/city, date/

/name, applicant’s address/

**To the management of**
**The Polish Foundation of Africa**
**Krowoderska 24/3**
**31-142 Cracow**

Here we ask you to provide information concerning the project:

**1. Project’s subject** (e.g. construction of a school, hospital, drilled well, temporary feeding of children). We ask for specific details on what will be built with the funds transferred by the Foundation (e.g. construction of a school or just one classroom).

**2. Substantiation of realisation of the project.** We ask for providing us with as much information on the grounds for the project as possible. In order to gather funds, it is crucial to convince our donors: the more information, individuals’ histories, number of beneficiares, statistics from the region - the easier it will be to promote the collection amongst contributors. Those information should be supported with photographic evidence. This is necessary for us to gather the funds via leaflets, articles in the press and social media - it is worth sending e.g. a photo of a preschool or a hospital before the renovation, or dirty water before the drilling of a well, people standing in line waiting to be submitted to the doctor’s office or waiting to the ER with emergency health problems.

**3. Specification of the way in which a given institution shall be financed, after the project is complete, and who shall be the supervisor of it in the future** (e.g. if the Foundation will transfer the money for the construction of a school, we are eager to know how the school will pay for the teachers’ salaries, provide necessary equipment for the students, etc.)

**4. Establishing time frames of the project’s realisation.** The information of the time period, in which the project will be competed (starting from the point of receiving the funds from the Foundation). We ask you to remember, that the project is completed only in the moment, when on the Foundation receives the settlement on our address.

**5. Attachments: estimate of the costs, photos.** The estimate of the costs of the project. We ask you to include all aspects of realisation - e.g. not only costs of the materials, but also the salary of the workers. We ask for photos, mentioned in the 2. point. We ask you to remember that the necessary aspect of the closing of the project’s realisation and recognising is as complete is its settlement. The applicant should do so up to three months since the completion of construction works on the project. In case of the lack of the possibility of delivery of the original bills or invoices, stating the incurred costs, it is necessary to provide a written a statement of the sum of those costs, supported by the documentation of the local market prices and confirmed with a stamp and signature of the applicant.

**6. Attachments: bank account number, SWIFT, BIC.** We ask you to include a bank account number, on which the founds should be transferred by the Foundation. The transfer shall be made once the physical evidence arrives at the Foundation’s address (only in euro on foreign accounts and in Polish zloty PLN on Polish accounts).

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We ask to send us the proposal via e-mail (**projekty@pomocafryce.pl).** In the case of a positive consideration by the Polish Foundation for Africa, we will ask you to send us the original of the proposal with the statements mentioned below via mail (**Krowoderska 24/3, 31-142 Kraków**).

**STATEMENTS**

CONSENT TO THE USAGE OF THE SUPPLIED MATERIALS

The applicant states their free and irrevocable consent to the Polish Foundation for Africa’s right to use received materials (photos, interview fragments, stories of the pupils, etc.) in order to promote the project and promote the Polish Foundation for Africa, especially by duplication of said materials and their publication in print and online.

……………………………… ……………..……………………

(signature, stamp) (city, date)

STATEMENT ON THE APPLICANT’S LIABILITY FOR THE IMPLEMENTATION OF THE PROJECT

The applicant states that they will comply with the commitments resulting from the content of the project proposal sent to the Polish Foundation for Africa’s address. The applicant commits to acquiring the permission of the Foundation’s management in case of implementing any changes to the project in relation to the proposed motion (changes in the concept of the project, cost estimate, the date of realisation.)

The applicant obliges to send the Polish Foundation for Africa the documentation confirming the realisation of the project along with the settling of the finances within three months since the execution of the last works connected with the project’s realisation.

The applicant acknowledges, that the Polish Foundation for Africa reserves the right to demand the reimbursement of finances in the case of the applicant not eventuating the rules set above, not realising the project, or when said project differs substantially from the assumptions agreed upon in the proposal, when the management of the Polish Foundation for Africa did not agree to the changes.

……………………………… ……………..……………………

(signature, stamp) (city, date)

STATEMENT ON THE KNOWLEDGE OF THE PROJECT FINANCING RULES

The applicant states that in case of detection of insufficient funds from the Polish Foundation for Africa, the applicant will not act without the permission of the management of the Foundation on the acquiring of additional funds or material possessions from others.

……………………………… ……………..……………………

(signature, stamp) (city, date)