provided.

1. Please give details of any website(s) presenting the Project and its background

2. Summary of project *(1500 characters maximum)*

The summary should enable the reader to understand, without consulting the rest of the application:

- *where the project will take place;*
- *the main problem it seeks to address;*
- *its overall and specific objectives;*
- *the main types of activities that will be implemented;*
- *the principal target groups and beneficiaries; and*
- *the main expected results.*

Please present only the essential elements of the project. The causes of the problem, the detailed context and the proposed methodology should be developed in the relevant sections below.

2.1 Brief summary of project *(250 characters maximum)*

3. Predominant theme treated in the project:

4. Scheduled kick-off date of project :

5. Scheduled completion date of project:

6. Period (kick-off date & completion date) for which funding is requested
   Only if this period differs from the one indicated previously

Kick-off date: Completion date:

7. Geographical location of project:

   Country :

   Secondary countries :

7.1 Detailed location (city, region…) – Enclose a regional and local map in the appendix:

8. Project background *(5000 characters maximum)* :

Please explain the context in which the project has been developed.
Describe the relevant historical, environmental, socio-economic, institutional and policy context of the project area, as applicable.
The response should explain:

- *how the current situation has developed over time;*
- *any previous or ongoing initiatives relevant to the project;*
- *the consultations, assessments or experiences that led to the development of this proposal;*
- *the existing institutional, legal or governance context; and*
- *the lessons learned from previous interventions that have informed the project design.*

Please focus on the context and origin of the project. Do not repeat the project summary or provide a detailed description of the planned activities, which should be presented in Sections 15 and 16.

9. Is the project presented the whole project or a component of a broader project *(5000 characters)* ?

If it is a component of a broader project, provide a brief summary 1/ of what the other components consist of and, 2/ the overall budget for the project.

10. The issues and challenges addressed by the project *(5000 characters maximum)* :

Please provide a clear and evidence-based analysis of the specific problems that the project will address.
For each main issue, explain:

- *the nature, scale and geographical extent of the problem;*
- *its direct and underlying causes;*
- *the pressures or drivers contributing to it;*
- *its current and anticipated environmental and socio-economic consequences;*
- *the stakeholders and communities affected;*
- *the main barriers that have so far prevented the issue from being resolved; and*
- *why intervention is needed at this stage.*

Where possible, support the analysis with quantitative data, baseline information, studies, assessments or other relevant evidence.
This section should focus on the problem and its causes, rather than on the proposed activities or solutions. Please avoid repeating the general project description provided in Section 2 or the contextual history provided in Section 8.

11. State of knowledge on the issue addressed by the Project (state of the art) *(5000 characters maximum)* :

12. Added value of the project with respect to the previous point:

13. Bibliography of the Project:

14. The main beneficiaries of the Project :

Who will be impacted, either directly or indirectly, by the project and its results?

15. Objectives, results, activities and indicators: the logical framework of the project

Fill in the chart below as accurately and coherently as possible.

Overall goal *(the purpose to which the project will contribute)* :			
Specific goals *The concrete goals that the action must achieve as a contribution to the overall goal*	Anticipated results *The results that will enable the achievement of the specific goal*	Activities to be implemented *Key activities to be implemented to produce the anticipated results*	Verifiable indicators *Indicators, preferably quantified, to measure the achievement of goals and results (may be quantitative and / or qualitative)*
SG1	R1 R2 R3	A1 A2 A3	
SG2	R4 R5 R6	A4 A5 A6	
SG3	R7 R8 R9	A7 A8 A9	
SG4	R10 R11 R12	A10 A11 A12	
SG5	R13 R14 R15	A13 A14 A15	

SG6	R16 R17 R18	A16 A17 A18	

16. Description of project activities

Indicate, for each logical framework activity, how they will be conducted, including, if appropriate, the tools and methodologies used, as well as the different actors involved and / or beneficiaries. It is not only about listing results and activities. Unlike the Logical Framework, the paragraph must tell the project's intervention logic in a dynamic way, presenting the activities the will be implemented and possibly giving examples and illustrations.

17. The activities and phases of the project for which funding is being requested from the DIMFE.

Among the project goals and activities set out in paragraph 15 above, indicate those concerned by the request for funding from the DIMFE

18. General schedule of the project

(Referring to the activities set out in §15)

Goals & Activities	**Period of time** ***(for each activity, please indicate its starting and ending date)***
SG1	
SG2	
SG3	
SG4	
SG5	

SG6	

19. Project organisation

19.1 - Specify in the chart below the name and role of the various players (Project Manager, main contractor, associate contractor, sub-contractor, technical and scientific partners, other…)

Players	**Role and contribution**	**Contractual Relationship**

19.2 - Enclose a general diagram of the players involved showing the type of relationship that exists between these various players.

20. Material resources (equipment, technology…) mobilised for the implementation of the project

21. Human resources mobilised by the applicant organisation for the Project
Specify the number of people, the role, their status and their skills

22. Communication Strategy for the project

Indicate the strategy components and give details on how the visibility of the DIMFE support will be ensured .

23. What are the main risks – including environmental risks – of the project?

Specific goals	**Risks**	**Risk – reduction strategy**
SG1		
SG2		
SG3		
SG4		
SG5		
SG6		

24. Project evaluation mechanism

Please give details (who? when? how?)

25. What measures have been taken to ensure the viability and durability of the results obtained by the Project?

26. Are any project extensions foreseen?

2.4. Project partnerships

Provide any information which will allow for an assessment of the status of the financing plan and supports.

Acquired*	Pending	Organisation	Type of support (financial**, material, consultancy, compence, other)
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		

* Provide us with proof of any commitments made by partners (certificates, signed contracts…)

** Specify the nature and the amount.

2.5. Global budget of the project and support expected from the DIMFE

DIMFE contribution should not normally exceed 75% of the total project budget. If the request for funding exceeds €300,000, 25% co-financing (non-in-kind) is mandatory. It shall remain at the discretion of DIMFE.

1. Global budget (in Euros): ☐
2. Total amount required (in Euros): ☐
3. Total duration (in number of project years): ☐

3. BUDGET AND REQUESTED FOR AID

Information concerning the payment schedule of the financial support provided by the DIMFE

Exact details concerning payment will be provided in the agreement which will be signed with the applicant should your project be approved.
In the meantime, please take note of the following provisions:
1. The first instalment (60%) is paid upon the signing of the agreement
2. Interim instalments (30%) are paid at the end of each project year, after approval of the interim report
3. The last instalment (10%) is paid once the project has been completed, after approval of the final report

3.1 Budget du projet (en Euros)

1. Fill in the « DIMFE_budget projet GB.xls » and attach it in .xls format. Please note that:
   - You must provide us with the necessary details the will enable us to assess the budget of the entire project concerned by the application (in Euros). Feel free to provide any information which you consider relevant in the section “Nature of expenses”
   - « Equity capital » may include possible in-kind valuations.
2. Fill in the « DIMFE budget OS_R GB.xls » and attach it in .xls format. This file corresponds to the project budget by objectives and activities

3.2 Financial identification of the Beneficiary

BANK ACCOUNT HOLDER

Name :

Address :

City :

Postcode :

Country :

Contact :

Phone :

Fax :

Email :

VAT number :

BANQUE

Name of Bank :

Branch address :

City :

Postcode :

Country :

Contact :

Bank account details

Registered address :

Bank Identifier Code	Bank Sort Code	Account number	Personal code

International Bank Account Number (IBAN) :

BIC (Bank Identification Code) :

4. MISCELLANEOUS

4.1. Any additional information you would like to provide: