



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 [both budgets tables](#) 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 :

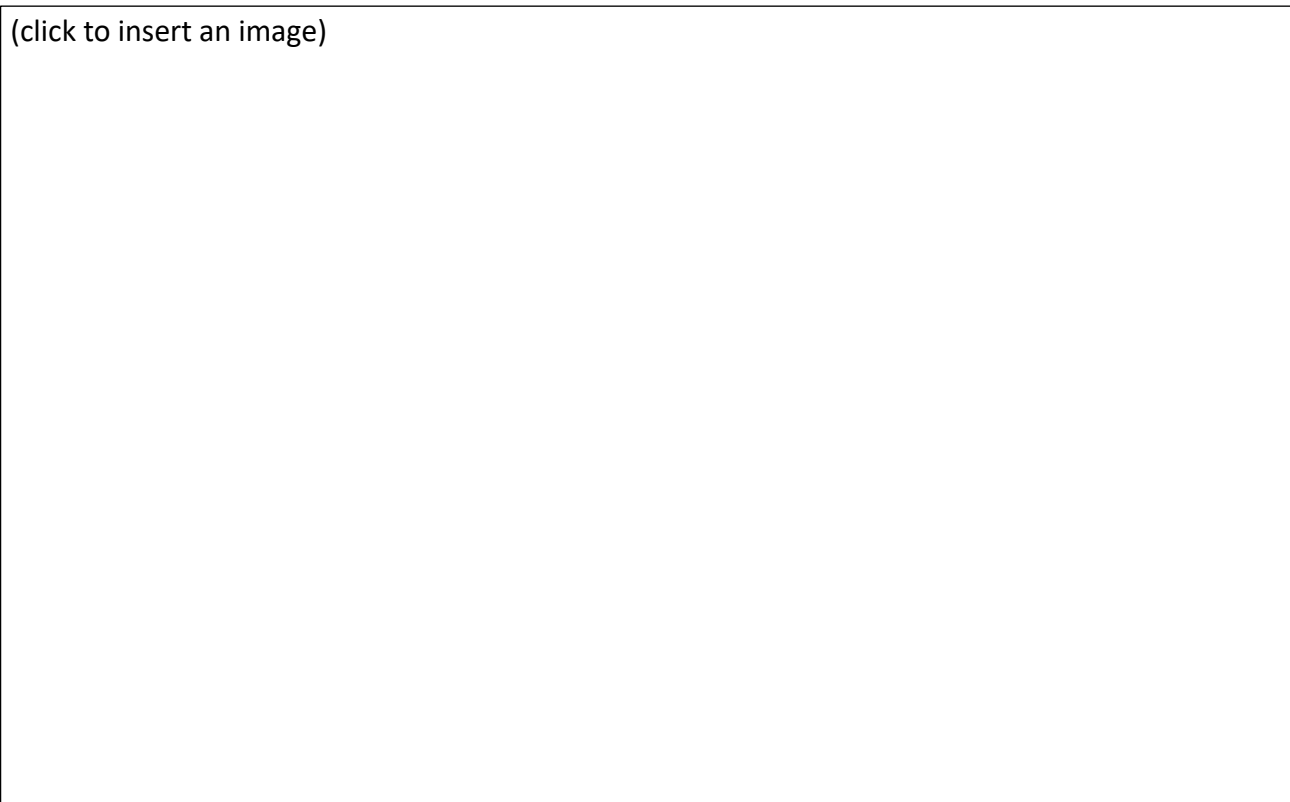
Fax :

Country :

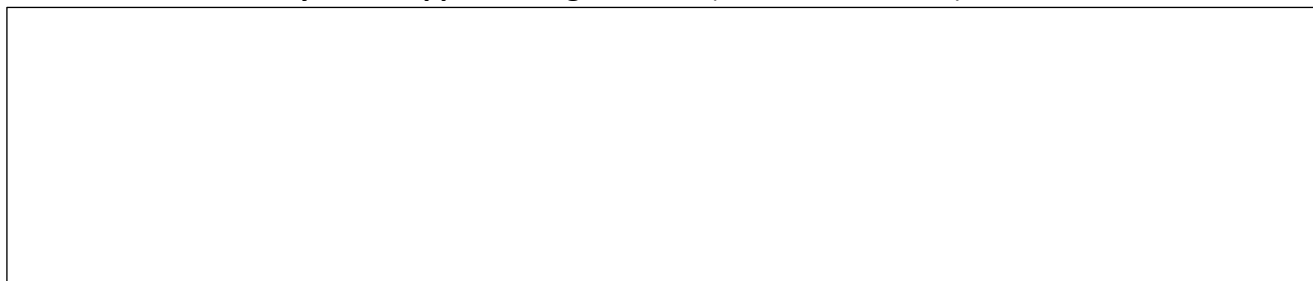
Email :

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. Has the applicant organisation implemented an environmental approach for its operation and activities? *If yes, give details in a few lines.*

Yes

No

1.7. Financial statement of applicant organisation

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

Expenses	Amount	Income/Revenue	Amount
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	

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

Assets	Amount	Liabilities	Amount
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 :	<input type="text"/>	First name :	<input type="text"/>
Position :	<input type="text"/>	Phone :	<input type="text"/>
Business address :	<input type="text"/>	Mobile :	<input type="text"/>
Postcode :	<input type="text"/>	Fax :	<input type="text"/>
City :	<input type="text"/>	Email :	<input type="text"/>
Country :	<input type="text"/>		

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 :	<input type="text"/>	First name :	<input type="text"/>
Position :	<input type="text"/>	Phone :	<input type="text"/>
Business address :	<input type="text"/>	Mobile :	<input type="text"/>
Postcode :	<input type="text"/>	Fax :	<input type="text"/>
City :	<input type="text"/>	Email :	<input type="text"/>
Country :	<input type="text"/>		

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

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

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

- 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*) :

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) :

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 <i>The concrete goals that the action must achieve as a contribution to the overall goal</i>	Anticipated results <i>The results that will enable the achievement of the specific goal</i>	Activities to be implemented <i>Key activities to be implemented to produce the anticipated results</i>	Verifiable indicators <i>Indicators, preferably quantified, to measure the achievement of goals and results (may be quantitative and / or qualitative)</i>
SG1			
SG2			
SG3			
SG4			
SG5			

SG6			
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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.

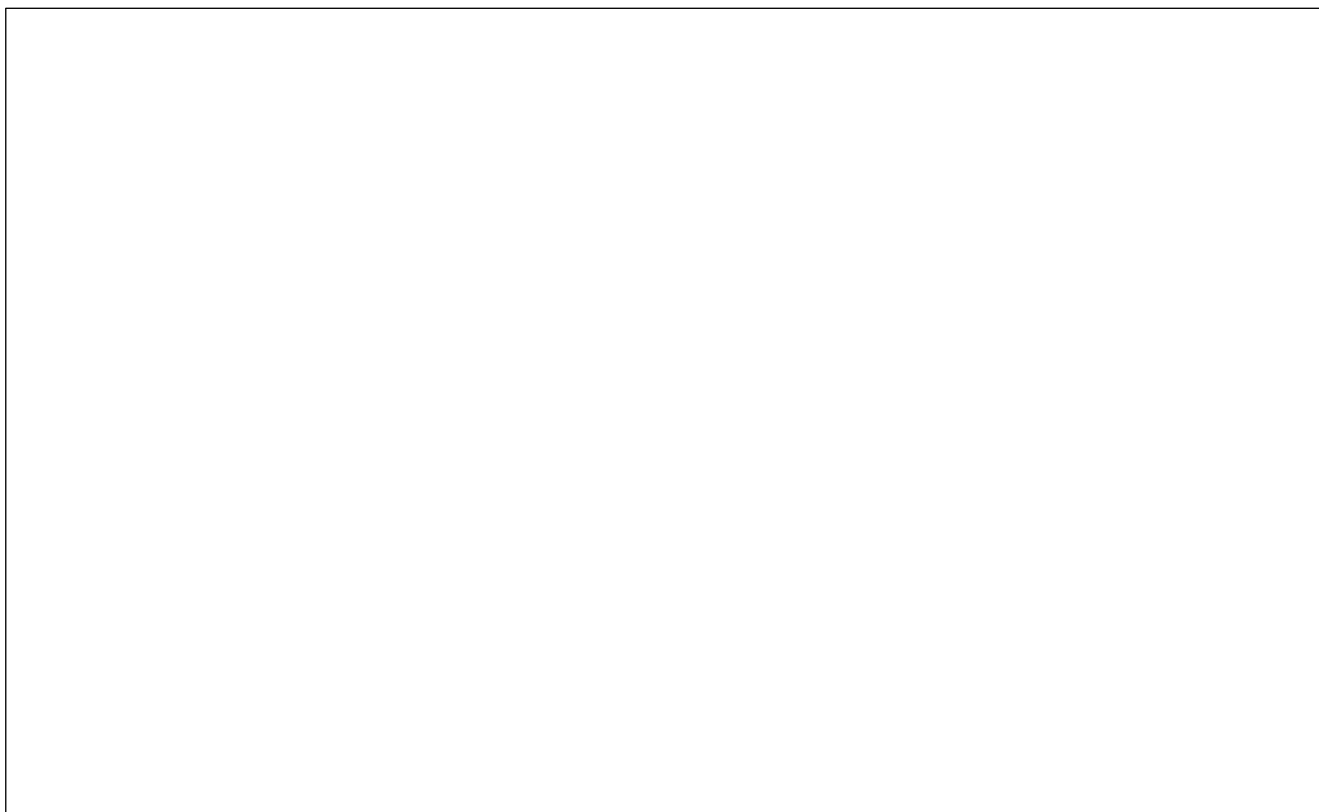
17. The activities and phases of the project for which funding is being requested from the DIMFE.

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 <i>(for each activity, please indicate its starting and ending date)</i>
SG1	
SG2	
SG3	
SG4	
SG5	

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 that 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
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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International Bank Account Number (IBAN) :

BIC (Bank Identification Code) :

4. MISCELLANEOUS

4.1. Any additional information you would like to provide: