

# IHEU-HIVOS HUMANIST NETWORKING AND DEVELOPMENT PROGRAMME

2013 Application form (for projects in 2013)

## A. Introduction

This application form should be filled out according to the requirements stated in the Grants Announcement. Other general information on the IHEU-HIVOS Networking and Development Programme can be found at the IHEU website: [www.iheu.org](http://www.iheu.org).

You may send this application to IHEU by e-mail to [funding2013@iheu.org](mailto:funding2013@iheu.org) to reach the IHEU office before the closing date, which is 20 April 2013.

IHEU may gather independent information on the organization and project in question, and may request additional information or enter into a dialogue on aspects of the project proposal.

IHEU will inform all applicants of the result of the applications in May 2013. For more information on the grants criteria, schedule and reporting requirements, please refer to the Grants Announcement.

All successful applicants must comply with the guidelines for reporting as set out below.

## B. The organization

Name of organization:	
Office postal address:	
E-mail address:	Web site:
Person filling out the application:	
Name: .....	
Email: .....	
Telephone number: .....	
Position in organization: .....	
The organization is qualified to apply for a grant by:	
a) Being a member of IHEU located in a developing country according to DAC list Yes <input type="checkbox"/> No <input type="checkbox"/>	
The organization's Total Annual Budget for 2012 according to the Accounts:	
EUR _____	
The organization's Total Annual Budget for 2013:	
EUR _____	
If your organization receives, or has applied for funding assistance for the organization or its projects from other Humanist organisations (like HIVOS, HAMU (Norwegian Humanist Association), British Humanist Association, etc.), please list here any such grants awarded in the last five years:	

### C. The Project

Name of project:
Amount applied for from IHEU-HIVOS: EUR _____
Project start date: Project completion date:
Short project description (max. five sentences):   Please also attach a detailed project description (2-3 pages).
Main beneficiaries of project (max. five sentences):
Main results expected of project (max. five sentences):
Person responsible for the project: Name: ..... Email: ..... Telephone number ..... Position in organisation: .....
Financial summary of the project (from the project budget): - Total project cost ..... EUR _____ - Funds from own organization ..... EUR _____ - Funds from IHEU-HIVOS ..... EUR _____ - Funds from other sources ..... EUR _____ Specify which other funding sources:
Please attach the detailed project budget (1-2 pages), including a breakdown of how the funds will be spent, and in what time frames.

#### D. Bank details

IHEU disburses funds from Barclays Bank in London, in Euros. Due to strict international banking codes, any errors made in your bank details will delay the receipt of your grant and will incur charges which will be deducted from the grant.

Name of organization (as on the bank account):	
Account number:	
Name of Bank:	
Address of Bank:	
Bank Swift code:	Bank IBAN number:
Intermediary bank details where applicable (check these details with your bank):	
Name of Intermediary Bank:	
Intermediary Bank Swift Code:	
Account number of Intermediary Bank:	
Special instructions:	

#### E. Compliance with IHEU Guidelines

I confirm that I have read and understood the IHEU guidelines in the Grants Announcement which is posted on IHEU's website. When accepted, this application, and IHEU's general principles and policies on Humanist Development will together constitute the formal agreement between IHEU and my organization.

As a lawful representative of my organization I confirm that if this application is accepted, I will arrange for financial and project reports to reach IHEU as per the deadlines stated below. I also undertake to inform IHEU of any change in circumstances that might affect the implementation of the project.

I further confirm that all project expenditure will be substantiated with correct invoices and receipts which shall be produced for verification when required by representatives of IHEU or HIVOS. I also agree to fully cooperate with the evaluation team should this project be selected for external evaluation and assessment.

I/we agree to send the following reports by email to IHEU at [funding2013@iheu.org](mailto:funding2013@iheu.org) if we are awarded a grant:

- a) A grants acceptance agreement within 30 days of receiving notification of the grant.
- b) A short Interim narrative report (1 page) by 30 July 2013.
- c) A final narrative project report (2-3 pages) and complete financial report by 20 February 2014 latest.

**F. Compliance with local and national legislation**

By signing this application form I hereby declare that I have duly verified that our organization is eligible to receive IHEU funds for the proposed project under local and national legislation.

I/we agree to abide by the laws in force governing and regulating international money transfers and receipt of foreign funds in our country. I further agree to indemnify the IHEU and its officers for any and all of my/our failure(s) to comply with the legal requirements in our country as regards the receipt and/or use of the funds received from IHEU. The funds received will be used for peaceful and lawful activities only.

**G. Declaration of interest**

If you or any of your family members (immediate family members, blood relations, or people you share your dwelling with), will benefit personally from the IHEU funding as a result of you or any family member as defined above being employed or receiving remuneration for services rendered for the project work, kindly name the persons and state the extent to which you/they might benefit from this project. This information is aimed at increasing transparency in the funding programme and its implementation, and will not automatically disqualify any application.

Name	Relationship	Role in project	Extent of benefit

**H. Checklist**

Make sure that you have provided all information that is requested in this application form.

- a) Have you filled out all required information?
- b) Have you provided all necessary bank details?
- c) Have you prepared and enclosed the required attachments?

**I. Attachments**

The following attachments should be enclosed with this application:

- a) A detailed project description (2-3 pages)
- b) The project budget (1-2 pages) showing all types of income and expenditure related to the project.

**J. Applicant's confirmation**

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Place

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Date

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Name